

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
August 6th, 2015

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

MEMBERS ABSENT: Tom Black

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Darrell Hillestad, Alan Johnson, Gary Dahlerup, Jeff Williams, Kevin Braun, Michael Schmit, Elisa Sand, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:02 am on Thursday, August 6th, 2015.

Item #2 Approval of minutes from the July 9th, 2015 meeting – Moved by Gellhaus, seconded by Perry. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, September 3rd at 11:00am

Old Business:

New Business:

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

Discussed: SoDak: ammunition utilized for Wildlife Mitigation. Airport has Federal and State permits.

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

Item #7 Recommendation to pay Helms & Associates, Invoice #10, Construction Administration and Resident Engineering Services; in the amount of \$4,220.62 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1 – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED to pay Helms & Associates invoice #10.**

Item #8 Recommendation to pay B&B Contracting, Invoice #10 in the amount of \$67,909.70 for materials and work to date on AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1 – Moved by Perry, seconded by Johnson. The main liftstation is ready to go with the exception of the high flow pump. The west liftstation is waiting on the control panel. With the remaining balances on Bid schedule A (rip rap not used) and Bid schedule B (silt fence) this will be adjusted in the final Change Order. The seeding amount might be more or less and will also be adjusted at in the final CO. The retainage is more than substantial of what remaining work to complete. **MOTION CARRIED to pay B&B's invoice #10.**

Item #9 Recommendation to award AIP Proj. #3-46-0001-35-2015 Stormwater Improvements Phase II – 7 bids were received and we had contractors from MN, SD, IL and WY bidding on the project. B&B is the lowest bidder at \$2.15M. Alternate bid 1 was for polypropylene pipe rather than the RCP. With the bedding requirement for polypropylene per FAA standards, the bids for this all came in at a higher rate than the RCP. Perry stated the low prices is not always the best deal; sometimes low price can be the best deal. Roggatz stated B&B is doing a fantastic job and has a good working relationship with Helms. Schmit, Helms and Associates stated his estimate for this project is \$2.6M and is happy with the bids received. B&B does a great job and it is always nice to have local contractors on your projects as if there are issues they are right here. The anticipated start date for the project is this fall with completion date of August/September 2016. Roggatz budgeted 75% of the cost this year 25% next year plus the anticipated 17/35 project. Motion is to tentative award for AIP Project #3-46-0001-035-2015 Stormwater Improvements Phase II, base is made bid to B&B Contracting, Inc., Aberdeen in the amount of \$2,151,583.30 contingent upon receipt of SDDOT approval and receipt of an FAA Grant Offer. Moved by Johnson, seconded by Perry. **MOTION CARRIED.**

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

10a: Airline Operations – Total July enplanement is 2,401 up 11.2% over July 2014, total deplanements is 2,267 up 9% over July 2014. YTD enplanements up 3.2%, YTD deplanements 2.9%. There were no cancelled flights (departures or arrivals). One cancelled flight this month (August). This growth is attributed to zero cancellations and Delta/Skywest accommodating with larger planes, if there would be a cancellation. Because of the growth, the possibility of a third flight was asked. There are several factors that the

airlines consider for a third flight of which are not just the load factor, but also the revenue stream (if they pull one from another market would it perform better here) and also the banks in MSP in the MSP hub (our 5:15am departure hits their 7:00am bank).

There will be another charter to Laughlin, NV by Sun Country on August 10th returning August 14th.

10b: Construction – B&B was tentatively awarded the SWI Phase II for 2.15M and the estimated engineering cost is \$286,000 for Helms and Associates.

10c: Jet Bridge – it was out of service for an extended period in July. We coordinated with Delta and MSP that we do not have the jet bridge available. All three tires have been replaced which the cost came in under \$6,000.

10d: Hwy 12 and Brown County 19 Frontage – we are working with the State. Airport staff had been out to clean the best they can in the condition that it is in right now. Additional work is needed to be done by DOT to remediate the area which they are looking at getting a contractor this fall. Once the work is corrected and completed, the maintenance falls under the City of Aberdeen through the City Ordinance.

10e: Operations and Maintenance Report

- **Painting on rwy 13/31** – about 80% completed. Possibly getting all painting needed done by end of next week. Timeframe was asked. Because of where our runways meet, personnel will be on both runways at the same time. We will figure out what will be the least impact to our users. Issuing PPR was discussed to give time for personnel to get their equipment off the runways, reopen and allow planes to land.
- **GA concrete repairs** – two areas on GA ramp repaired. Also doing area in front of Quest Av. While the jet bridge was down, areas in the air carrier ramp was also repaired. Asphalt was also applied where the jet normally taxi and park.
- **Equipment/Repairs** – installed and repaired hydraulic motor for the Oshkosh sweeper. Replaced tire on a landpride mower, replaced skids on both landpride mowers, repaired Melgaard gate and exercised snow removal equipment.
- **Emergency Generator** – ran a “manual start test” from the terminal building and found that somewhere between the terminal building and the generator building there is a broken wire. This is being looked at. In the event of a power outage, the generator will start by itself.
- **Wildlife Mitigation** – sprayed for grasshopper to take away the food source for kill deer which is a problem this time of year.

Item #11 Other Items:

Closure of 13/31 during Oshkosh:

- Braun from Quest stated with closure of 13/31 it affected all of our GA/Corporate community. Their businesses rely on extra traffic during two big events; Hunting season and Oshkosh Air Show. Quest Traffic - before the closure 14, week of closure 5, after closure 12. They’ve offered overnight stay and transportation. The timeframe for the closure was definitely wrong because of the event in Oshkosh, “we need to work as a group to promote the Airport, to help it grow”.
- NOTAM CLOSED – when pilots see this type of NOTAM, they fly somewhere else because smaller aircraft will have more option at other airport that does not have a NOTAM for closed runway.

The painting was needed to be done on 13/31. We had the materials was on hand. Airport staff had checked the weather before closure of the runway. We painted for 4 days from 6am to 1pm. The latest time, if we needed to extend the NOTAM, was 2pm. The days we painted, the wind favored the alternate runway. On days that wind favored 13/31 we shutdown painting. One of our Ag sprayer operator was thankful for when we did this.

Grass Landing:

We had a couple incidents of aircrafts landing short of the runway in the grass area intentionally. We have two surfaces identified for landing. There are numerous airports in the vicinity with grass strips identified for landing. The issue that arose with this incident was we had people working out in those grass areas; in and out of the safety areas and maintaining these areas which we had issued NOTAM for. It was a safety concern for the Airport and this was communicated with the pilots and they understood where we are coming from. We communicated with the FAA just as a reminder to those pilots to utilize the surfaces identified for landing.

Local pilot concerns:

- it was not illegal of what those pilots did
- this is common practice for those types of aircraft; landing on grass saves their tires
- is reporting grass landing a requirement or airport’s discretion
- was there damage done
- is grass landing permitted at this airport
- Airline activity always mentioned. What about GA?

We are not trying to get anybody in trouble or get their certificate revoked. The FAA has different factors as to how the surfaces are constructed. The Airport’s concern was safety that is why FSDO was contacted. If something was witnessed, we have a reporting

requirement. If we don't report it, then we are putting ourselves in a bind with the Airport's Division office. Part 139 airports has a different requirements than a Non Part 139 airport. There was no damage done, but there was a couple of aircraft that came over the localizer. Grass landing can be permitted if FAA had been notified ahead of time and safety plan had been submitted and reviewed by them.

Local pilots stated those pilots will not be back here. Roggatz stated he had spoken with the pilots and with the FAA through the FAA officer, and there were no concerns on this or ill willed.

Perry stated we will definitely be promotion minded and appreciates everyone's input. Painting is important for safety. Timing is important for revenue. We always want to develop best practices and somehow get in a position to get input.

Perry suggested the 3 FBO's get together and put information about their business in the Chamber's Progress report. Roggatz added he will include fuel flowage information in the future.

Perry moved to adjourn, seconded by Gellhaus. Meeting adjourned at 12:19pm.

APPROVED BY :
ABERDEEN AIRPORT BOARD
Michael Erickson