

BROOKINGS AIRPORT BOARD

2016 Annual Report

PURPOSE

Under the City Manager/Council form of government and the rewrite of the city ordinances, the Airport Board's function is advisory. The ordinance states:

Section 18-42 Advisory Role

The airport board is advisory to the city manager and council on matters concerning the city airport.

PROGRAMS AND SERVICES

The Airport Board, at its monthly meetings, receives reports on the operation of the airport from the Airport Manager, City Engineer, FBO, and any other interested parties. It reviews proposed construction plans for the airport. It recommends leases of airport land for hangars. It reviews the operations of the airport and makes recommendations for improvements as necessary. The Airport Board reviews concerns and complaints in an effort to resolve issues.

VOLUNTEER AIRPORT BOARD MEMBERS

- **Jason Baker** works in public safety at South Dakota State University. His current term is from May 2015 to May 2020.
- **Judy McLaughlin** has a pilot's license and loves to fly. Judy and her husband own a RV 4 and a hangar at the airport. Judy has been flying since 1988 and received her license in 1989. Once a month in the summer Judy hosts a potluck for aviation enthusiasts at her hangar on the airport. This is a great way to promote the airport by allowing people in the area to see what goes on at the Brookings Regional Airport.
- **Brian Van Liere**, owner of Industrial Machine and Engineering, LLC, has been on the board since July 2015. Brian is also a hangar tenant and owns several aircraft on the field. In 2016, Brian began hosting the monthly potluck at his hangar during the winter months, continuing Judy and Rob's tradition year-round.
- **Lynn Riedesel** is a retired Captain from Northwest Airlines and also served in the United States Air Force and has nearly 36,000 flying hours. Lynn is a local hangar tenant and owns a Bonanza and is a partial owner of a Cub at the airport.
- **Orv Smidt** brings a wide variety of experience to the Airport Board. He is a retired Army Aviator. He also held many positions during his time in the Army including Air Traffic Control Battalion Commander and Airspace Manager for the Department of the Army. Orv was in the State House of Representatives for eight years and the State Senate for four years.

PERFORMANCE MEASUREMENT

Twelve (12) meetings were held in 2016 and there were approximately 90 volunteer hours spent in meetings. On average, the meetings were an hour and a half in duration. Each member spent additional time in preparation for the meetings.

EXPENDITURE REPORT

None

YEAR END ACCOMPLISHMENTS

- Nominated and elected a President (McLaughlin) and a Vice President (Smidt)
- Discussed the completion of flight checks for PAPIs and REILs
- Discussed and approved the Annual Airport Board Report
- Reviewed the previous year's operations and traffic count
- Reviewed snow removal operations and acted as part of the Snow and Ice Control Committee required by the FAA
- Discussed the annual Airport Facility Fire Inspections
- Discussed proposed hangar development near the new taxiway
- Discussed and supported the SDSU Fly-In event
- Reviewed and approved hangar land leases
- Attended the South Dakota Airports Conference in Deadwood, SD
- Discussed airport safety violations
- Discussed the airport consultant selection process for 2016-2020
- Discussed upcoming projects to include design and reconstruction of the South end of RWY 17/35 and parallel taxiway and reconstruction of the apron
- Reviewed and discussed aircraft accident/incidents
- Heard and discussed reports from Pheasants Fury Aviation, Civil Air Patrol and SDSU Aviation Program
- Hosted the SD Aeronautics Commission Meeting at the airport. Toured the facility as well
- Discussed and completed a major utility project to service future hangars
- Discussed and installed hangar signage for first responder and BMU identification
- Discussed and improved land lease application and new hangar development checklist and procedures. Identified a more realistic timeline for FAA 7460 Forms
- Cross-trained 3 new engineering employees at the airport and 1 new full-time airport operations and maintenance technician (Total: 2 full time airport staff, 4 cross-trained staff)
- Improved airport landside signage for parking lots and administration office (*2016 goal)
- Made available 3 or more "hangar-ready" sites (*2016 goal)
- Finished building and occupied 2 new hangars (*2016 goal)
- 17% decrease in overall revenue for 2016 (due to loss of revenue from east parking lot)
- Lease rate increases and 2 new hangars will help to increase revenue for 2017

AIRPORT BOARD GOALS AND OBJECTIVES FOR 2017

- To ensure the safety of residents, pilots and passengers by maintaining a hazard-free airport.
- To provide a first class aviation facility for economic development and the regional community.
- To meet and exceed all FAA, TSA, and State requirements for the airport.

- To increase revenue by utilization of the airport through terminal rent, land leases, fuel sales, hangar leases, and other sources of revenue.
- To assist with technical issues and participate in discussions with the City Council, City Manager, staff, and consultants as part of upcoming projects and other obligations.
- To promote hangar development, determine demand and build 1 new hangar in 2017
- To promote aviation throughout the community with cooperation of SDSU, Pheasant's Fury, and others (Fly-In's, Airport Tours and Events, Social Network Outreach)
- Make presentations with SDSU and Pheasant's Fury around the community to show impact of the airport and the importance of it (using video/slideshow)
- Have at least 3 "hangar-ready" sites available at all times
- Complete dirt work and plant grass seed around all hangar areas to allow for proper drainage
- Conduct an emergency exercise at the airport, with realistic procedures and response
- To successfully pass the yearly FAA Part 139 Certification Inspection with no corrections required (Obtain 100% compliance)
- To promote the City of Brookings as pilots and passengers arrive and depart from the airport ("Welcome to Brookings" sign near the FBO)