

The Brookings Airport Board was called to order by Judy McLaughlin on Thursday August 18, 2016 at 3:30 PM in Community Room # 300 located on the third floor of the City & County Government Center at 520 3<sup>rd</sup> Street. Members present were Jason Baker, Orv Smidt, Lynn Riedesel, Brian VanLiere, Lynn Riedesel, and McLaughlin. Absent were Jackie Lanning, Maintenance Technician Jeremy Scott and Lana Schwartz. Also present were Airport Manager Ryan O'Rear, Paul Hanusa-FBO and others.

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

**Item #3** – (VanLiere/Baker) Motion to approve the July 21, 2016 minutes. All present voted aye. **MOTION CARRIED.**

**Item #4** – The next meeting is scheduled for Thursday September 15<sup>th</sup>, 2016 at 3:30 in the City & County Government Center at 520 3<sup>rd</sup> Street.

### **New Business**

**Item #5a** – (VanLiere/Riedesel) Motion to approve the Hangar Lease Agreement with Reed Intermill. All present voted aye. **MOTION CARRIED.**

Ryan explained that Reed Intermill's hangar is nearing completion and the hangar lease will begin September 1, 2016. Intermill's hangar was built on Lot V-1 with dimensions of 60'x75' (4,500 sq. ft.). With a current lease rate of \$0.11/sq. ft. the lease will be \$495.00 a year and will be prorated in the amount of \$165.00 for the remainder of 2016. The lease will expire December 31, 2020 with the option to renew the lease at the end of the term.

### **Other Items & Reports**

**Item #6a - Airport Manager's Report** – Ryan stated that Tom Kersting's hangar lease will also begin September 1, 2016 with the completion of the concrete approach pad to his hangar. The airport board previously approved the lease agreement and will be prorated for the remainder of 2016. This lease will expire December 31, 2020 with the option to renew the lease at the end of the term.

Ryan announced that Jeremy Scott has accepted a job offer with another city department and his last day will be Friday August 19, 2016. The airport board and all in attendance commended Jeremy for his 10+ years of service to the

airport and the great job he did bringing the airport to what it is today. In the coming weeks the city will be seeking a new Airport Operations/Maintenance Technician.

The hangar utility project was completed on time by Prunty construction with little to no concerns.

As stated in the previous board meeting, the Jeppesen Airport Diagram should now be updated to reflect all taxiways and runways being open. The update went into effect August 10. Lynn pulled up the diagram on his iPad and confirmed the correction.

Ryan stated that the South Dakota Aeronautics Commission Meeting will be held at the Brookings Airport in the SDSU hangar. The meeting will take place Tuesday, August 23, 2016 and will include an airfield tour, lunch and the meeting itself from 1-5pm.

Helms and Associates will be at the airport on Wednesday, August 24, 2016 from 8:30-10AM to go over the Construction Safety Phasing Plan (CSPP) for the Runway 17/35 south end reconstruction. The project is slated for next year and airport board members are invited to attend the meeting to provide input.

Jackie handed out a hangar map with the preliminary numbering scheme to help first responders identify hangars more effectively. Ryan opened up the conversation and asked for input regarding size and location of the hangar numbering on each hangar. Jeremy and Pete from the Fire Department both requested the signs be uniform and in the same location on each hangar to avoid confusion. After a lengthy discussion the airport board agreed that the numbering can likely be placed in the middle of the door at eye level on each hangar. Lynn mentioned that he would look at other airports after the meeting to see what other hangar numbering signs look like. Ryan will get some quotes and the discussion will continue at the next board meeting.

Lastly, Ryan and Jeremy have been working hard to complete some projects around the airport before Jeremy leaves and have also caught up on mowing. They both landscaped around the terminal building and helped with dirt work around some of the hangars.

**Item #6b - FBO Report** – Randy Hanson from the FBO mentioned that there will be some spots opening up in their hangar if anyone would be interested in having their aircraft parked inside.

**Item #6c - SDSU Report** – None present. School semester starting back up.

**Item #6d - Other Items** - None

The meeting was adjourned.

  
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Lana Schwartz, Secretary

  
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Judy McLaughlin