

**MINUTES**  
**ABERDEEN REGIONAL AIRPORT BOARD**  
**Regular Meeting**  
**April 9, 2015**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Cody Roggatz, Rich Krokkel, Lynn Lander, Doug Fjeldheim, Terry Helms, Michael Schmit, Elisa Sand, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:01 am on Thursday, April 9, 2015.

**Item #2 Approval of minutes from the March 5<sup>th</sup>, 2015 meeting** – Moved by Black, seconded by Johnson. **MOTION CARRIED.**

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

**Item #4** - Next meeting scheduled for Thursday, May 7<sup>th</sup> at 11:00am

**Old Business:** None

**New Business:**

**Item #5 Bills** – Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

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

**Item #7 Recommendation to pay Helms & Associates, Invoice #6, Construction Administration and Resident Engineering Services, in the amount of \$22,002.99 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1**– Moved by Perry, seconded by Gellhaus. Engineering cost is coming in under budget for the project. **MOTION CARRIED.**

**Item #8 Recommendation to pay B&B Contracting Invoice #6 in the amount of \$322,342.69 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1, materials and work completed to date** – Moved by Black, seconded by Johnson. Schmit stated as ground condition improve, the contractor will start addressing settlement issues in the coming weeks. They will also start clean-up especially on Brown County 14 approaches. Johnson asked about rip rap to be installed. It was reported that the value remaining on this bid item (#14) will not be installed and will be a cost savings. **MOTION CARRIED to pay invoice #6.**

**Item #9 Recommendation to accept soil boring proposal from Core Engineering & Consulting, LLC for Future Runway 17/35 and 13/31 Decoupling project as recommended by Helms and Associates** – Moved by Perry, seconded by Gellhaus. There were 5 RFP sent and we received 3 proposals. The lowest cost is from Core Engineering in the amount of \$9,122. This work is to get Helms the data they need to figure out our subgrade for construction of the new runway ends. This will also take some pavement cores of the existing 17/35 which will help provide justification for milling and overlaying. **MOTION CARRIED to accept this proposal from Core Engineering.**

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

**10a: Airline Operations** – March 2015 total enplanements is 2,063 which is a .1% growth over March 2014; March 2015 total deplanements is 2,421 which is a 9.9% over March 2014. Overall we had a 5.1% growth over March 2014. There was another Sun Country charter this month which headed to Nevada. There were 63 passengers that boarded here in Aberdeen. Sun Country had been very pleased with the service they received from the local Delta ground handler. We will look to continue to grow on this and hope to see more as we move forward.

**10b: Signage and Marketing** – is in the process of scheduling new sign installation from QQP. For marketing, a few spots was ran with Midcontinent during their highest rated sporting event. Also ran another 2 month advertising in Aberdeen magazine. Additional marketing will resume in December.

**10c: Training** – Pagel will be attending Snow Symposium and Basis ASOS course in Buffalo, NY next week. We attended the Airport Conference in Sioux Falls. It was a beneficial conference. The SD Airport Commission was updated on our projects of where we are at and where we are looking to go. FAA representatives was also there to provide insight as far as the funding.

**10d: Operations and Maintenance Report – Krokkel**

- **Weather events** – No event to report
- **Part 139 compliance** – Implemented a new Security area checklist for TSA. Also performed physical audit of the airfield signs and found 4 discrepancies that will be dealt with. Annual FAA compliance audit is tentatively scheduled for the week of May 11<sup>th</sup>
- **Equipment repaired** – routine maintenance were done. Paint truck is ready to go for the season. Parking lot lighting has been fixed. Bids were received to replace fluorescent lighting on airside sign (ABER) which is \$1,500. Also received bids to replace the entire airfield sign with LED lighting which is \$6,000. This will be budgeted for next year.
- **Other major expenses for the month** – met with RDO concerning replacing our tractors this year. They are preparing their proposals.
- **SD Airport Directory** – distributed the 2015 directory along with an Aeronautic chart received from the Airport Conference

**10e: Airport Conference, new info** – we now have to submit a preliminary plans and spec to our ADO office before we can put our Grant application. Maximum time for them to review is 45 days. We submitted our Phase 2 for WL Mitigation project paperwork this week. This will be our first one that they will review before we submit our runway movement project.

**10f: Construction** – for the boring underneath rwy 13/31, we had the runway and taxiway closures scheduled for 22 total days. The contractors moved very efficiently through this process and was done 3 days early. There were no impacts on airport operations. In addition, there was a change order approved by the City Council last Monday which was for decreasing rip rap and some bedding materials pending FAA approval which is a cost saving that would allow us to put additional piping in the ground which we were anticipating on doing as part of Phase 2.

**11. Other items:**

**Interior roads** – Johnson stated its getting a lot of large cracks primarily just the loop. What is the schedule on this? Roggatz stated he will check our CIP (Capital Improvement Plan).

Black moved to adjourn, seconded by Gellhaus. Meeting adjourned at 11:39 am.