

The Brookings Airport Board was called to order by Brian VanLiere on Thursday, June 15, 2023 at 3:30 PM in Conference Room #241, Second Floor. Members present were Judy McLaughlin, Lynn Riedesel, Isaac Wilde and VanLiere. Absent was Brady Klocker. Also present were Airport Manager Lucas Dahl, City Engineer Charlie Richter, Paul Hanusa and Randy Hansen from FBO, and Chris Funk from SDSU.

Item #1 - Roll Call

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

Item #3 – (Wilde/McLaughlin) Motion to approve the April 20, 2023 minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – Thank You to Orv Smidt for Years of Service.

Item #5 – Airport Rules & Regulations - Dahl reviewed the “final” version of the Rules and Regulations with those in attendance.

(Riedesel/McLaughlin) Motion to approve the Rules and Regulations as presented.

Item #6 – Discuss Fixed Base Operator Agreement- Richter explained that the FBO Agreement will need to go out to bid. The current agreement with Pheasant Fury expires July 31, 2023. This service has never been bid before. Discussion was had that the agreement should remain at 5 years. The City will need to utilize Helms and Associates with this process.

Item #7 – Discuss 2024 Airport Fees – Richter explained that during budget meetings staff reviewed fees. Staff is suggesting an increase in the flowage fee from 6 cents to 8 cents for the FBO and 6 cents to 10 cents for all others. Wilde explained that this is a substantial increase for someone like him with his type of business where they purchase a large amount of fuel. Wilde would like the fee to all others be the same as the FBO. VanLiere explained that since the FBO is providing good service, the tenants at the airport are no longer “self-fueling” so he doesn’t believe there needs to be a different amount for the others. The “Callout/After Hour Fee is being proposed to be increased from \$50 to \$100. And Safety and Security Violation fees increase from \$45 to \$100.

(McLaughlin/Wilde) Motion to have the Flowage Fee be increased to 8 cents for the FBO and All Others and leave all other proposed fee increases as proposed. All present voted aye. **MOTION CARRIED.**

Item #8 – Discuss Future Revenue and Funding of the Brookings Regional Airport

– Richter explained how the landfill has been providing funds to the airport and now they need to focus on improvements at the landfill. They won't be able to continue funding the airport with landfill funds. We now need to start looking for ways to generate more revenue at the airport. Riedesel and VanLiere are concerned that minor fee increases could turn people/business away from the airport. A future discussion will need to be held if people could brainstorm and think of ways to increase revenue.

Item #9 – Lease Transfer of Madison Aircraft Hangar – Funk is in the process of selling his hangar. The buyers want to be assured that they will be able to receive a lease from the City. Funk is still working out the details with the buyer and will bring this to the board again next month. Staff will review the current Madison Aircraft lease and discuss before the next meeting.

Item #10 - Airport Manager's Report – Dahl reported that he and Torgrude attended a full scale emergency exercise at the Aberdeen airport. The training was a good exercise. Wildlife Training was held in Sioux Falls today and Dahl attended.

Hangar Inspections are scheduled for June 22nd. Fire Department will be here along with the fire extinguisher company.

A preconstruction meeting is scheduled for next week for the Pavement Seal Coat project. Dahl will communicate with everyone when the project will be starting as some traffic will be affected.

American Fence provided some additional gate cards. If anyone is in need of one they are \$20.

Hanusa inquired if the GCO is working. Dahl believes that it is but he will check on this.

Item #11 - SDSU Report – Funk informed everyone that the Aim High Flight Academy is currently here. This program takes these students through some flying, some simulator time and study time. The Air Force is in charge of this program and it has been very impressive.

Item #12 – FBO Report – Hanusa and Hansen didn't have anything to report.

Item #13 - Other Items & Reports – None.

Item #14 – Next Scheduled Meeting – July 20, 2023.

Item #15 – Adjournment

Lana Schwartz, Secretary

Brian VanLiere, Vice-President