

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
February 5, 2015

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Alan Johnson Michael Schmit, Doug Fjeldheim, Kevin Braun, Darrell Hillestad, Rhea Ketterling, Elisa Sand

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00 am on Thursday, February 5, 2015.

Item #2 Approval of minutes from the January 8, 2015 meeting – Moved by Perry, seconded by Black. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, March 5th at 11:00am.

Old Business: None

New Business:

Item #5 Bills – Moved by Gellhaus to pay the bills, seconded by Johnson. **MOTION CARRIED.**

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

Item #7 Recommendation to pay Helms & Associates, Invoice #4, Construction Administration and Resident Engineering services, in the amount of \$14,773.70 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1 – Moved approval of payment by Perry, seconded by Gellhaus. **MOTION CARRIED to pay Invoice #4.**

Item #8 Recommendation to pay B&B Contracting Invoice #4 in the amount of \$346,063.66 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1, materials stored on-site and work to date – Moved by Black, seconded by Gellhaus. Schmit from Helms stated the forcemain and boring work are being completed. The project is progressing very well. Within the next month, they will be wrapping things up airside and even outside. Then, they will wait until spring to finish up the 3rd wetland mitigation in Willow Creek. They might do additional rip/rap on the pond which purpose is to reduce the erosion on the edges and reduce the cattail growth. This would help reduce the attractiveness to wildlife which is part of the EA (Environmental Assessment) and is a requirement of the FAA. Best management practice of the erosion control plan will be implemented and maintained. As for spraying for cattails, we do not have staff with aquatic license. **MOTION CARRIED to pay Invoice #4.**

Item #9 Recommendation to renew Airport Lease #59, Dr. John Bormes – Moved approval by Gellhaus, seconded by Black. **MOTION CARRIED, Johnson abstained.**

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

10a: January enplanement – enplanements are up .5%, deplanements also up .6% over January 2014. Total traffic for the month is 4,601

10b: Marketing – still doing promotions in the Aberdeen Magazine with the McQuillen Group. We also have an opportunity to be in the Delta Sky magazine which does a profile on different destinations that Delta flies into. For the month of March, they are doing a destination profile for South Dakota. We did a partnership with ADC, the Chamber and CVB on putting an ad. They will also be doing an article on the Aberdeen area next to the ad.

10c: Upcoming Training – Pagel will be going to Buffalo, New York in April for Basic ASOS (Airport Safety and Operations Specialists). Along with this conference is the annual snow conference on airports.

10d: Maintenance Report – Krokkel:

- **Winter Event** – 3 weather events of which January 16th – 17th and 24th – 25th were ice events. The 16th -17th had an excess of 1/4inch of ice. E-36 and sand were used on both events. Staff worked between 11 to 13 hours to keep up with these events.

- **Part 139 compliance** – All quarterly inspections are completed (FBO fueling ops, Jet Bridge, PAPI's and REIL's)

- **Equipment repair** - some repairs done on different snow equipment and some preventative maintenance on pick-up trucks. Also, did preventative maintenance on Rescue 6.

- **Other major expenses for the coming month** - will include delivery of diesel and unleaded, sand, lamps for runways and taxiways, lamps, ballasts and fuses for parking lot. Also, a replacement spring for one of the overhead door at the shop.

- **Tank Art** – the owner of Pro-Ag (Dennis) was contacted and is receptive to allowing some of artwork on the tanks.

- **Update on Terminal Signage** – presented samples from Len Wolff engraving on wood and flexi-glass. Perry asked airport management to look at signage for consistency and aesthetics. The existing signs we have has been discontinued.

10e: Fuel-SkyWest – The issue was the fuel flash point. The aircraft flew back to MSP with just the crew. The problem was not in Aberdeen.

10f: Trees/Parking lot aesthetic – Trees planted on airport grounds have to meet our wildlife management plan and our security plan. We also do not want to take away from our parking spots and our grassy area is part of where we would use for additional parking.

11. Other items:

Black moved to adjourn, seconded by Perry. Meeting adjourned at 11:51 am.