

The Brookings Airport Board was called to order by Brian VanLiere on Wednesday, August 19, 2020 at 3:30 PM in Conference Room #241 located on the second floor of the City & County Government Center at 520 3<sup>rd</sup> Street. Members present were Judy McLaughlin, Lynn Riedesel, Orv Smidt and VanLiere. Present via telephone was Brady Klocker. Also present were Airport Manager Matthew Sommerfeld, Airport Maintenance Technician Lucas Dahl, City Engineer Jackie Lanning, Mike Schmit from Helms, Paul Hanusa from Pheasants Fury, Chris Funk from SDSU, Duane Knutson, and Robert Fite.

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

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

**Item #4** – The next meeting is scheduled for Thursday, September 17, 2020 at 3:30pm in the City & County Government Center at 520 3<sup>rd</sup> Street.

**Item #5 – Helms Update –** Schmit updated everyone on the current projects at the Airport. The Apron/Taxilane Project Phase 1 is wrapping up and Phase 2 will be starting in a couple of days. The tie-downs will be removed for a while. Klocker asked if a NOTAM will be issued for this? Sommerfeld stated that he will get one issued.

The Hangar/Taxilane project had its first lift of asphalt laid down today. Schmit would like to ask for a change order on this project that will allow for pavement markings to keep the transient traffic on the GA Apron and off of Bravo.

**Item #6 Airport Manager's Report –** Sommerfeld reported the traffic and fuel numbers for July. The transient traffic was down for July, AvGas sales have increased but jet fuel sales were down.

The Airport Inspection was complete a couple of weeks ago and there were no issues.

Klocker reported that the GCO is still causing issues. Sommerfeld will get ahold of the FAA to fix it.

**Items #7 FBO Report –** Hanusa reported that the Phillips 66 inspection was complete a couple of weeks ago. They will need to do some upgrades to the filter and a couple other things with the pump handles. Hanusa would like

Sommerfeld to issue a NOTAM that there will be no “self serve” fuel available during the next phase of construction. If a phone number could also be listed, Hanusa is will to provide fueling to those that call.

**Items #8 Land Lease Agreement –** Sommerfeld explained that he would like to see the length of the leases increase to 20 or 25 years. Lanning stated that back when the original Master Plan was written, it was encouraged to have short term leases in case if the airport would have moved. Riedesel feels that the “draft” lease is too controlling. Riedesel asked “Is it really necessary for the City to be listed on the insurance?” He also wondered about the Triple Net lease verbiage, and if it was necessary to have in the lease since the utilities and such are the responsibility of the hangar owner. Duane Knutson explained that the Triple Net Lease verbiage applied if the hangar is “City owned” and not personal. Sommerfeld will look into this and report back. Sommerfeld will work on revisions sections at a time with the airport board until completed. Sommerfeld stated that the goal of a long term lease is to provide protection for the city and tenants. VanLiere liked that idea of having a rent structure built into the lease for added clarity long term.

**Items #9 Other Items & Reports & SDSU –** Funk stated that there will be 125 students in the aviation program this Fall at SDSU. There will be some new instructors coming also.

The meeting was adjourned.

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Lana Schwartz, Secretary

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Brian VanLiere, Chairperson