

**MINUTES**  
**ABERDEEN REGIONAL AIRPORT BOARD**  
**Regular Meeting**  
**October 7, 2010**

**MEMBERS PRESENT:** Mike Erickson, Steve Kaiser, Nate Zeeb

**MEMBERS ABSENT:** Rolf Johnson

**OTHERS PRESENT:** Bob King, Cory Biegler, Mike Wiese, Kevin Braun, Rod Tobin, Jeff Mitchell, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:32am on Thursday, October 7, 2010.

Kaiser moved approval of the minutes from the September 9, 2010 meeting, seconded by Zeeb. King stated there is a correction on the minutes regarding the Storage Shed building. This building is not going to be heated or insulated. Motion approving the minutes with correction is carried.

Old Business: (Altimeter) The altimeter is installed and had been certified. Our staff received training from Tim Kearns from the Weather Service on how to correctly read and adjust the altimeter.

Zeeb moved approval of the bills for the month of September, seconded by Kaiser. Chairman Erickson asked about the flush seal. King stated this is part of the Letter of Correction. Kaiser asked about the overpayment on AIP #28. This was discussed last month. It is an overpayment on the project that we had to return to the State. Motion to pay the bills is carried.

Kaiser moved approval of the September financial report, seconded by Zeeb. Motion carried.

King stated the electrical work for the two additional kiosks has been completed and the kiosk stands are here. The computer portion of the kiosk is expected to be here by the end of October. King added Kaiser had brought up the sign reflectivity last month. King reviewed this and there is not much we can do to get better reflectivity. Kaiser asked if we can put a light that can be fairly close. King will check into this. Zeeb asked is the issue is that it's black lettering. Kaiser stated it can't be seen at night. Braun from Quest Aviation stated we have the power right above with lit signs; just drop an accent light on both. The same way on the General Aviation, you can't see this at night either.

Helms and Associates requests:

Kaiser moved approval to pay PE #11 for Construction Administration and Resident Engineering Services, AIP Project #3-46-0001-29-2009 in the amount of \$2,784.59, seconded by Zeeb. Motion carried.

Zeeb moved approval to pay for Bidding Services 100% complete on AIP Project #3-46-0001-30-2010, GA Apron Extension in the amount of \$4,656.31, seconded by Kaiser. Motion carried.

Zeeb moved approval to pay PE #1 for Construction Administration and Resident Engineering Services, AIP Project #3-46-0001-30-2010 in the amount of \$9,021.26, seconded by Kaiser. Kaiser asked about the overhead cost and rendering engineering services. The overhead cost is a standard cost factor. King added it is a standard fee and it cannot get excessive. SD Department of Aeronautics checks all their fees. They are within the acceptable limits. Kaiser asked what services we received for the engineering. Is it the engineering of this airport to the standards required to do the Apron rehabilitation? Biegler, Helms and Associates stated this is correct and also in this is the access road. Motion to pay, pay estimate #1 is carried.

King stated we need to decrease the amount of land that Allen Beckler is renting. The 400x400 was taken by Pro-Ag Supply. Kaiser moved approval of the lease addendum to Lease #51, seconded by Zeeb. Motion carried.

Kaiser moved to purchase a display board, seconded by Zeeb. King stated the display board comes along with the kiosk. The board gets updated with information on the plane's status. The cost through Delta is approximately \$200 and the electrical is already done. One thing about the display board is that for people in the terminal, if the airline staff is busy checking people in, they will know if the flight is on time or late. Comm. Wiese stated the Airport pays \$200 and the airline maintains it. King stated this is correct. Motion to purchase a display board for \$200 is carried.

King stated he received 3 estimates for the materials for the Storage shed. Town and Country is the lowest bidder. King stated he has to get bids for electrical. Braun, Quest Aviation asked what is the principal purpose of this building. King stated in the winter time when it gets cold, since the De-icing truck is diesel and they have fluid in it they have trouble starting it. Braun asked putting a building that is not insulated will help. King stated yes, because it keeps it out of the weather and this is a request from Bauer, Station Manager so they can keep the wind off it so it is easier to start and maintain. They still have their block heaters for the

engine. Comm. Wiese asked who's putting the building up. King stated Airport Maintenance staff. Kaiser asked for a copy of the bids. Tobin asked can the building be insulated at a later time, if it requires it. King stated it will be a tin building with a 2x6 walls, metal outside. It could be insulated if it is needed. Comm. Wiese suggested heating the building and getting bids from someone who knows what they are doing; spray foam and insulates. King stated we had considered this, but we do not have this in the budget. We'll see how it goes this first year. Zeeb asked will Delta be renting the building. King stated yes they are. A copy of the Town and Country bid was distributed to the Board for the complete building package for \$7,510. Zeeb asked are we sure that this will make life easier, even though it's not heated or insulated. King stated that it will make it easier and this is the request from the Station Manager to keep the truck out of the weather. This is the route we went with and in the future we can insulate it, if needed. Zeeb moved approval of Town and Country bid, seconded by Kaiser. Motion carried.

King stated we have in our budget to replace a vehicle which is the 2003 Chevy Astro. With the State Bid that came out last week, it will be a 2011 Chevy Impala. Lamb Chevy out of Onida and Beck Motors out of Pierre have identical bids. Lamb Chevy is where we are in the district that they deliver to. The price of the vehicle is \$17,412 with \$105 delivery cost. We need to have it delivered by December 31<sup>st</sup> to meet our budget requirements. King talked to Dan Lamb and normally delivery is six to eight weeks once it is ordered. Councilman Mitchell asked if the old van would be a trade-in or a surplus. King stated it will be surplus. Chairman Erickson asked what we have on the budget for a vehicle. King stated \$16,000 and he had talked to Lander City Manager to transfer some money to cover the portion and Lander had approved this. Kaiser moved approval to purchase a 2011 vehicle, seconded by Zeeb. Zeeb stated we purchased a truck two years ago and this is for something else. King stated with the amount of vehicles that we have what we try to do is upgrade. The van has 187,000 miles on it. What do we use this vehicle for? King stated this is what the Airport Manager uses to drive back and forth. The pick-up we use on the airfield side. Chairman Erickson stated maybe we should wait until we have a new manager. Zeeb asked does the City have their own motor pool. King stated each department has their own. Motion to purchase a 2011 vehicle is carried. Braun asked how many vehicles the Airport has not including the Kubota. King stated we have 3 pick-up and a van. Braun asked are these assigned to each individual. King stated not one person has a particular vehicle, whatever the job requires and whatever is available.

Kaiser moved approval of the travel request to Bismarck, seconded by Zeeb. King stated the Bismarck District Office is having a fall seminar. The Airport Managers from North Dakota and South Dakota get together on this and go over different issues. It also gives you a chance to meet one on one with the representatives at the Airport District Office if we have any issues. The travel request is for King. The reason why King would like to go is Al Fenedick who is working on the Environmental Assessment (EA) is there and King would like to talk to him about our EA to see if Fenedick has any questions. The estimated cost will be less than \$500. Motion approving the travel request is carried.

Hangar 9, Inc.:

King stated on Hangar 9, we are acknowledging the work that is completed. The funding will be taken care of later under AIP should it become eligible. Tobin stated he is representing Hangar 9. The request is for the interim pay and everybody understands that its part of the AIP request. Whether it is the City or the Airport Board covers it now, if it turns out that or for whatever reason it gets rejected, Hangar 9 understands that it will then become their obligations. But, since it is AIP eligible it make sense to have it paid now. Tobin added the labor cost on the fencing has been paid by Hangar 9.

Zeeb moved approval to pay Vosika Fencing in the amount of \$7,098 for fencing materials, seconded by Kaiser, Motion carried.

The amount to pay Helms and Associates for Bidding and Design Services on the Hangar 9 site is \$9,850 instead of \$10,441. Zeeb moved approval to pay Helms and Associates in the amount of \$9,850, seconded by Kaiser. Motion carried.

King stated the request for the Change Order (CO) would be for the irrigation. We did change the road entrance and part of the irrigation had been forgotten. We do need to pay the \$3,000 and the 52 days extension part of this is that they still have to have the asphalt and concrete work done by October 15<sup>th</sup> and the additional days will be for them to do the dirt work because they had a late start with the building. They still meet the State requirement for getting the asphalt and concrete work done. Kaiser moved approval of Lien Transportation CO #1 increasing contract amount of \$3,000 and adding 52 days extension to the contract, seconded by Zeeb. Motion carried.

Zeeb moved approval to pay PE #2 to Lien Transportation for Hangar 9 Access Road Improvement in the amount of \$18,946.57, seconded by Kaiser. Motion carried.

"Hangar 9 requests that the ramp side area of the new hangar be improved on a temporary basis. This request is made to the Board due to the ramp expansion not be started until 2011. By not providing this area you are limiting the use of the new building. Hangar 9 is asking that a temporary ramp of not more than 2% grade be installed where the old temporary taxiway was installed and some form of a path from the lobby ramp door be placed so that any patrons will not have to walk through mud and water until such time that the ramp expansion is completed". King asked where the lobby ramp door is. Tobin stated he can get King a copy of the plan. King stated if the lobby ramp access door is on the airfield side, King does not have a problem but has concern about security when they start bringing people through. How are they going to access as they will be in the secured area versus going through the building? If the lobby ramp door is on the non-airfield side then it is Hangar 9's responsibility. Tobin stated he thinks it will be on the airfield side just like the other FBO's where you deplane then they come in the building. King stated the other thing he requested last month was for the maintenance once we put the chips down for them to get in and out and the snow removal and FOD clean-up. Aman did not address this. Tobin stated he can take care of this. The bigger part of the request is for

the airplanes to get in and out of the hangar. Tobin does not know what the appropriate temporary solution to this is. FAA regulation says that the FBO's are all to be treated as equally as practicable. Hangar 9 will be fully functional for operational by December 1<sup>st</sup>. Tobin personally contracted Nate Reede, UPCI to see if there is anyway they can start the ramp expansion this fall. Reede had informed Tobin that they had tremendous problem in Nebraska with the road project getting them dug because they were so wet for so long. In a normal year maybe they could have started this portion of the project. Tobin stated they were trying to work with Reede, through Altman and Helms and Associates to figure out a way to get at least the FBO appropriate access. King stated we can put millings (asphalt chips) down from Hangar 9's building to the roadway and wide enough for the airplane, hangar door and access door. Tobin asked does this pack then like asphalt packed and it does not get caught up. King stated to some extent. King does not intend to do this every week to redo this. We will have the product down as best we can from the door to the taxilane. Tobin added at some point in time we need to be forward thinking when we do decide to construct the ramp. Tobin does not know what the plan is for the temporary interruption of the business service. Tobin does not know what Helms and Associates projection that Hangar 9 will be out of commission for access to their FBO during the construction period. Tobin stated we should start the planning process as soon as possible as this will be a big deal. King stated Hangar 9 will be shut down when construction starts. Hangar 9 will have to make provisions that their building is not going to be accessible when construction starts; there will not be temporary access. Tobin stated this is pretty obvious. It's the matter of how we fix it and accommodate. This should not be only Hangar 9's problem. This should be something that we should be working together. King stated by the time they dig down with their base course that whole area will not be accessible. Tobin stated this is understood and we need to figure out what we are going to do about this. King stated he will accommodate Hangar 9 on the temporary access. Tobin stated he will tell Aman to coordinate this with King. Zeeb stated we still need something for maintenance and snow removal of this temporary access. Tobin stated he will talk to Aman about this. Zeeb moved approval to do the temporary access with the contingency that the maintenance and snow removal is addresses and is acceptable to King, seconded by Kaiser. Motion carried. Tobin asked how it works with snow removal with the other FBO's. Are they responsible for certain part of snow removal and how far? King stated currently it is 5'. King would like it to be 10' because when we ran the big equipment we had an incident a couple years ago and the guy was barely moving hit a chunk of ice and hit a hangar door. King stated for Hangar 9 it's all the distance out because it is millings. Tobin stated this is not necessarily their problem either as this is not their fault the ramp is not done. Tobin thinks we need some coordination on this too. Zeeb stated but the ramp was not done when Hangar 9 put the building there. Tobin stated there is an FAA requirement that FBO's need to be treated equally, so the fact that there is an FBO there and we knew that there will be an FBO there and we knew when it was going to be done. The fact the project for the ramp got delayed until next year is not Hangar 9's fault either. Tobin stated what he is saying is that we just cannot all point a finger and say this are their problem now. Tobin thinks it's everybody's issue to deal with and really should not be anybody's problem. We should just work it out. Comm. Wiese asked what we have to compact the millings. King stated a loader and he can work with the City for a steel pace packer. We'll do the as best we can. Comm. Wiese stated we will have this until April and we should compact it the best we can and do it right. Chairman Erickson stated once the construction project starts on the apron there will be a weekly construction meeting and this will be the time to find out what the down time will be and work through all the issues.

King stated Osborn had submitted his resignation and is retiring. Osborn's position had been posted and is open until October 29<sup>th</sup>. Kaiser stated on behalf of the Board, they appreciate Osborn's services and he did a wonderful job for the City and for the Airport for the 8 years that he was the manager and it was a pleasure working with him. Chairman Erickson added there is also a retirement party tomorrow from 2:00 – 4:00p at Ride Line.

King stated normally in the past when the farmers get done with their hay, we give them two weeks to get the hay remove from property for our wildlife issues. This year because it was so wet, they absolutely could not get the hay off in the allotted time so we gave them an extension to get this done. About a month ago, King gave the farmers 30 days to get the hay off property and they have not done this yet. Kaiser asked how many farm contracts do we have. About 6 or 7 contracts. King requested in the future we write in the contract that if they don't have it off within a specified time that we access a penalty to motivate them so we can stay in compliance. King stated the farmers did a good job this year. They did not stack the hay. They had put them in single rows next to the fence. Kaiser asked if King had talked to them. King stated we sent a letter. Kaiser suggested talking to the farmers directly. King stated he can do this, but still wants the Board approval for the future. Zeeb asked our lease does not contain some kind of remedy to cure this. King stated no and we never had the problem in the past. Zeeb stated he will agree with this as long as the City Attorney is on board. Kaiser stated the better way of doing this is to call them personally and if they don't call back then we can talk about the remedy. King stated he will consult with Altman, City Attorney.

The meeting adjourned at 12:34pm.