

The Brookings Airport Board was called to order by Judy McLaughlin on Thursday November 19, 2015 at 3:30 PM in Community Room # 300 located on the second floor of the City & County Government Center at 520 3<sup>rd</sup> Street. Members present were Brian VanLiere, Orv Smidt, Lynn Riedesel, and McLaughlin. Absent was Jason Baker. Also present were Airport Manager Ryan O’Rear, City Engineer Jackie Lanning, Paul Hanusa-FBO, Cody Christensen-SDSU, Thomas Kersting and others.

**Item #2** – (Smidt/Riedesel) Motion to approve the agenda. All present voted aye. **MOTION CARRIED.**

**Item #3** – (Riedesel/Smidt) Motion to approve the October 14, 2015 minutes. All present voted aye. **MOTION CARRIED.**

**Item #4** – The next meeting is scheduled for the 17<sup>th</sup> of December, 2015 at 3:30 in the City & County Government Center at 520 3<sup>rd</sup> Street.

### **New Business**

**Item #5a - Gate Card Audit** - Ryan stated that he sent letters out on November 1<sup>st</sup>. He has received a significant number of confirmation letters back, and those cards that he doesn’t receive the letters back by December 31<sup>st</sup>, he will deactivate.

**Item #5b - Airport Consultant Selection-** Ryan and Jackie explained that the current Airport Consultant contract is up. They have sent out Requests for Proposals to engineering firms. The deadline to submit an RFP is November 30<sup>th</sup>. Ryan stated that there are a few projects coming up in the next 5 years such as purchasing a braking meter, design and reconstruction of Runway 17/35 and design and construction of a parallel taxiway to Runway 35 End.

**Item #5c - Snow and Ice Control** - Ryan explained, to those in attendance, the Snow and Ice Control plan for the upcoming snow/winter season.

**Item #5d - Airport Lease Agreements** - Jackie explained that there are 6 hangar leases coming due. Aerosports, James Bailey, VanLiere & Kocmick, SDSU, Paul Moriarty, and Harry Thompson. Once these leases have been approved by the Airport Board, any leases over \$500.00 will have to go to the Council. The leases

will again be for a 5 year term. And the lease rate will remain at 11 cents for the coming year.

In addition the Advance Parking Lot lease is coming due. However due to the expansion of the taxiway, this lease will now only be 1 year.

Brian VanLiere informed the Board that he has purchased Jeff Boulware's hangar at Site T.

(Riedesel/Smidt) Motion to approve a lease to Brian VanLiere for Site "T" for a 5 year term. In present voted aye. **MOTION CARRIED.**

(VanLiere/Riedesel) Motion to approve the leases that are coming due and renew for another 5 years. All present voted aye. **MOTION CARRIED.**

### **Old Business**

**Item #6a - Airfield Realignment** - Ryan stated that the Flight Checks have been scheduled for mid-December. He also stated that a transfer agreement has been signed to transfer the ownership of all Navaid's to the FAA.

**Item #6b - Taxilane Construction** - Ryan explained that Bowes has completed the pavement work that was scheduled for the inlet on the GA ramp and in front of SDSU Site P hangar. The Street Department has been out and they did some grading around the hangars. They hope to be done with the grading work next week. In addition, the taxilane is complete and they just need to finish up some backfilling.

### **Reports**

**Item #7a - Airport Manager Report** - Ryan reported that he had attended an Airports Seminar in Bismarck ND. The Fire Department completed training at the airport to familiarize the fire department personnel with the airfield for emergency purposes. Ryan stated that he is working on updating the Emergency Plan and manuals at the airport. The AWOS upgrade finished on schedule and is now fully operational.

RDO is finishing the painting on the new loader/tractor. The loader should be complete and here within 2 weeks.

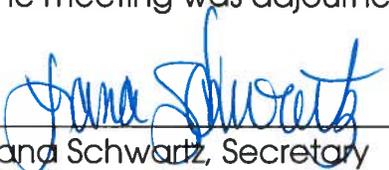
**Item #7b - FBO Report** - None.

**Item #7c - SDSU Report** - Cody reported that the Career & Technical Education Academy toured the airport. In addition the Brookings Middle School tour will be held December 8<sup>th</sup>. Cody asked that if anybody has an aircraft that can be on display that day, it would be greatly appreciated and they should contact him.

Cody also thanked Ryan for helping out with tie downs, drainage, and other housekeeping items. He (and others) are very appreciative of his time, concern and help.

**Item #7d - Other Items** - Thomas Kersting spoke to the board regarding the less than desirable experiences that he has gone through while building his hangar at the airport. Due to major drainage issues, he has had several dollars worth of additional costs incurred. He also explained the he has been unable to complete the concrete work in his hangar due to the drainage situation. Also, during the grading of some dirt work at the airport his hangar was damaged. Thomas is requesting that the City reimburse him for the additional dirt work fees and reimbursement due to the damage to his hangar. He also would like the City to discuss the Lease Agreement terms and come to a reasonable agreement that he and the City can both agree on.

The meeting was adjourned.

  
Lana Schwartz, Secretary

  
Judy McLaughlin, Resident