

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
September 9, 2010

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Steve Kaiser

MEMBERS ABSENT: Nate Zeeb

OTHERS PRESENT: Bob King, Sam Muntean, Adam Altman, Lynn Lander, John Aman, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:30am on Thursday, September 9th, 2010.

Johnson moved approval of the minutes from the August 5, 2010 meeting, seconded by Kaiser. Motion carried.

Old Business: (Sixel's Contract) King stated Lander, City Manager had been authorized by the City Council to sign the contract with Sixel. Sixel will go ahead with the Rate Analysis Study. (EA) The EA had been at Bismarck ADO for review. King received an email from Muntean which stated that in the interest in trying to speed the process up and keep the EA review moving, Dressler FAA Bismarck is forwarding the draft to Al Fenedick at the Regional office for review. This should get the review moving and it help since Fenedick is in the same office as the Legal personnel. (Altimeters) These had been sent in and recalibrated. Dick Bown from FAA will be here this afternoon or tomorrow to recertify the altimeter, so we can be in compliance for altimeter setting.

Johnson moved approval of the bills for the month of August, seconded by Kaiser. Chairman Erickson asked if the beads were part of redoing the markings. King stated this has to do with the certification that we needed to do. Is this our cost or do we get reimbursed? King stated this is our cost. Kaiser asked about the Core Engineering bill. Muntean stated this was for the soil boring for the Apron Expansion, also the hangar taxilane as there is a panel that had been moving around. We also had them put in two ground water monitoring wells down on the 35 end because for the last five or six years there had been a lot of ground movement. We wanted to monitor a full season of what the ground water is doing to get a better understanding of what is happening and find ways to adjust for it. Motion to pay the bills is carried.

Johnson moved approval of the August financial report, seconded by Kaiser. It was reported that Delta is two months behind as Bauer, Station Manager is having problem signing on to the invoicing system for Delta. Motion approving the financial report is carried.

Helms and Associates requests:

Johnson moved approval to pay PE #2 for the Design Services for the GA Apron Expansion, AIP Project #3-46-0001-30-2010 in the amount of \$23,265.98, seconded by Kaiser. Motion carried.

Johnson moved approval to pay PE #10 for Construction Administration Services and Resident Engineering Services on AIP Project #3-46-0001-29-2009, Hangar Taxilane Improvements in the amount of \$5,541.02, seconded by Kaiser. Motion carried.

Johnson moved approval to pay PE #15 (Final) for Airport Master Plan and Airport Layout Plan in the amount of \$2,751.62, seconded by Kaiser. Johnson stated the Airport Master Plan was presented to the Board back in June. Muntean stated this bill is actually for the Airport Layout Plan which had been completed for a while and it's been submitted to FAA. Muntean stated they did not want to close this grant out because FAA has to finish up their final review and may want to make final changes. FAA finally said that we have to close this grant out as it's been open for years. If FAA requires any changes, they will put this on future grants. Motion to pay PE #15 (Final) is carried.

Muntean stated AIP Project #3-46-0001-28-2008 is the grant that covered the ARFF Building addition and it also was used to fund the remaining of the Taxiway 'D' project. Taxiway 'D' project actually underrun enough that we used very little of this grant. However, this closeout had been very complicated because there were two different grant numbers involved. The State over reimbursed from one grant (AIP #28) and under reimbursement from the AIP #27. Once Helms and Associates reviewed the numbers, it looks like the City would end up writing a check back to the State for around \$29,000. The City was aware of this right away and Finance had set this money aside and did not book it as a Federal grant reimbursement. This was not a mistake done by the City or project related. Kaiser moved to accept and have the City Manager sign the Closeout report for AIP Project #3-46-0001-28-2008, seconded by Johnson. Motion carried.

Muntean stated the grant application for AIP Project #3-46-0001-30-2010 had to be in right away and the FAA had issued the grant. The grant was for the \$1m entitlement. The big issue is that the total amount of the project is \$1,250,000. With the \$1m of Federal funds and State and local match we are at \$1,050,000 so we are about \$200,000 under funded for the project. Muntean stated our options are 1) to reduce the scope of the project, 2) since the construction is not going to happen until next year and we

are trying to close out some of the project completed this fall, we are actually under running on the Hangar Taxilane which is AIP #29 grant. Part of the reason for this was that we are not able to purchase the Snow Removal Tractor because of the Buy American issues. This money is our entitlement money and when this grant closes out, it comes back to us so we can use it for any future project. We can either fund it with this or out of next year's entitlement. Muntean stated their recommendation is to award the full project to Upper Plains Contracting. There were four bidders UPCI, Aberdeen \$1,078,094.80, Ti-Zack Concrete, LeCenter, MN \$1,192,689.77, Duininck, Inc, Prinsburg, MN \$1,289,860.70 and Lien Transportation, Aberdeen \$1,701,799.20. Johnson moved to accept Helms and Associates recommendation to award the bid to Upper Plains Contracting, seconded by Kaiser. Motion carried. As for funding the project, Johnson moved to choose option 3 - to recapture the \$200,000 from AIP #29 grant to fund the rest of the project, seconded by Kaiser. Motion carried.

Johnson asked the status of the storage shed that we were going to build. King stated he is trying to get this scheduled between two to three weeks. King had given Muntean a copy of the 7460, so they can mark the location and make sure it is not over a water line and for future expansion of the employee parking lot to make sure we do not interfere with this. King stated he does not want to build it and have to move it, so he wants to make sure it is in the right spot. Johnson asked will it be insulated. King stated no, but it will be heated. It will be large enough to put the de-icing truck in and then there will be water and electricity so they can plug it in and keep it heated. The problem in the past when it gets really cold is that getting the de-icing truck started and going. Since normally the first plane in the morning needs to be de-iced, this is a huge factor. The building is also going to be large enough so that we can put our Snow Removal equipment for when we have to do something on the air carrier ramp. Johnson asked are we going to bid this. King stated it is already done. Johnson asked who we awarded it to. King stated we have not awarded it yet. King received three bids which actually went over the 90 days. King stated he is going to have to re-bid the products. Johnson asked are we doing the work. King stated he anticipates our crew doing the work. Chairman Erickson asked how much is it to insulate the building? King stated we were trying to keep the cost down, so this is not something we had checked into and can be done at a later time if needed.

Muntean stated the pay estimate is for the Lift Station modifications; pumps and control. King added this is for the Lift Station that takes care of the General Aviation, the ramp and the hangar taxilane. Johnson stated other than the \$26,000 retainage; this is the only thing we are holding back. Muntean stated this is correct. Muntean has a meeting on Tuesday with Dakota Contracting superintendant to do the remaining punch list items so they can take care of these. Mike Sommers hangar that was damaged during construction, North Central Steel was hired to do repair this. The steel was damaged in transit and are now waiting for the new steel. These should be all wrapped up by the end of next week. Kaiser moved approval to pay PE #6 to Dakota Contracting for AIP Project #3-46-0001-29-2009 in the amount of \$37,256.93, seconded by Johnson. Motion carried.

Johnson moved approval to pay PE #1 to Lien Transportation for Hangar 9 Access Road Improvement in the amount of \$58,406.63, seconded by Kaiser. King stated this is for work completed to date. Motion to pay PE #1 is carried.

King stated the date of the SD Municipal League conflicts with our October Board meeting. The travel request is for Osborn to attend the Municipal League meeting. Johnson asked will there be a conflict because of his leave of absence. King stated he checked with the Personnel Director and said that Osborn can attend pending that he can make it out there. Johnson stated he does not have a problem with this, but it seems odd as he thought this would be a conflict. Lander, City Manager stated this is more of a timing issue if the Board does not approve it now, the next Board meeting is after the conference. Whether Osborn can attend or not is another issue, it just had to be presented to the Board now. Kaiser asked what is the dollar amount for the travel. King stated the estimated cost is \$648.20 which includes the hotel room, meals and travel expenses. Johnson moved approval of the travel request, seconded by Kaiser. Kaiser asked is the conference of the Municipal League as it relates to Aviation issues or is it just their General Conference. King stated it's their General Conference, but also on Friday they have the Airport portion of the Municipal League. Motion approving the travel request is carried.

King stated this time of year we usually advertise for bids for Snow Removal equipment if we would not be able to handle the snow removal because of too many equipment breakdown. This year because the City is changing their snow removal policy, King had been talking to Clarence Fjeldheim. The City does have four motor graders on lease that would be available for us to use. And what King would be able to do is go off the contract that they have for various people that they have. The City does have a set amount already bid for the motor graders, loaders, and trucks what we normally bid for. What King is going to be doing this year is piggy backing off the City bid if we would need it. King reminded the Board that we never had to use this in the past and we have always been able to maintain our equipments. Johnson asked would the City bill the Airport as a department. King stated he would go off what the bid is. Johnson asked with the contractors when they are bidding these services do they know that there could be an additional amount of work because of the Airport. King stated when he talked Fjleheim on this we should be able to be on an on call basis. Johnson stated the reason he say this is that there is a priority with the airlines and there is also a capacity with contractors whether or not they could handle additional work load on an on-call basis. On-call is very difficult for contractors. King stated he would have to work with the contractors on this, if we would need them. They are supposed to be available once we make a phone a call. The only conflict King would see if we have multiple equipment breakdowns, the same time the City is doing their snow removal. Lander added that not only we bid contractor work, but two months ago we enter into a lease with Caterpillar to rent four additional graders which we never rented in the past. Chairman Erickson stated the only

problem he see if we have to call in a contractor, is the safety procedures on the airport. King stated he would have to have our staff with them.

King stated this year the Certification Inspector was really hard on bead marking on the airport. We have it set up that every four years a different pavement is getting painted. In the Letter of Correction the inspector wanted to see better bead marking on Rwy 13-31. Also on Rwy 17-35 we have to paint black marks around the white markings even though we have this runway scheduled to be repainted in two years. We also have to do all of our hold short lines. Johnson asked if this was an upgrade with the FAA standards this year. King stated yes with the markings. Muntean stated the FAA standards had always said that we are to outline any markings in black on light colored pavement. Three years ago Certification Officers decided that asphalts are light colored pavement. They started with only faded asphalts, but now after one year it's a light color pavement. King stated we had completed the bead marking on 13-31 lead off lines and the hold position markings on Taxiway 'C' and 'D'. We do have to wait for the painting contractor for the surface painted hold position signs which were just recently done. This is painted in red outlined in black and the inspector stated that it is improperly beaded and wanted this redone as it did not have the same consistency. Some parts were more reflective than others. Muntean stated we have not paid for any of the work and the contractor will be back to get this done. Muntean spoke to them earlier and will give him a date for next week when they are coming back to do this. As for the old runway 17-35, King stated last year we had some tack oil put on this. This is bleeding again and Lien Transportation is the low quote again this year. All the corrections need to be completed by September 30th and we have everything completed except for the hold signs with the contractor. King stated some of the recommendations this year have been taken care of. King will be working on the 303 curriculum training and had downloaded Taira's 303 tracking capability program. Johnson asked what is 303 tracking. King stated this has to do with our training like driver's training, self inspection, etc. King stated we are doing this by hand and Taira wants it in a different format. The other recommendation is that Taira had seen a little deterioration on 13-31 where one seam with the two concrete come together, one end is wearing more than the other and we are to monitor this. Kaiser asked will the corrections be done by September 30th. King stated yes, the only thing we are waiting on is the hold short signs. Chairman Erickson stated Taira did give us a good comment on the Wildlife survey and study that were done a long time ago. Overall, King stated that we had a good inspection.

Johnson asked are the Snow Removal equipments maintenance ready to go for the season. King stated we are still working on it, just minor stuff.

Johnson stated he received a call from someone who summers here and said that we have the most lacks TSA agent in the country. He does not mean this as a compliment. There were rental cars unattended out front and did not know which ones have bombs in them. The gentleman apparently approached TSA and TSA did not have much to say about it. Johnson stated he just wanted to pass this along.

Kaiser asked about the marketing grant around \$500,000 was delayed, but they are going to award them. This was about three months ago when Osborn was here. This grant was to be awarded around August 1st. Are we still in the picking order for this or has it been awarded to someone else. Is Kaiser asking about the Small Community grant? Kaiser stated yes. Chairman Erickson stated we did not apply for this as it was too late to get everything together. Osborn and Sixel did not have a firm point of what we would apply for the grant. Johnson stated a few years ago we used our marketing money to reimburse the difference. Kaiser stated we do not have to use our marketing money for this. Johnson stated what they were telling us is that we have to come up with a different approach because we cannot apply for the same thing twice. Kaiser stated basically there were only four airports in the State that are eligible, is this right? It's something like this and you have to be moving so many passengers through to be eligible for it. It's sort of considered being a shift around. By not applying now then it would be Sioux Falls turn, then Rapid City and so forth. Kaiser thought this year would be Aberdeen's turn. Johnson stated he does not know if it is considered a round robin. Kaiser stated it is considered that way.

Aman, Hangar 9 stated with the apron expansion that is slated for any construction until next spring, what are we doing to address accessibility to the new hangar for this fall. Aman stated this question is more address to Muntean. Muntean, Helms and Associates stated as always been discussed, Aman would have to put temporary access from their building out to the fuel road. As had been talked about, we would try to get the apron done as soon as possible, but because of the grant funding and the way the funds fall out we could not guarantee anything on time when this will be. Aman asked does he make that request now or does he need to submit it in writing for the City to haul materials to build it out same as they did for widening for Agro Max off of 17-35. King stated all we did was firm up the existing road and made it a hair wider. Aman stated this is understood, but we still made the improvements for Agro Max to make their ease of access and Aman is asking the same thing. King stated he understands what Aman is saying, but Aman had to remember Agro Max had to put their culvert, widen their own approach up to their business. Muntean asked if we hauled in gravel or fill in. King stated we did do a few millings to improve their existing road. Muntean stated we still have a small stock pile of millings. King stated we do, so it could be possible. Johnson asked how much is Aman trying to fill. Aman is guessing approximately a foot. Muntean asked the road that King tried to firmed up for Agro Max was from the road that they were at out to the taxiway. King stated this is correct. We did nothing for their property. Kaiser asked what is Aman asking for? Aman stated it would be from the face of the hangar on the apron side right where the building floor. Aman is pouring in about a three or four foot apron from the face of the building out that has a approximately 8" slope so they can

swing their door open beyond this, this is where everything ties in to the apron. Kaiser stated he thinks that we have a responsibility to get this ready for Aman so that Aman can have traffic going into, even if it is on a temporary basis. Muntean stated the caution to this would be anybody else who builds a hangar is required to build from their hangar out to the public taxiway. Kaiser asked isn't this what Aman is talking about. Muntean stated yes. King added that every other hangar owner who builds a hangar had to do their own apron. The caution that Muntean would say if we do this and we know that the apron will be built next year right up to Aman's apron that he is building right now. The taxilane is technically where the fuel road is. Muntean does not know if we are setting precedence; he is just cautioning against it. Muntean showed Kaiser of where everything is and from the drawing that was shown it looks like it's about 50'. Aman stated it does not have to go all the way out. Aman does not have a problem to get to the fuel road, but why does he have to build it up a 1' or 18" to get to this elevation at his expense prior to the apron rehabilitation and expansion. Kaiser asked when Aman expects to be operational. Aman stated he is shooting for substantial completion by the end of October. Muntean stated he does not think the City will get into a lot of trouble to go ahead and dump some millings to assist on this and anything beyond this Muntean would caution against. Johnson asked if we want to put 18" of milling or do we want compaction with clay. King stated he does not think the Airport should be responsible for digging down and getting a good base as every other hangar owners had to do this. Like Muntean was saying we could dump something in there that will not meet any spec, just to assist on getting in and out temporarily. Muntean stated the other issue to make clear is that the City not assumes any responsibility as there would be loose rock as it is gravel. Aman agreed and they are not talking driving aircraft in and out. It will be in and out with a tug and to get aircraft into the building, otherwise they will have a building that is unusable. Johnson asked how difficult would it be to tug anything on a gravel base. Johnson understands airports around the country do it, but they have a year to settle and moisture to help compact the surface. Johnson imagines between now and next spring, Aman will be dealing with looseness and ruts. Then we have snow removal. Muntean stated he would be cautious of the Airport taking any liability on this either. King stated because of the loosely compact, the FOD being dragged out when they tug their equipment in and out who is going to be responsible. It has to be taken care of by them. Kaiser asked for Aman to put this in a formal request. Kaiser added in his opinion the only thing that makes this different is that we already agreed to provide an apron, it's when we are providing it that's the matter that is the question. If we are putting the apron and we are part of this process is a little different than other owners that have that responsibility. Aman stated agreed and the largest aircraft that would be going in the hangar would be a 421. King stated when it does come time for snow removal, we do not touch the temporary apron. They will be responsible for getting all the snow away from this.

Aman stated he received a bill for tie down and he was not aware that there is a tie down fees on the Airport. King stated every FBO's have this, long term parking it is. Johnson asked what does Aman have tied down. Aman stated his twin and he does not have a hangar to put it in and can't fly it as it is being worked on. King stated it's just not Aman that received a bill, every airplane that is out there received a bill. This came about for two reasons. They are parked by the compass rows. The St. Lukes helicopter tried to land and did not risk damaging airplanes. The other reason was that one of the other pilots was trying to go along in between all of them in the front row and when Quest Aviation has their customers parked there, there is not a lot of room in between the larger aircraft and he was concerned how closed it would be. The other thing is this coming Pheasant Season, we need room for transient. Traditionally about the 1st of October, we send out letters asking the private guys to get their aircraft off the ramp to make room as much as we can. Aman asked with Pheasant Season, obviously they do not have a hangar to push airplanes into yet, what tie down provisions are going to be made for, if they have to clear the ramp. Johnson stated one thing that was done in the past were tires with concrete in them. King stated this is what Wenz has. The plane owner can get a screw in type or whatever he needs to do. We can make provisions along the B-II taxilane. This way they can get them off and if they want to use it they can come right back versus being way back where the mooney is. Chairman Erickson asked are there any tie down left by the old terminal. King stated this pretty well ends where Taxiway 'B' comes in and this is where the St. Lukes helicopter comes in. Aman asked what is the condition of the B-II taxilane, with grass. Aman does not want to go through what he had gone through this spring if there are ruts. King stated fall is coming and we will work with Aman on this. Plus in the same token we are only talking a little distance. Aman stated this is understood, but we are also talking small surface area of the tire and it will still leave a rut. King stated we can work around this.

Kaiser asked about the signs that are not visible at night (passenger terminal and general aviation.). Kaiser stated that Osborn had said that he will check and see if there is a way that we can get them lit. Johnson added or reflective tape. Kaiser stated reflective tape would help, but you have to have a light to be reflected off of. King stated he will check with Osborn.

King stated a representative from Delta was here to assess the front area. We will be getting two additional kiosks. We will have a total of three kiosks. It may take some time to get these, but we are on the list.

The Board went into Executive session at 1:00pm, went out at 1:13pm and the regular meeting adjourned.