

MINUTES

ABERDEEN REGIONAL AIRPORT BOARD

Regular Meeting

January 7, 2016

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Lon Gellhaus

MEMBERS ABSENT: Tom Black, Carl Perry

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Doug Fjeldheim, Mike Schmidt, Kevin Braun, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:01 am on Thursday, January 7th, 2016.

Item #2 Approval of minutes from the December 3rd, 2015 meeting – Moved by Johnson, seconded by Gellhaus. **MOTION CARRIED.**

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

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

Old Business:

New Business:

Item #5 Bills for the Month of December – Moved payment by Gellhaus, seconded by Johnson. **MOTION CARRIED.**

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

Discussed: the purchase of concrete saw and Digital phone system. Also received are the 2 mowers and the parallel arm

Item #7 Recommendation to pay Helms & Associates, Invoice #15, Construction Administration and Resident Engineering Services; in the amount of \$2,179.45 on AIP Proj. #3-46-0001-34-2014 WL Mitigation & Stormwater Improvements Phase I – Moved by Johnson, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: Punch list items were sent and given to Bellikka at the end of December. We will need a letter from Brown County releasing the work that had been completed on County Road. Schmit stated he will follow up on this with Rogers from the County. The seeding will also be re-evaluated this spring.

Item #8 Recommendation to pay Helms & Associates, Invoice #5, for Administration and Construction Observation in the amount of \$24,815.79, AIP Proj. #3-46-0001-35-2015, Stormwater Improvements II - Moved by Gellhaus, seconded by Johnson. **MOTION CARRIED.**

Discussed: Mt. Aberdeen dirt pile is 75% gone. They are currently filling in WL#11 (south of rwy 35) and WL #5 (outside the fence along the County Road). Any leftover dirt will be leveled out and then re-seeded.

Item #9 B&B Contracting AIP Proj. #3-46-0001-35-2015 Stormwater Improvements, Phase II: Recommendation to pay B&B Contracting PE#3 in the amount of \$517,713.66 for work completed to date and recommendation to accept CO#1 decreasing contract amount by \$32,669.52 both items were moved by Gellhaus, seconded by Johnson. **MOTION CARRIED.**

Discussed: Change Order are adjustments to items to reflect the as constructed quantities and price. The additional items included in the CO were work that can be completed now for future project. Also reported that there were some residents of Jobee acres who were given a tour of the project a couple of weeks ago. In case of an extreme event our agreement with the County is that the City will look at the recommendation to hold water on property beyond the 96 hours.

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

10a: Airline Operations – December enplanements is 2,670, deplanements is 2,471. Total passenger traffic is 5,141. For the year, enplanements up 1.2% and deplanements down 0.8%. Total annual passenger traffic is up 0.1%. This is the best year we had since 2014 and 2005. There were 2 cancelled flights for the month that was associated with a snow event.

10b: General Aviation (measured in volume) - 2015 GA fuel deliveries are up 13.2% over 2014. Total fuel deliveries for the three FBO's are up 6.3%, includes airline and cargo traffic. Aerial applicators deliveries were up this year. Hangar 9 continuing to see growth through the UND King Air program.

10d: Other Airport Projects:

- The new phone system will be installed in a few weeks.
- TSA Supervisor's Office – we received the work list needed for the move of their supervisor's office. Once this is completed, Enterprise will take over the old TSA supervisor office.

10e: Operations and Maintenance Report (Krokkel)

Airport Staff - we are fully staff. Recently hired is Jacob Duus.

Weather Events:

Event #2 - December 13th was a 5 hour event; 35 man hours expended; no de-icing or sand used.

Event #3 – December 15th – December 16th event lasted for 30 hours; 250 man hours; used 715 gallon of E-36 and 5 tons of sand. The night flight from MSP was cancelled. No morning flight the following day. The Airport was closed from 10PM Dec 15th until 10AM on Dec 16th due to an eight to a fourth of an inch of ice on the runway. Our friction values were in the "teens", which required us to close per our ACM SIC (Snow and Ice Control) Plan; anything below 20's is a required closure. **Not radio required towered controlled field** – VRF pilot could not have come in and landed on closed runway as conditions during the snow events are considered IFR's. Request to include airport phone numbers on closure information in NOTAM is something that can't be done. Pilots can find airport information on AFD.

Event #4 – Dec. 25th – Dec. 26th; a 17 hours event, 120 man hours, and no de-icing or sand used.

Event #5 - started at 8:30pm Jan. 6th – so far this morning we've used 1,000 gallon of E36 on GA ramp, GA ramp connectors, rwy 13/31 and half of twy Delta.

Terminal - Airside channel letters (ABERDEEN REGIONAL AIRPORT) had been converted from neon lamps to LED. This was done by Stein signs. Another door wizard had been replaced and the VAV box heat exchanger that fed the TSA and Car rentals offices were repaired.

Vehicles/Equipment - We had extensive repairs on equipment after our 1st snow event. Repaired hydraulic drive pump on equip. #27, Deicing truck. Replaced cutting edges and beacon strobe on equip. #43, Volvo blade. Repaired umbilical cord between truck and broom, equip. #44. Overhead Door repaired shop door #4. The 1st of the year, we received 4,386 gallon of E-36 liquid deicer and received delivery of 915 gallon of #1 Diesel.

Item #11 Other Items:

Update on Jake Kraft request (moving the fence line and using the old County Road) - Roggatz had contacted the FAA office and awaiting their response.

Update on Enterprise – no contract signed as the space is still leased to and occupied by TSA.

Moved by Gellhaus to adjourn, seconded by Johnson. Meeting adjourned at 11:50 am.

APPROVED BY :
ABERDEEN AIRPORT BOARD
Michael Ericsson