

The Brookings Airport Board was called to order by Judy McLaughlin on Thursday, November 19, 2020 at 3:30 PM via GoToMeeting. Members present via Zoom were Brady Klocker, Lynn Riedesel, Orv Smidt and McLaughlin. Absent was Brian VanLiere. Also present were Airport Manager Matthew Sommerfeld, Airport Maintenance Technician Lucas Dahl, City Engineer Jackie Lanning, Randy Hansen and Paul Hanusa.

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

**Item #3** – (Riedesel/Klocker) Motion to approve the October 15, 2020 meeting minutes. All present voted aye. **MOTION CARRIED.**

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

**Items #5 – Discussion and Action on Hangar Leases** – Sommerfeld explained that there are 8 leases that are set to expire: Aerosport, Bob Fite (2), Brady, Harry Thompson, Steve Pofahl, Brian VanLiere, and a new hangar – Wes Brown. The new lease agreement will not be ready by December 12<sup>th</sup> which is when some of these lease will need to go to the Council. It will need to be decided if a short term lease, 3 months, could be done until the new lease document is ready or we could just do an extension on the leases for about 3 months to get us to the new lease. Klocker wondered if the leases could be extended for a year and then another lease could be done in 1 year on the new lease document for the longer term. Sommerfeld stated that this could be done also. Lanning explained that the drawback by doing this is that the leases would have to go to the Council and then in a year they would have to do this again. An extension would not go through the Council. McLaughlin asked how many of these 8 leases would need to go to the Council. Sommerfeld stated 3. Hansen stated that his current lease states that there is a 60 day period from the lease expiration date before the lease expires. Lanning will talk to the City Attorney for his interpretation.

**(Klocker/Riedesel)** Motion to extend the 8 leases until the new lease is in place. All present voted aye. **MOTION CARRIED.**

**Item #6 – Helms Update** – Sommerfeld stated that a final walk through was complete earlier this week. There is a punch list of items that will need to be taken care of. Some boring of utilities wasn't done far enough down and has caused the asphalt to be pushed up. Brookings Municipal Utilities will have to



take care of this issue. Riedesel is concerned that the turns aren't wide enough when you are taxiing your airplane. He also wondered if the plug-ins will be installed for aircraft to get plugged in for overnight stays. Sommerfeld stated that the electricity installation isn't convenient. It is being put on hold for now and will be discussed in the future.

**Item #7 Airport Manager's Report** – Sommerfeld provided operation numbers from October. Transient traffic is down slightly. The numbers are slightly lower than in the past. Fuel sales are remaining consistent. Hanusa reported that fuel sales are up for November from October. The GCO is causing some issues. Sommerfeld is working on locating a phone number for user to be able to use until the GCO is fixed. The southwest drive-thru gate was damaged. It is not salvageable so this will need to be replaced. The gate will not be operable for a while. Winter Operations – COVID response, if staff were to become sick during the winter months, Sommerfeld may use some of the current airfield users to check the runway conditions. Riedesel inquired about a recent r A new fence has been installed that will keep vehicles from driving on the airfield. A 60x52 hangar is being constructed and is nearly done. This is a nice looking addition to the airport. The hangar is built up high and shouldn't have any issues with water. They will keep an eye on the water situation for the neighboring hangars.

**Item #8 SDSU Report** – Riedesel reported that SDSU was able to purchase another aircraft. They now have 14 aircraft. SDSU utilized 2 students and an instructor to go out and fly this aircraft back to Brookings. Cody Christensen recently was awarded the LAURESN award. ~~Klocker noted that there will be less traffic the next couple of months because the SDSU students will be going home for the holidays.~~ Amended to delete. 12-17-2020 JG

**Items #9 FBO Report** – Background noise. I couldn't hear Randy at all. Something to do with mud and dirt. Hansen wondered if Sommerfeld needed to know who all the sub-leasees are within the FBO hangar. Sommerfeld stated that they would like to know who is in each hangar and this will help to be sure that there is only airport type business going on in the hangars.

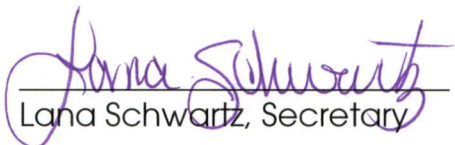
**Items #10 Land Lease Agreement** – Sommerfeld provided a revised version of the lease agreement. Klocker feels that the current version looks pretty good. Sommerfeld pointed out Article 24, this states that Airport Staff has the right to complete and inspection with at least a 24 hours notice. This is now called "Right to entry" instead of inspection. Riedesel appreciates that this section is included in the lease, it is a good process and makes for a nice clean airport.

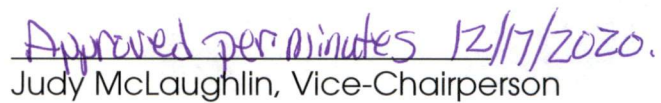
Sommerfeld is going to meet with a group of people to review this lease again before the December airport board meeting. He would like to discuss the insurance sections with Bob Fite and City Attorney, Steve Britzman. Riedesel

explained that it is hard for some hangar owners to obtain insurance coverage on the hangar because the hangar is on leased land.

**Items #11 Other Items & Reports -**

The meeting was adjourned.

  
Lana Schwartz, Secretary

  
Judy McLaughlin, Vice-Chairperson