

The Brookings Airport Board was called to order by Brian VanLiere on Thursday, January 19, 2023 at 3:30 PM in Conference Room #241, Second Floor. Members present were Brady Klocker, Judy McLaughlin, Lynn Riedesel, Orv Smidt and VanLiere. Also present were Airport Manager Lucas Dahl, Public Works Director John Thompson, City Engineer Charlie Richter, FBO Paul Hanusa and Devin Bastemeyer from SDSU.

**Item #1 - Roll Call**

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

**Item #3 – Election of Chairperson and Vice-chairperson for 2023 –**  
(VanLiere/Riedesel) Motion to elect Klocker as Chairperson for 2023.  
(Riedesel/Smidt) Motion to elect VanLiere as Vice-chairperson for 2023. All present voted aye. **MOTION CARRIED.**

**Item #4** – (Riedesel/McLaughlin) Motion to approve the December 5, 2022 minutes. All present voted aye. **MOTION CARRIED.**

**Item #5 – Discussion on Lease Agreement – Commercial vs. Private Rates.**

Thompson had recently reviewed the hangar leases and found that some may be commercial leases rather than private. Clarification was made on a few of the leases such as Medary Aviation which is owned by the Foundation. The Foundation is a non-profit company so members feel that Medary Aviation is private. Additionally, SDSU is considered private. Dakota Wing is owned by Sheldon Thompson so this lease is private. Steve Pofahl owns two hangars with one having a business operated out of it so this hangar should be commercial. And Madison Aircraft which is Chris Funk and this is a private hangar, however he has been renting this out so this may need to be classified as a commercial use. This lease will need to be looked at when the renewal comes in December of 2024. Thompson is going to talk with the City Attorney about how to clarify/word these.

**Item #6 – Discussion on Airport Rules & Regulations.**

A redline document of the Rules and Regulations was provided to the board members. Riedesel questioned why "Regional" was removed from the Airport name. Thompson explained that his plan is not to remove this from the name so if it happened in this document, he will fix this and be sure that Regional is in the name.

VanLiere asked if removing "The Brookings Airport Board" from many of these sections is changing the meaning of this document? Thompson stated no. The Airport Board is an advisory board that makes recommendations to the City Council. Council will then make the decision. The plan is still to have all changes brought to the Airport Board and then to the City Council.

VanLiere inquired about the changes in the insurance requirements. The current Rules and Regulations have many different sections with different insurance requirements. Thompson suggests that this document be changed to condense the number of uses down to fewer categories.

Thompson inquired with the City's Risk Insurance Agency regarding requirements for insurance. The agent stated that insurance should be required, with the City listed as an additional insured, and most policies are going to have a hangar endorsement. Staff has reached out to other airports to see what they have for requirements. The Spearfish Airport has a good example of how to word/require insurance. Thompson will plan to redline this into the Rules and Regulations for review at the next meeting. McLaughlin and VanLiere explained that it is hard to obtain insurance for a hangar on leased property. If they have insurance coverage on their aircraft, the hangar insurance can be an endorsement. But some people don't have an airplane.

Staff will redline the Rules and Regulations and will send out to the board members for review prior to the next meeting. Staff will prepare a memo to send to current hangar owners inquiring about their compliance with the current insurance requirements.

#### **Item #7 – Airport Manager's Report**

Dahl stated that they have offered the Maintenance Technician position to an applicant. Snow removal operations have been going well and the equipment is holding up well. NOTAM manager was down but is now back up. FAA communicated with airports consistently to keep them updated with the status of the problem. The windsock needs to be replaced and replacements have been ordered.

**Item #8 - SDSU Report** – Bastemeyer stated that the weather has caused some issues with flying but students are getting their hours in now. The new hangar is working great.

**Item #9 – FBO Report** – Hanusa reported that there are two new planes on the field. Fuel sales are good.

**Item #10 - Other Items & Reports** – None.

**Item #11**– Next Scheduled Meeting – February 16, 2023.

**Item #12** – Adjournment

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Lana Schwartz, Secretary

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Brady Klocker, President