

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
March 6, 2014

MEMBERS PRESENT: Mike Erickson, Lon Gellhaus, Dr. Kennon Broadhurst

MEMBERS ABSENT: Rolf Johnson, Steve Kaiser

OTHERS PRESENT: Rich Krokkel, Dean Knie, Jeff Catron, Gary Dahlerup, Leslie High, Adam Altman, Mike Schmit, Lynn Lander, Kevin Braun, Elisa Sand, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:30 am on Thursday, March 6th, 2014.

Item #2 - Approval of minutes from February 6th meeting – Broadhurst moved approval with corrections, seconded by Gellhaus. **MOTION CARRIED.**

Item #3 - Adoption of the agenda – Moved by Gellhaus, seconded by Broadhurst. **MOTION CARRIED.**

Item #4 – Next meeting scheduled for Thursday, April 3rd at 11:30am.

Old Business:

New Business:

Item #5 Bills – Distributed amended bill list. Broadhurst moved approval to pay the bills, seconded by Gellhaus. Erickson asked about the sand. Krokkel stated sand was ordered early in the year. It is sieve grade 8 which complies with the Advisory Circular. **MOTION CARRIED.**

Item #6 Financial Report – Distributed amended financial report. Broadhurst moved to accept the financial report, seconded by Gellhaus. **MOTION CARRIED.**

Item 7: Helms and Associates:

7a: Recommendation to pay invoice #9 (FINAL) in the amount of \$13,084.95 for AIP Proj. #3-46-0001-32-2012 Airport Approach Survey, 100% complete – Moved payment by Broadhurst, seconded by Gellhaus. Schmit stated this will be for all the data for the approach survey, all the imagery, the ground control survey, and the design data for the new runway ends. Everything has now been submitted. It is now in the hands of NGS and Flight procedure with the FAA to decipher all the data and begin approach development for our shifted runway ends. Schmit will be in contact with our ADO and FAA Flight procedure over the upcoming months to make sure everything is still on track, so when we get into the project of decoupling runway ends, we are not out without approaches. Erickson asked about the ASOS. Krokkel stated as far as moving the ASOS; they were going to look at this as the project goes forth. We are at 403'; 3' outside of the safety zone. We should be okay. Schmit added the ASOS or AWOS is typical collocated with the glidescope. It is not required; however, the glidescope is fixed by function so it has to be where it is. They wanted to move the ASOS as they were not positive that it was out of the Obstacle Free Zone, and it is out. Schmit will be working on this which is part of the reimbursable agreement that the City signed. We do not want to move the ASOS. The biggest complaint in Brookings with their project right now is there is no weather on site. Unless we absolutely have to, we do not want the ASOS down during the project even though our airport has certified weather observers. There are a lot of people who rely on the ASOS. Braun from Quest asked if it is relocated what the timeframe is that it will be down. Schmit stated it would be months. It is a federally owned facility and they will have to tear it down. Gellhaus asked when will we know if they accept our proposal. Schmit stated he is aware that the Contracting Officer for the Reimbursable agreement had sent email correspondence to Wilson about relocating the ASOS. Wilson's response was that it is 403' from the centerline and we do not want to move this. Schmit is not aware if Wilson received another email before he left. At this point, Schmit will say it will not be relocated. Dahlerup, a local pilot asked what about the communication infrastructure. Schmit believes that the RCO (Remote Communication Outlet) will be able to stay up. When they get to this point the ILS will be shut down. The localizer will be new. The glidescope will more likely to be relocated. For MALSR

and REIL's if they have new units, we will get new otherwise they will re-use the existing ones. Catron, a local pilot asked when will this all start. Schmit stated the earliest is 2016. It will also depend on funding and how we have to phase out the project. The other part is we want to make sure that we keep the ILS as long as we can until they have new procedure developed, so once we get our ILS relocated the approach procedures are developed and we are not having a long period of time without approaches. **MOTION CARRIED approving to pay invoice #9 (Final).**

7b: Recommendation to pay invoice #12 in the amount of \$19,404.60 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 64% complete - Moved by Gellhaus, seconded by Broadhurst. Schmit stated right now they are concentrating on putting together the mitigation plan for the Willow Creek site along with the topography on the airport. Lander, City Manager asked if Schmit will be submitting the Wetland Plan and Storm Sewer Plan as one master plan or do they go separately. Schmit asked if Lander is asking when it is time for construction. Lander stated yes. Schmit stated his envision would be to incorporate it as one entire project. Reason being is that we cannot fill wetlands on property until we have the mitigation either completed or is ongoing. The only way we can control this is to have one contractor with two separate bid schedules. Lander asked what the timetable for Federal approval is once we submit final plans. 90 days as far as the Mitigation Plan is what Schmit has been told. Lander clarified Mitigation and Storm Water Improvement Plan is 90 days. Schmit stated this is what they have been telling him. Lander stated he asked these questions because we don't have a final Storm Water Improvement Plan as of today. Schmit stated with the 404 Permit with mitigation, they really want to know what is going to happen with the storm water which Lander is correct. They had reviewed our permit and have been told everything looks good. All they want is more detailed information on the Storm Water. Right now, Schmit has all the areas that we received permission to survey on the tributary. This has been completed and they are putting a drawing together to show the cross sections for the affected landowners. Within the next 2 weeks, we can meet and present the information to them. If this is something that is not feasible to them, then we will be back to our main alternative of going directly to Mocassin Creek. Lander stated he received a criticism that all parties were contacted. Lander asked that when we do hold the next meeting that his office be responsible for sending out the notifications. Schmit stated his office will send all the contact information to Lander and let Lander's office handle this. Erickson stated once we start filling wetlands, what is the construction scenario; do we start with the drainage before we fill. Schmit stated we would want the storm water measures put in; we could do this concurrently or before. **MOTION CARRIED to pay invoice #8.**

Item #8 Airport Manager's report:

8a: 2014 Ford – this had been ordered and had been presented to the City Council. We will dispose of our 2006 GMC at the City Auction. There will be some extras that were not in the contract which are the radios, safety strobes and spot light which will come out of our operating budget. Braun asked what color is the truck. Krokkel stated Flame Red. In going forward, we have in the budget planned to replace one in 2016 and 2018 and they will be both Flame Red.

8b: SkyWest/Delta Operating Agreement – this has been signed and enplanement is up 12% for the first couple of months.

8c: SD Airport Conference – Krokkel and Lander will be attending this, this month on the 25th through the 27th which will be in Spearfish.

8d: Triennial Exercise – We are still moving forward with this. It will be held on June 10th with the rain date of June 12th. All the agencies and departments involved had submitted their objectives to Krokkel who will be working with Scott Meints, BCEM to get the plan put together.

8e: Snow Event/Removal - We have had a couple of snow events since last month and equipment maintenance cost which the Board will see next month. Krokkel added that we had a significant damage to Aberdeen Flying Service refueling island. One of our staff had hit it with a road grader and we are dealing with this. Erickson asked what the issue was; was it hit with a wing plow. Krokkel stated staff hit it with the wing (did not have the wing upright and stowed). Krokkel had been in contact with Westmore Fluid Solutions to get these repairs expedited. Erickson asked if AFS is still doing fuel business. Krokkel stated they are still able to refuel aircraft. With small aircraft, they just pull the fuel truck out. A pilot coming in would not be able to refuel themselves. Gellhaus asked if we have insurance for this. Krokkel stated yes with the City.

Item #9 Other Items:

9a: Transportation Director Opening – Lander stated he intends to finish the Director’s interview by the end of next week. Gellhaus asked did we get some good applicants. Lander stated we did; we are looking for an individual with experience. Being that there is a small amount of commercial airports, our applicant pool is somewhat restricted. Broadhurst asked is there an educational requirement. Lander asked that they have an Aviation background. University of North Dakota is probably the largest institute within the United States that has Airport Management. To our advantage many of the applicants have been in the region because of the State of ND, but even those that are from SD, ND, WI; they all went to larger markets to get their initiation.

9b: Private Hangar Taxiway – Braun from Quest stated the private hangar taxiway that was put in a few years back, where the asphalt and concrete meet there is a horrendous frost heave. Is this something they have to live with as operators? Schmit asked is Braun talking about the approached pavements. Braun stated where the cement and asphalt joined. Schmit thought that this area was paved many years ago. Braun stated the asphalt part, yes. Krokkel asked even in the summer is there a lift. Braun stated no, but there is such a crown on it now. Krokkel stated we will take a look at it. Schmit stated when they build those taxiways; they go down 65% with granular to provide for frost protection. The FAA does not fund the approach pavement from the taxiway to the hangar, unless it is impacted during a project. When they built the taxiways they had to come back and cut into the approach pavement, they redid this. This was done probably with a few inches of gravel and a few inches of asphalt which does not have the frost protection like a taxiway would have. Differential movement is what is causing the shift. The section of a taxiway is about 39” thick with concrete, gravel and edge drain which is preventing the frost heave from taking place versus right adjacent to it, that asphalt; it does not have that protection. In years past, Schmit stated King had talked to them about this issue. The Feds will not fund this under AIP; putting frost protection and repaving approach areas. Braun stated then is it the owner’s expense if they want this fix. Schmit stated typically with hangar and every airport is different, usually it’s the hangar owner who pays for the approach pavement and they build it to however suit their needs. Braun stated it’s definitely worst since the new cement; but going down that far probably kept it from moving as much and magnified the difference.

Gellhaus moved to adjourn, seconded by Broadhurst. Meeting adjourned at 11:57am.