

MINUTES
ABERDEEN AIRPORT BOARD
Regular Meeting
January 8, 2026

MEMBERS PRESENT: Tony Schwan, Michael Erickson, Jarrett Rix

MEMBERS ABSENT: Lon Gellhaus

OTHER PRESENT: Airport Staff: Rich Krokkel, Marvin Black, Rhea Ketterling; COA: Dave McMeil (City Manager), Alan Johnson (City Councilor); Kyler Dinger (BC Commissioner); Michael Schmit (Helms & Associates), Mark Caven (Aberdeen Flying Service), Scott Waltman (Aberdeen Insider)

Chair Schwan called the regular monthly scheduled meeting of the Aberdeen Airport Board to order at 10:30AM on Thursday, January 8th, 2026.

Item #2 Approval of Minutes from December 4th, 2025, Meeting – Moved by Rix, seconded by Erickson. **MOTION CARRIED.**

Item #3 Adoption of the Agenda – Moved by Erickson, seconded by Rix. **MOTION CARRIED.**

Item #4 Next Meeting – Thursday, February 5th

Old Business:

New Business:

Item #5 December Bills – The cameras are an addition to the current system and is a budgeted item. Other big items mentioned are the roll-up door for the security checkpoint, wet service for the MB equipment, fuel, liquid and solid for snow and ice control. Budget for snow removal is on target. Moved by Erickson, seconded by Rix. **MOTION CARRIED.**

Item #6 December Financial Report – Moved by Rix, seconded by Erickson. **MOTION CARRIED.**

Item #7 Recommend approval to Advertise for Bids for Hay Grass Land Leases – The Board received a copy of the advertisement along with the map of the grass land tracts. Airport hay land is bid out every five years. The only change this time is that tract R is now a full production tract. This was previously bid as a low productivity land as it was used for an asphalt plant. We then re-seeded in 2021. The farmer who had this tract harvested as many bales off this land as he ever had. Erickson asked if we had any problems with farmers getting the bales off property. Krokkel stated we did not. Moved by Erickson, seconded by Rix. **MOTION CARRIED.**

Item #8 Recommendation to adopt Snow Removal Policy for General Aviation Ramp – This policy came about a few years ago due to one of the FBO's customer. It's a policy that we never had to exercise. This will apply to those aircraft that are parked on the GA ramp. These aircraft shall be moved within 12 hours following the snowfall of 1 inch or more. If they are not, the aircraft owners or the lessees will be responsible for the expense of moving the aircraft and clearance of the accumulated snow around the said aircraft. Our snow removal schedule is 2 – 12 hour shifts. Once we clean the area they can park on the ramp, but they cannot stay there more than 12 hours as this will impede our snow removal process. Moved by Erickson, seconded by Rix. **MOTION CARRIED.** Caven, AFS stated as a user of the airport and with the weather that we've had for the last couple months, he likes to commend the people that work on the ramp area and the airport staff. They've done great job and appreciated all what they've done; Thank you.

Item #9 Recommendation to pay Helms & Associates invoice #1 in the amount of \$8,400.32 for Design Services for SRE Expansion, 3% complete, on AIP Proj. #3-46-0001-58-2026 – Construction for the expansion of the SRE building is scheduled for 2027. Moved by Rix, seconded by Erickson. **MOTION CARRIED.**

Item #10 Recommendation to pay Helms & Associates invoice #5 in the amount of \$762.50 for Assistance on PCU Purchase as per LOA dated June 17th, 2025, AIP Proj. #3-46-0001-57-2025 – Unit installation will start in April, possibly late March. Schwab asked if there is a max amount on the LOA. This LOA is not to exceed \$50,000 and Schmit stated they will be under. Moved by Erickson, seconded by Rix. **MOTION CARRIED.**

Item #11 Recommendation to pay Helms & Associates invoice #10 in the amount of \$4,836.64 for Construction Administration and Resident Engineering Services on AIP Proj. #3-46-0001-53-2025/AIP(AIG) #54-2025 Terminal Access Road and Parking Lot Improvements – Project is substantially complete. Waiting on some close-out documents from the contractors. Dahme is working with their subs on making all the quantities are in order. Schmit will possibly submit a change order next month. Moved by Rix, seconded by Erickson. **MOTION CARRIED.**

Item #12 Recommendation to pay Helms & Associates invoice #25 in the amount of \$304.45 for Construction Administration Services on AIP Proj. #3-46-0001-52-2024 GA Apron Reconstruction Phase 2 – Working on the Financial Closeout to submit to the FAA. This grant is at 90% reimbursed, so no reimbursement will be received until the Financial Closeout has been reviewed and approved by the FAA. The City can request up to 97.5% reimbursement if they wish as the FAA review process takes time. Moved by Erickson, seconded by Rix. **MOTION CARRIED.**

Item #13 Recommendation to pay Helms & Associates invoice #28 in the amount of \$460.37 for Construction Administration Services on AIP Proj. #3-46-0001-49-2023, Runway 13/31 Rehab and Lighting Improvements – Efraimson received all the new lighting from Airport Lighting Company. They've selected an area where 21 new lights are installed. Now, we wait for a sub-zero temperature to test the heater units to make sure that they are not going to fail. There's a total of 85 lights received and that will need to be replaced. This is another project that will be ready for closeout and FAA has been kept on the loop on the issues. Moved by Erickson, seconded by Rix. **MOTION CARRIED.**

Item #14 Manager's Report

Airline Operations:

December 2025:

Enplanements	2,430	up 7.76% from last year
Deplanements	2,222	up 8.71% from last year
Total Passenger Traffic	4,652	up 8.21% from last year
Load Factor	82.48%	
YTD – Load Factor	70.75%	

December - Cancellations and Major Delays: Total of 21 events of which 3 are due to maintenance, 4 are due to weather and 14 are due for other.

Sun Country Flight: March 15th

2025 Monthly Total Fuel Statistics: November 2025 vs 2024 up 0.91%. December 2025 vs 204 up 0.42%.

2025 Monthly Car Rental: November 2025 vs 2024 up 17.2%.

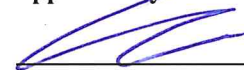
Construction, projects, and other notes:

- AIP #58 SRE Building Expansion – Design: Helms is working on preliminary design.
- AIP #57 VALE/ZEV Voluntary Airport Low Emissions/Zero Emissions Vehicles – PCA: Awaiting documentation from contractors. Start date April 1st, 2026.
- AIP #55/AIG#56 Terminal Remodel and Expansion: Project funding is by the SD Terminal Program (SB144-2024) \$1.2 million, AIG (Airport Infrastructure Grant-Federal) \$800,000 and Local share. Start date April 1st, 2026. First construction meeting held on January 12th.

- AIP #53/AIG #54 Access Road and Parking Lot Reconstruction: Project is substantially complete. Retainage reduced to 5%.
- AIP #52 – GA Apron Reconstruction Phase II: Closeout in-progress.
- AIP #49 & #50 (BIL) – Rwy 13/31 Rehabilitation and Lighting Improvements: Replacement lights for runway edge lighting has been received by Eframson. Eframson has replaced 21 fixtures out of 85 and waiting on sub-zero weather to test the heating (arctic kits).
- Airport Certification and Safety Inspection: Received both 2024 and 2025 Closeout Inspection Letter. Certification Inspection for 2026 is scheduled for July 22nd through 24th.
- BCEM Tabletop review: In-person meeting to start in January for the June 2026 Triennial exercise.
- Virtower (Electronic Tower): Total operations for the month of December are at 884 of which 116 is SkyWest operations. 2026YTD operations are at 15,633. Erickson asked if this report would show what type of aircraft we had an increase in operations.
- Winter Weather Summary: The total expense through January 8th is \$83,638.01.

There being no other business to come before the Board, Erickson moved to adjourn, seconded by Rix. The meeting adjourned at 11:06AM.

Approved By Aberdeen Airport Board:



 Tony Schwan, Chair



 Date