

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
August 7, 2014

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Lon Gellhaus, Carl Perry, Tom Black

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Mike Schmidt, Lynn Lander, Daryl Shook, Gary Dahlerup, Jeff Catron, Kevin Braun, Mike Wiese, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:31 am on Thursday, August 7, 2014.

Item #2 Approval of minutes from the July 10th, 2014 meeting – Moved by Johnson, seconded by Black. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, September 4th at 11:30am.

Old Business: None

New Business:

Item #5 Bills – Distributed updated bill list. Johnson moved approval to pay the bills for the month of July, seconded by Gellhaus. The main generator had a load test done as this had never been tested since it was commissioned. It's good to have this done every other year or every three year. The SRE building generator was having problems picking up the load. It is tuned right now to pick up the building load, but ultimately, this will have to be corrected which will be done by staff. **MOTION CARRIED approving the bills for the month.**

Item #6 Financial Report – Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

Item 7: Recommendation to pay Helms and Associates invoice #17 in the amount of \$19,404.60 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 90% complete - Moved by Gellhaus, seconded by Johnson. The project that is being advertised today includes the force main, lift station, storm sewer piping, rip rap of the existing detention pond and Wetland Mitigation at Willow Creek. Rip rap of the detention pond will get rid of the cattails and staff will still have to mow to get rid of the nesting habitat. There are 2 bid schedules which one contractor will have to bid both. The contract will be awarded based on the combined total of the bid schedules and the work will have to be done concurrently. The problem with this is we are getting into the fall season which the mitigation site is used for hunting by local and out of state people. The completion dates are set for early summer (Wetland Mitigation) and early Fall (Force Main and the Lift Station). The funding for Phase 2 of the project which consists of the Pond construction and the collection systems is still up in the air, but bid specs are ready to go; if the money does come we can advertise the bid. A meeting is being set up with the FAA ADO to get clarity on our funding. Discharges from the existing ponds will be tied into this project. For closures of runway, an Airport Advisory will be distributed to the FBO's, airline and to others who we have contact information. The Board was informed of 10 days estimation for runway closures which will only apply to one runway at a time. Bids will be open in a couple of weeks and a schedule will be discussed with the contractor whom we award the bid to. **MOTION CARRIED paying invoice #17.**

Item #8 Request to build 18'x18; 3.5" concrete pad in Hangar #8, Weylin Huber – Moved by Perry, seconded by Johnson. This will be to refurbish the floor into the entry way to his hangar. All cost will be Huber's. **MOTION CARRIED.**

Item #9 Recommendation to renew Lease #2 Daryl Theobald – Moved by Gellhaus, seconded by Black. The lease was modified to allow the Airport to inspect hangar periodically to make sure that the Airport's Minimum Standards (Policies and Procedures) are being followed. Also added is to allow access for the Fire Marshall to make sure Fire Codes are enforced. It's a good practice to inspect each GA hangar once every 6 months or yearly. FAA also requires the land on the airfield is being use is for Aviation purposes. Moving forward, the addition that will be on all leases are *Section: VI. "The hangar area plot is to only be used for aviation purposes. The Owner will only be allowed to store and maintain aircraft registered with the FAA under his/her name. Aircraft must be kept in airworthy condition"; VII. The Airport Manager and his/her designated representatives reserve the right to periodically inspect the hangar area plot and the constructed hangar to endure compliance with this contract, Airport Policies and Procedures,*

Item #10 Airport Manager's report (Roggatz):

10a: Delta – SkyWest is visiting with Delta today regarding the schedule. What happening in MSP is Delta main line is getting fluctuations daily in their schedule which we are also seeing in our afternoon schedule. The fluctuations in schedule has both its positive and negative. For the month of August, our morning departure has been steady. The afternoon departure has its fluctuations from 3:15 to 4:40 and 5:15. There were a couple of cancellations last month due to staff shortage. The industry overall will have shortage of pilots in the next 5 to 10 years. To remedy the cancellation, SkyWest did bring in a larger aircraft to accommodate those people who had a cancelled flight. We are thankful to have SkyWest service here.

10b: Cost Comparison Calculator – Manhattan, Kansas utilizes the same company for their website as we do. We will be contacting our website developer to find out the cost on developing the calculator versus developing it in house. Sioux Falls and Fargo will be used for the comparison city. As stated last month, be cautious of what information is shared.

10c: Enplanements – Our numbers for the month of July 2014 versus July 2013 is down, but overall for the year it's up 5.3%.

10d: FAA Annual Inspection – Our LOC was extended as one item is still outstanding (one tenant is awaiting delivery of the item needed).

10e: Chamber/Banners – Someone from the Chamber was out and changed some of the banners. They were asked to come back to look at the other banners on how they can be improved like promoting the colleges we have.

10f: Training – Wildlife training was completed at the end of July. One of our staff (Jung) went to Bismarck and was trained by a USDA staff on WL Mitigation. Jung then trained the rest of the staff that needed the annual training. Next week, Roggatz will be attending an ASC webinar. Krokkel will then be attending training in Oregon on the Advanced ASOS program which will continue his training on Airport Operations and Airfield Safety which will be an asset for him and for us when we get into construction on the airfield.

10g: Maintenance Report (Krokkel):

Painting – all of the painting we needed the paint truck on has been completed. Some touch up work are left to be done.

Mowing – we are just trimming weeds and cleaning up the sloughs.

Concrete repairs – we are getting quotes on epoxy kits; received 2 quotes and waiting on one. The advantage of using this kit is the cure time which is an hour. While doing this work, we will be closing a runway for about 3 to 4 hours. The priority is the one on 13/31 at Charlie turnout which has a substantial crack.

Variable Frequency Drive (SREB) – expect a \$2,500 expense for a couple of pumps which controls the cooling water and water for the in floor heat. Someone will also have to come in and do the programming.

GA Ramp – is scheduled to be swept tomorrow starting at 5:00am.

Crack sealing – this is a budgeted item this year. Majority of the work will be on the air side, 17/35. The contractor is from Mitchell. Local price was higher.

Snow Removal Equipment – staff are starting to get our equipment's ready.

Hwy 12 project – the contractor for the project had been contacted. The clean-up should be done by the end of October.

Perry commented on how the airfield looked and would like to tell the staff that they are doing well.

Johnson moved to adjourn, seconded by Black. Meeting adjourned at 12:23pm.