

**MINUTES**  
**ABERDEEN REGIONAL AIRPORT BOARD**  
**Regular Meeting**  
**April 3, 2014**

**MEMBERS PRESENT:** Mike Erickson, Lon Gellhaus, Rolf Johnson, Steve Kaiser

**MEMBERS ABSENT:** Dr. Kennon Broadhurst

**OTHERS PRESENT:** Rich Krokkel, Lynn Lander, George Hansen, Howard Swenson, Reed Swenson, Gary Christiansen, Mike Schmit, 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, April 3, 2014.

**Item #2 - Approval of minutes from March 6th meeting** – Moved by Gellhaus, seconded by Kaiser. **MOTION CARRIED.**

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

**Item #4** – Next meeting scheduled for Thursday, May 8<sup>th</sup> at 11:30am.

**Old Business:**

**New Business:**

**Item #5 Bills** – Distributed amended bill list. Johnson moved approval to pay the bills, seconded by Gellhaus. **MOTION CARRIED.**

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

**Item 7: Recommendation to pay Helms and Associates invoice #13 in the amount of \$24,255.75 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 71.5% complete** - Moved by Gellhaus, seconded by Johnson. Schmit from Helms and Associates stated they have the preliminary Mitigation Plan for the Willow Creek site is complete and they are going through the internal review. Once their review is done, Helms will meet with City Officials and discuss. The drafters are also currently working on getting all the grades and layout on airport property. It is a process to get everything to drain in a site that is as flat as the airport. They have been working extensively to putting grades to pipes to inlets to make sure we do not create any wetlands after we fill the existing ones. This is their primary focus right now. Erickson asked what is the actual acreage for mitigation. Schmit stated it's not necessarily based on acres. The airport hired SEH to do wetland delineation in HGM modeling of the site. Typically, small wetland impact projects will go from acre to acre ratio. With the amount of acreage of wetlands we have on the airport site, it is a lot more conducive to do the HGM modeling so it looks at each individual wetland and grades it; based on the quality of that wetland. Schmit stated they have this information of the existing wetlands. SEH also delineated the site up at Willow Creek and they also provided recommendations and a preliminary modeling for this site. This is what Helms' is matching as far as getting their credits to mitigate the affected wetlands on airport property. The airport has 176 functional capacity which is what we have to mitigate. Gellhaus asked do we have the land to do this. Schmit stated this will be all on City owned land. **MOTION CARRIED.**

**Item #8 Airport Manager's report:**

**8a: Director and Airport Staff** – Cody Roggatz was hired as the Transportation Director and will start Monday, May 5<sup>th</sup>. Shane Jung and Dani Roeker were hired as Maintenance Workers. Taylor Rolf is the summer/seasonal help this year. Krokkel stated it's a good feeling to have the department full.

**8b: SD Airport Conference** – Krokkel and Lander attended the conference last week in Spearfish. There were about 12 different topics that had been presented. Krokkel felt they were all valuable topics. He had gained a lot of information from Chris Huggens from MSP ADO who talked about the realignment of the ADO's. The ADO in BIS and MSP is going to be conjoined and will become the Dakota/Minnesota ADO. The 3 States now have one district office, but will maintain two offices (BIS and MSP). Huggens assured the airports that BIS will not be subordinate to MSP; they will be co-partners. All the management staff will be responsible for all the offices regardless of which office they work in. This is the only ADO in the country that will have two offices.

Each office will be equally represented on the management team. Huggens will be over both of the assistant managers and his office will be in Minneapolis. We will still have Laurie Suttetier in Bismarck. Birke Rhodes from Great Lakes Region discussed Airport Safety (during construction) and Part 139 updates. Krokkel, Terry Helms and Mike Schmit had talked to Rhodes about re-evaluating the LOC (Letter of Correction) that we received last June. On 17/35 closest to Melgaard Road, there is a black spot. When the Airport did some runway extension years ago, what they did was paint over the old 35. The FAA requires total obscuration. In order to do this we are going to spend roughly about \$140,000. Johnson stated what about chipped sealing without the chips. Schmit stated this is what the Airport had done for years; used tacked oil. Krokkel stated FAA requires total obscuration; removal not just covering. With the decoupling project pending about two years out, they asked the FAA to reconsider holding off until the decoupling project comes into fruition and this issue will be addressed. Schmit stated their office will be contacting Rhodes in a couple of weeks to follow up on this. SD Department of Public Safety did a presentation on Homeland Security. They discussed threats to Aviation Security, intelligence gathering, process and some internal threats posed by our own citizens.

**8c: Triennial Exercise** – We are still progressing towards our exercise on June 10<sup>th</sup> with June 12<sup>th</sup> rain date. Next meeting will be Wednesday, May 7<sup>th</sup> at 9:00am.

**8d: City Surplus** – We are presently getting a list of surplus property together for disposal. The City Auction is scheduled for May 2<sup>nd</sup>. One of the items will be the 2006 GMC pick-up.

**8e: 2014 Dodge pick-up** – Delivery of this pick-up is anticipated within couple of weeks. Correction on last month's minutes on item 8a: should be 2014 Dodge not Ford.

**8f: Mural** – Nick and Nicole Fischer is anticipating completion and installation on May 2<sup>nd</sup>.

#### **Item #9 Other Items:**

**9a: Enplanement** – Kaiser stated we are below where we were 5 or 6 years ago, not a lot but some. Is this totally driven by Delta rates? Christiansen, DGS Manager stated he's not sure if it's the rate. Five, six years ago we had 5 or 6 planes coming in with 30 seats. Now, we only have 2 coming in with 50 seats. Kaiser asked is it the fact that we are 2 planes a day that is causing that. Christiansen stated it could be; 5, 6 years ago we had 180 seats now it's only 100 seats. Lander, City Manager stated he is a little complex with the question as Wilson had distributed before a 10 year analysis. With the recession we were down in 2007. We had 5 flights then to 2 flights starting in 2010. We had seen a steady increase from this point on. Kaiser stated some increase. Lander stated we had seen a steady increase and Kaiser is making it sound like we are declining and we are not. Kaiser stated he is not saying it is. It is below what it was at one time. Lander stated when it's compared to 5 flights a day 5 years ago which a lot had changed since then. Kaiser asked is there anything we can do about this. Christiansen stated not as long as we are an EAS (Essential Air Service) airport where it only requires 2 flights a day, 7 days a week. Johnson stated he is not sure if there is a CRJ bigger than 50; what is the next step. Christiansen stated the CRJ700 which holds 69 passengers. When we get to this point, we will have to change the entire operation of the airport from AOA to SIDA badging which will cost a lot of money and a full TSA security program. Lander added that our EAS subsidy went down because of our passenger number increase. We started out with \$1.2M now we are down to \$1M. There had been a lot of changes within the last 5 year period too. In North Dakota, many of their cities lost air service. Erickson stated our actual percentage on seats had been excellent. Christiansen added the 5:05am flight is the busiest flight of the day. Johnson added a lot of people he talked to when he flew out were making connections going to the east coast and the Caribbean and they were able to connect. Lander stated what is also interesting is the average passenger per flight; when you look back at the numbers when we had 5 flights per day, those numbers were substantially down compared to where we are today. Lander added we have been fortunate with SkyWest. We can always market our airport, but keep in mind when we did the study in 2010 we only have so many market to capture. Unless we have a birth boom, Lander does not see our numbers changing substantially. Kaiser thought that we can't advertise. It was reported that we can advertise the airport itself, but not the price of a flight. Lander stated another factor is that a lot of our client based are leisure travelers. Johnson agreed. Christiansen stated we have the business travelers, but a lot are vacationers. A question was posed to Christiansen from Sky West. They know about the Pheasant Season and the situations that we face there, but they could not understand why we are so full in December especially the last two weeks. Christiansen informed them that we have two colleges and SkyWest did not realize this. Now they are aware of this, what they do with this information is in their hand. They were also informed that our Hunting Season is not just pheasant around here; we also have deer and geese.

**9b: Drainage/Mocassin Creek** – Swenson asked if there had been a study done on the drainage situation or a study done on Mocassin Creek access to drainage. As far as coming from the Airport, Schmit stated right now they are evaluating all options. Like the option of going through natural tributary east of the airport or just utilizing existing right of way with a force main pipe. Our time is limited as far as getting this project funded by the FAA. We need to make sure we are ready when the money is available, otherwise the Airport losses out on it. With State dollars going into these projects more than likely decrease as the years go by, so the City could be looking at more of a match on the project. The sooner we can get this project completed the better. No final decision had been made with the City as to what route we are going yet. Swenson asked what the deadline with Federal funding. Schmit stated

we do not have a definitive date. Lander stated when they were at the SD Airport Conference they met with State and local officials which they discussed our Decoupling project which involves the mitigation, storm water, and the runway. One of the things that we need to know about this improvement is that the Feds making upon the fact that a good portion of our funding will be discretionary not entitlement. The difference between the two funding is entitlement is an allocated amount. Discretionary is based upon others not getting their project done and they give this allocation. They had told us up already that our project will be discretionary then entitlement. The Feds fiscal year is different than the City, so we really don't know where we stand from the whole allocation basis by the end of this fall. Johnson stated Schmit can engineer this to be the best draining system or go conservative system. Which way do we go considering we do not know how much money to deal with versus which is the most efficient way to drain the land? Lander stated this question was asked and they had said that they will take the best project, but in the future it would be phased improvements. It's not that they are trying to give us money for a lesser project, but the funds are not there. Schmit stated they will have to approach this in a manner that if it has to be phased that we can accomplish it. Lander stated this might be doing the mitigation work 1<sup>st</sup>, wetland drainage work 2<sup>nd</sup>, and runway improvements 3<sup>rd</sup>, instead of doing it all at once. And they also asked the cities how much one can carry that are due in reimbursement with entitlement into the following year. Lander stated we have always done this. Schmit stated typically the grant application usually comes with the grant offer. Schmit added the 90% rule is what is going to be really strenuous on the City as far as budgeting because once the project hits 90% the City will not receive another reimbursement until the Feds have the final close-out. Swenson stated with the timeline of the study and when the decision is made, when will landowners be informed. Schmit stated the landowner will be informed where we go with this very soon. A question was asked about trenching and draining through a section of land. Schmit stated no, as this raises issues as far as impacting wetlands. Will there be something in writing that this will not happen. Schmit stated they are working with the City and the City will make the contact with the landowners. Swenson stated as long as everybody is informed. Schmit stated this is an extensive project so they are looking at all avenues. Erickson asked will there be another Public Hearing. Schmit stated once they make the decision with the City on the route for discharge, yes; and then through the preliminary design. Part of the EA process we had promised to have another Public Hearing with the affected land owners and adjacent land owners. Swenson asked what about beyond the airport proximity or full project notification. Schmit stated there will be a Public Notice put in the newspaper. Swenson stated he feels that even though his land "per say" will not be affected he would like to be notified until this project is complete. He would not want just to hear it from a neighbor or read it in the paper. What if he didn't get the paper? Any proximity to this project he felt has to be notified. Johnson agrees in the fact that what if there is a transaction between land owners or an estate or generational change or deed on piece of land. Erickson verified that all communication and notification will be coming from the City Manager's office. Gellhaus stated notification to land owners may not apply to leaseholders. There's a limit of what the City can do for notification. Swenson stated if there are names in the ownership document at the Court House, those people should be notified.

Kaiser moved to adjourn, seconded by Gellhaus. Meeting adjourned at 12:16pm. .