

The Brookings Airport Board was called to order by Brady Klocker on Thursday, March 23, 2023 at 3:30 PM in Conference Room #241, Second Floor. Members present were Brian VanLiere, Judy McLaughlin, Lynn Riedesel, Orv Smidt and Klocker. Also present were Airport Manager Lucas Dahl, Airport Maintenance Technician Brett Torgrude, Public Works Director John Thompson, City Engineer Charlie Richter, Paul Hanusa and Randy Hansen from FBO, and Chris Funk and Devin Bastemeyer from SDSU.

**Item #1 - Roll Call**

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

**Item #3** – (Riedesel/VanLiere) Motion to approve the January 19, 2023 minutes. All present voted aye. **MOTION CARRIED.**

**Item #4 – Discussion on Airport Rules & Regulations.**

Klocker stated that he has heard from people regarding the Rules and Regulations and they are concerned with the removal of the "Airport Board" within the document. Klocker read what the city ordinance states in regards to the Airport Board, Section 18-39. "Bylaws, rules and regulations – Subject to the approval of the city council, the airport board shall make such bylaws, rules and regulations as it may deem necessary for the orderly transaction and conduct of its business." Based on this he feels that the following sections in the Rules and Regulations should be put back to the way they were. Additionally, Klocker asked if the following could be updated.

Section 1.1 Definitions – Airport Board means the advisory board consisting of five members who each serve five years. The Board shall make bylaws, rules and regulations as it may deem necessary for the orderly transaction and conduct of its business.

Section 1.3 Purpose of Rules and Regulation should read that the Rules and Regulations are "developed" and recommended by the Airport Board.

Section 2.1 Compliance with Rules and Regulations should have Airport Board added back in with the City and Airport Manager granting permission.

Section 6.1 – Minimum Insurance Requirements. Klocker has been hearing from people that the two million dollar aggregate is an issue. He is wondering if it

could be 1 million liability and 1 million aggregate instead? VanLiere spoke to his insurance agent and he doesn't think that there is a reason for the 2 million dollar aggregate. Thompson explained that the City's Risk Insurance Company is the one that said to use these dollars. Thompson will talk with the Risk Management company to see what their response is to the requirement of 1 million aggregate rather than the 2 million.

Discussion was had on if there could be the possibility for options such as either a rider on Aircraft Insurance or a separate policy. Some tenants of hangars do not have an aircraft and it is difficult to find insurance coverage.

Section 6.1 subsection E. Specialized Commercial Flight Services. Many in attendance asked what this is. A definition will need to be added to the Rules and Regulations for this or it could possibly be removed.

Riedesel questioned the wording for Section 3.5 Aircraft Run-ups – It currently states that these shall be conducted during certain hours and he wondered if this could say “recommended” during certain hours rather than “shall be”. Staff is going to look at the FAA permit and see if there are any regulations on this.

Section 3.6 –Exhaust and Propeller Blast – “Conducted in a safe manner (on a taxiway) and in an appropriate area” needs to be added.

Section 6.6 – Hours of operation should be updated to say 8-5 M-F and 9-3 on Sat and Sun which are the hours of the FBO.

#### **Item #5 – Airport Manager's Report**

Dahl introduced Brett Torgrude, the new Airport Maintenance Technician.

Snow removal and ice have been keeping them busy. 17/35 did get closed for a couple of days because it wasn't getting used much and there was a significant amount of ice that eventually melted.

The Airport Conference is next week in Deadwood. There is an Airport Sponsor meeting scheduled for Tuesday at 2:30.

The gate has been sticking and causing issues. Once the ice has melted, there shouldn't be any issues. Staff has placed cones in some muddy areas and they would like people to be observant to where they are at and not drag mud around.

The Pavement Maintenance Project is going to be up for bids soon. Bid opening is scheduled for April 18<sup>th</sup>. Brookings Utilities has a project this summer, lining

some manholes, and there are 3 located on the airfield. 12/30 will need to be closed to allow them to access these.

The snow blower is still out of commission. The Airport will need to look at replacing this piece of equipment.

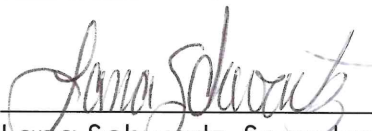
**Item #6 - SDSU Report** – Bastemeyer stated that the weather has caused their flying to slow down. But they are hoping the weather will improve and will allow students to get caught up on their flights. SDSU has purchased another simulator. The AMI Flight Academy is still scheduled for this summer. There will be 18 students in June and 16 students in July. This program is fully funded by the Air Force.

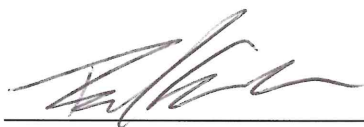
**Item #7 – FBO Report** – Hanson reported that jet fuel sales are good.

**Item #8 - Other Items & Reports** – Klocker had some questions on the new hangar lease. Funk explained that there was a recent increase in hangar leases and it caused some confusion. Thompson explained that the verbiage in the lease needs to be updated and we are going to work on this in the future. Thompson spoke with Medary Aviation, the tenant that had some questions and concerns, and explained how the lease was meant to read. The language does state that every 5 years the Airport Board would review this and send a recommendation to the City Council, Medary Aviation's lease was just unique due to timing.

**Item #9– Next Scheduled Meeting – April 20, 2023.**

**Item #10 – Adjournment**

  
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Lana Schwartz, Secretary

  
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Brady Klocker, President