

The Brookings Airport Board was called to order by Brian VanLiere on Thursday February 20, 2020 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, Airport Maintenance Technician Lucas Dahl, City Engineer Jackie Lanning, Mike Schmit from Helms, and Paul Hanusa from Pheasants Fury.

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

Item #3 – (Riedesel/McLaughlin) Motion to approve the January 16, 2020 meeting minutes. All present voted aye. **MOTION CARRIED.**

Item #4 – The next meeting is scheduled for Thursday, March 19, 2020 at 3:30pm in the City & County Government Center at 520 3rd Street.

Item #5 – Winter Operations – Sommerfeld reported that since the last meeting there was one snow event that caused a shutdown for a few hours. During recent snow clean up, the snow blower quit working and it is now out of commission until it can be repaired this coming summer. On a good note, the new plow has been delivered.

Item #6 – Helms Update – Schmit updated everyone on the current projects at hand. They are currently working on the drawings and surveying for the Apron Taxiway Project. There will be a second preconstruction meeting held in March and at that time he is expecting Bowes to determine a start date for the project. Schmit is planning to have bi-weekly update meetings during this project. VanLiere asked about the SDSU Fly-in and how it will be affected by the project. Sommerfeld said that Chris Funk, SDSU Aviation was going to look at possibly moving it to when the project is done. Schmit anticipates that Phase 1 will be done by July 11, 2020 and Phase 2 minus the pavement markings will be complete within 21 days of Phase 1 being complete. The Final Completion date is scheduled for September 12th.

The Hangar Taxilane Reconstruction plans have been submitted. Lanning noted that this project is budgeted for 2020. VanLiere asked if there would be a chance of installing fiber during this project? Schmit will look into this and see if it can be coordinated.

Item #7 Airport Operations Committee Report – Sommerfeld reported that the first meeting of this committee was held. They discussed the length and the verbage of the lease agreements. A longer lease agreement would be favored by the committee. Sommerfeld is going to work on the verbage of the current lease agreement and bring forward to the committee. The committee would like to meet monthly but the committee can only have two board members in attendance at these meetings. The board members said that they would communicate and decide who will go on a meeting to meeting basis.

Items #8 Annual Report – Sommerfeld explained the Annual Report which was given to those in attendance. The report shows key projects and successes this past year and anticipated for this year. It is anticipated that there will be new hangar development in 2020. A part-time staff person will be hired to help with maintenance of grounds this coming Summer.

There are and will continue to be challenges such as staff and respond time, minimal shop equipment and equipment storage. Due to the wetlands, fencing continues to be an issue.

Items #9 Airport Managers Report – Sommerfeld provided a report to the board showing operations in 2019 vs 2020, only transient traffic and not SDSU operations. Additionally, this report shows the gallons of fuel and AvGas sold, SDSU operations and landing/ramp fees YTD. Landing fees reported are gross dollars and doesn't reflect the FBO's 20%. VanLiere suggested also using Flight Aware to catch the flights that may come in during the evening or during unstaffed hours.

Riedesel would like the City Council to come out and tour the Airport. Sommerfeld and Lanning will make the City Manager aware of this. Lanning also informed the board that herself and Sommerfeld were asked to discuss the SDSU usage of the airport and this will take place at the March 10th City Council meeting. The discussion is going to be geared towards the SDSU flight program.

Sommerfeld reported that the Papi's on 12 and 30 are out until the ground thaws. Clites Electric will have to come out and investigate the problem. Schmit wonders if there wasn't enough slack left to allow for the shifting of the wiring during the seasons.

this will be a report that Sommerfeld will provide monthly. This report shows transient traffic and does not include SDSU traffic. This report

Items #10 FBO Report – None.

Items #11 SDSU Report – 3 instructors will be leaving to work for the Airlines so SDSU is now looking to replace instructors. A new simulator has also been purchased.

Items #12 Other Items & Reports – None.

The meeting was adjourned.

Lana Schwartz, Secretary

Brian VanLiere, Chairperson