

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
May 2, 2011

MEMBERS PRESENT: Mike Erickson, Steve Kaiser, Nate Zeeb

MEMBERS ABSENT: Rolf Johnson

OTHERS PRESENT: Mike Wilson, Bob King, Gary Dahlerup, Sam Muntean, John Aman, Kevin Braun,
Jeff Mitchell, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:30 am on Monday, May 2, 2011.

Item #2 – Zeeb moved approval of the minutes from the April 7, 2011 meeting, seconded by Kaiser. **MOTION CARRIED.**

Item #3 – Item 5, Airport Marketing was removed from the agenda. The amended agenda was moved by Zeeb, seconded by Kaiser. **MOTION CARRIED.**

Item #4 – The next meeting is scheduled for Thursday, June 9, 2011.

Old Business: None.

New Business:

Item #6 – Bills – Zeeb moved approval of the bills for the month of April, seconded by Kaiser. Zeeb asked as far as the budget, are we about where we estimated should be. Wilson stated we are good and he checks the budget every month and carry it throughout the year to make sure we are not over on anything. As for overtime, we pretty much used our overtime budget with all the snow this year and there is no way of avoiding this. Chairman Erickson asked about the cameras. Wilson stated we did not continue the contract with Bill Antonides. His contract was continued for the last 10 years. Wilson thinks that we can cover a lot of this on our own. We already have all the traps and we decided to buy some cameras which were on sale. We do take pictures of wildlife to track what type of wildlife is on the airport. One other thing we are taking pictures of right now are aircraft using the very last taxiway (taxiway B) to see what usage we have. Kaiser stated we have Antonides on contract as he was providing us with some report. Wilson stated he was providing reports on geese movement through the refuge north of here, providing bird identification and had cameras tracking what wildlife we have and where the wildlife are. Kaiser thought that Antonides was advising us on how to deal with wildlife issues if we needed to. Wilson stated we have a Wildlife Hazard Management Plan and Antonides will advise us on this. Wilson had informed Antonides instead of having an open-ended contract at \$4,500 per year; we would contact him, if we needed some help. For bird identification, we can do this on our own by using a book and if we can't identify it then we can send it to the Smithsonian Institute and they can ID it for free by us sending feathers, beaks, legs, or whatever parts we can get. The USDA also has wildlife services we can contact if there are other issues which is also free. Wilson added he does realize that Antonides is local and if there are something that we need that he can help us with, we can come up with a contract at that time. Braun from Quest stated they had a customer that had a bird strike coming in last Thursday and the system we have in place works well. **MOTION CARRIED** to pay the bills for April.

Item #7 – Financial Report – Kaiser moved approval of the financial report for the month of April, seconded by Zeeb. **MOTION CARRIED.**

Item #8 – Request from Hangar, Inc. to lease 12,000 sq.ft. SE of the new hangar – Kaiser moved for discussion, seconded by Zeeb. Wilson stated Hangar 9 would like to lease an area next to their current site for a future hangar. Wilson had talked to Aman about this and said that we can do something where we can lease it for 5 years, but if after 1 year there is no structure the lease would be rescinded and that we would not refund the rent for it. The FAA does not allow us to tie up land by just holding it with a lease, so Wilson will need to see construction within a year in order to do this lease. Kaiser asked what this hangar would be used for. Aman stated it would be used for additional aircraft storage. They have been approached by some individuals with the talk of one jet and three turbo props which would pretty much consume the space. Zeeb stated it would be a 5 year lease contingent upon 1 year construction. If they go through the construction phase and nothing is actually done, the lease terminates. Wilson agreed. Zeeb stated then 6 months later if they decide to build then they have to reapply. Wilson agreed and we would probably have a lot more stringent rules on when the construction will happen. Zeeb asked if this is consistent with our policy. Wilson stated he is not sure what had been done in the past, but the FAA is fine with doing a long term lease with contingent upon construction within a short time. Chairman Erickson asked if this would be next to their existing hangar. Aman stated yes and unfortunately there is no ramp after this construction phase is finished. With the understanding that they have to build up and put some millings or something in to get grade

down to the fuel road to afford ingress and egress from the hangar space until such time the ramp is expanded further down. Aman is guessing the next phase would probably tie into the commercial aviation ramp. Wilson stated no we are not tying the two together. Muntean stated no we are not tying the two together because of the security requirements. Zeeb asked does it interfere with the infrastructure. Wilson stated no. Muntean stated the fuel road is wide enough to be a taxiway for larger aircraft, 35' wide. Chairman Erickson asked will this be built this year or next year. Aman stated if they are going to do it, a lot of it would rest on this Board's decision, but most of the contracts generally come up around January so Aman would say they have to get on it right away; ground work would probably start by July or August the very latest. Wilson stated he is fine with this as long as we are not tying the land up for 5 years without a hangar going up. If they are getting something done right away and they are working on it and showing progress Wilson is fine having the lease. Chairman Erickson asked how much room is left. Muntean stated there will probably be room for another hangar depending on size. Wilson stated we do show in our Master Plan future General Aviation on the other side of the terminal building. **MOTION CARRIED** for Hangar 9 to lease 12,000 square feet located SE of their new hangar contingent upon construction to start within a year of the lease.

Item #9 Upper Plains Contracting, AIP Proj. #3-46-0001-30-2010:

9a: GA Apron Expansion materials and work completed to date PE #2 in the amount of \$40,732.98 – Kaiser moved approval to pay PE #2, seconded by Zeeb. Wilson stated this is for mobilization, safety plan, aggregate base course, and a little pavement put down for temporary taxiway. Muntean added one bit of good news is that when they actually started the project it was actually drier than what we expected. **MOTION CARRIED** to pay PE #2 to UPCI.

9b: GA Apron Expansion CO #1 increasing contract in the amount of \$2,153.67 – Kaiser moved approval of CO #1, seconded by Zeeb. Wilson stated the change order is to move the Quest Aviation fuel tank as required for the safety plan. Muntean stated this is an oversight on his part during the design process. Muntean assumed the tanks were on skids and portable and did not realize that it was wired in permanently. This is the cost to disconnect the wiring, move the tanks and wire it back in. **MOTION CARRIED** approving CO #1.

Item #10 – Helms and Associates, AIP Proj. #3-46-0001-30-2010:

10a: GA Apron Expansion Construction Administration and Engineering Services PE #4 in the amount of \$7,275.92 - Zeeb moved approval to pay PE #4, seconded by Kaiser. **MOTION CARRIED.**

10b: Amendment #1 to Engineering Services Agreement – Kaiser moved approval of Amendment #1, seconded by Zeeb. Wilson stated the amendment is for moving the home run line for airfield lighting. The FAA is making us move the control box for a PAPI system out of the safety area approximately 50'. Wilson added he does not agree with as this had been there forever, but the FAA has been strict on safety areas. FAA is making everything that is not fixed by function be moved out of the safety area. Muntean added the FAA had said that this can be change ordered into this project since we already have electrical work in it, however to change order this into this project Helms would have to do an amendment on the engineering side because they did not have an electrical engineer under the contract who helped them with the design. **MOTION CARRIED** to approve Amendment #1 to Helms and Associates Engineering Services.

Item #11 - Airport Manager's Report:

11a: Enplanement – Wilson reported in March we were up 33.7% on our enplanement and he was really optimistic. Today he received April's number and we are up 1.83% over last year. April was not as good, but it is still up.

11b: GA Apron Project – Wilson reported the project started last Monday. The storm sewer is mostly installed, 420' of trench with 3" conduit, 296' of under drain, the safety plan and the storm water pollution prevention plan are completed and saw cuts for asphalt removal have been completed.

Zeeb asked for an update on fare relief changes. Wilson stated he received a report last week from someone who searched for a ticket to Norfolk, VA. We were \$10 more than MSP, \$100 and some lower than FSD and FAR. This is only for Delta, so in some markets, we are doing better. Zeeb asked what about all flights changing to jet service. Wilson stated all he heard is that they are phasing their Saab's by September and not sure if this is accurate or not.

Dahlerup, a local pilot stated he knows that we have construction going on, but last week with the wind the dirt was just flying all over. He does not want to get any rocks stuck in his airplane. Is there something we can do like spray water? Wilson stated we had received complaints on this and King added once we were made aware of it we notified the contractor and the engineering firm. Muntean stated on Friday they told the contractor to stop operation if they can't do something to stop the problem. Water was sprayed on the road to keep the dust down. Muntean asked for all or any users if there are issues to let us know. The construction meeting is held every Tuesday at 11:00am which are open to users and the public.

No items were introduced for future discussion.

The meeting adjourned at 11:59am.