

The Brookings Airport Board was called to order by Brian VanLiere on Thursday December 19, 2019 at 3:30 PM in Conference Room #241 located on the second floor of the City & County Government Center at 520 3rd Street. Members present were Lynn Riedesel, Judy McLaughlin, Orv Smidt, and VanLiere. Absent was Baker. Also present were Airport Manager Matthew Sommerfeld, City Engineer Jackie Lanning, Mike Schmit from Helms, and Randy Hansen from Pheasants Fury.

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

Item #3 – (McLaughlin/Riedesel) Motion to approve the November 21, 2019 meeting minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – The next meeting is scheduled for Thursday, January 16, 2020 at 3:30pm in the City & County Government Center at 520 3rd Street.

Item #5 – Part 139 Certificate – Sommerfeld reported that they Council agreed to discontinue the Part 139 Certificate. Letters were sent to FAA and received. The Airport is no longer Part 139.

Item #6 – Winter Operations – Sommerfeld reported that there were 2 snow events since the last meeting. There was an SDSU Charter flight that wasn't able to land here because of freezing rain in the forecast. Since we do not have deicer, they had to go to S.F. It was discussed about if the City were to purchase de-ice equipment, would FBO staff be able to be trained to operate it. Randy Hansen from the FBO is going to look into the liability of this for his staff. The broom was limping along but eventually broke, but has been fixed. There is a new plow that has been ordered and will arrive after the new year, hopefully by February.

Item #7 Helms Update – Mike Schmit reported that the Land Release for the Outer Marker is being worked on.

The final payment has been made on the Sanitary Sewer Project. The temporary tie-downs have been installed and they left 3 original ones in for now.

A pre-construction meeting will be held this Spring for the Apron project. There will be a 2 week notice given to users of the airport before the project gets started.

Items #8 Airport Manager's Report – Sommerfeld provided a draft Operations/Development Plan for 2020-2023. His hopes with this plan are to create an Operations/Development Committee which would involve 2 city staff, 2 board members, and 2 stakeholders such as SDSU, FBO or airfield users.

Additionally, he would like to look at lease agreements lengths, digital inspection reporting, update rules and regulations, review the finances of the airport and look at the fee schedule. VanLiere would like to see parking added to the list of discussion items for the new committee.

Maintenance to taxiway Alpha was completed this last week as the Street Department completed the crack sealing.

Items #9 FBO Report – Randy Hansen noted that the new fee schedule will begin on January 1st. There are still a few details that need to be worked out between the FBO and the City/Airport. Fuel sales have slowed down a bit.

Riedesel is very appreciative of the work that the FBO and staff do.

Items #10 SDSU Report – SDSU will be losing two staff members.

Items #11 Other Items & Reports – None.

The meeting was adjourned.

Lana Schwartz, Secretary

Brian VanLiere, Chairperson