

**South Dakota Aeronautics Commission  
Meeting Minutes  
Pierre, South Dakota  
December 6, 2016 @ 1:00 PM**

**MEMBERS:** Skip VanDerhule, Chairman  
Dave Luers, Member  
Chris Funk, Member (via phone)  
Arnie Hauge, Member (via phone)  
Dan Noteboom, Member (via phone)

**STAFF:** Joel Jundt, Jack Dokken, Karla Engle, Bonnie Olson, Tom Koch, Jennifer Boehm, Jon Becker, and Tessa Wenner

**OTHERS:** Steve Hamilton, Leon Schochenmaier, Mike Isaacs, and Rod Senn

**AGENDA ITEMS:**

- Call to Order
- Consideration of conflict of interest
- Consideration of October 25, 2016, meeting minutes
- Consideration of information for airport sponsors applying for state aeronautics funds
- Secretary's Report
- Reconsideration of Pierre Regional Airport 036-2016 grant
- Consideration of bid for publication of the airport directory
- Consideration of bid for publication of the aeronautical chart
- Consideration of the North Sioux City airport license renewal
- Consideration of annual report to the Governor
- Consideration of fuel tax requests
- Consideration for statewide pavement maintenance grant
- Informational Item - Airport improvement program

Chairman VanDerhule called the regular meeting of the South Dakota Aeronautics Commission (the "Commission") to order at 1:00 PM. A roll call was taken and a quorum was determined.

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**Skip VanDerhule, Chairman  
Discussion & consideration of conflict of interest**

Chairman VanDerhule opened the floor to Commission members to disclose potential conflicts of interest and to present requests for waivers pursuant to South Dakota Codified Law (SDCL) chapter 3-23.

Dave Luers reminded the Commission of his hangar lease with the Pierre Regional Airport, which was the subject of a written conflict of interest disclosure previously

considered by the Commission. Luers pointed out the agenda item, involving the reconsideration of the Pierre Regional Airport funding request, and informed the Commission he will abstain from the Commission's discussion and vote on this agenda item.

**Skip VanDerhule, Chairman**

**Approve minutes from October 25, 2016, meeting**

Motion by Funk, second by Luers, to approve the October 25, 2016, meeting minutes. A roll call vote was taken and all voted aye. The motion carried.

**Consideration of information for airport sponsors applying for state aeronautics funds**

Chairman Vanderhule presented the Commission with a State Aeronautics Commission Fact Sheet summarizing the Commission's responsibilities.

Motion by Luers, second by Noteboom, to adopt the State Aeronautics Commission Fact Sheet.

Motion by Vanderhule, second by Luers, to amend the motion to incorporate language changes into the Fact Sheet that were proposed by legal counsel. A roll call vote was taken and all present voted aye to amend the motion. The motion to amend carried.

A roll call vote was taken to adopt the State Aeronautics Commission Fact Sheet as amended and all present voted aye by roll call vote. The motion carried.

Deputy Secretary Jundt requested the Commission take the agenda items out of order and allow Jon Becker to present the informational item Airport Improvement Program.

**Jon Becker, Office of Aeronautics**

**Informational Item - Airport improvement program**

Becker presented the Commission with informational handouts and a PowerPoint presentation outlining the procedures and processes regarding airport improvement programs ("AIP").

The Commission and the Department of Transportation (the "Department") staff discussed the AIP process and the need to have Commission approval of projects earlier in the process. The Commission requested the Department staff present to the Commission recommendations for process improvement and enhanced information sharing. The Department staff will present these recommendations to the Commission at the next meeting.

No action was taken.

**Joel Jundt, Deputy Secretary  
Secretary's Report**

Jundt requested that the discussion of the annual report to the Governor be moved to under the Secretary's report. The draft annual report to the Governor was presented and discussed. Chairman Vanderhule will make final changes to the document and send to Department staff for submittal to the Governor. The report needs to be completed by December 31, 2016.

Jundt introduced Jack Dokken as the new Program Manager for South Dakota Department of Transportation's Office of Air, Rail, and Transit.

Jundt reminded the Commission that they need to elect a new Chairman and Vice Chairman before the meeting is adjourned.

Luers recused himself from the discussion and vote of the reconsideration of the Pierre funding request.

**Leon Schochenmeier, City of Pierre  
Rod Senn, KLJ, Inc.  
Reconsideration of Pierre Regional Airport 036-2016 grant**

Schochenmeier and Senn presented several documents supporting the Commission's reconsideration to approve the state's match for the Pierre Regional Airport aircraft rescue and fire-fighting building expansion project. The funding request is as follows:

**Pierre 3-46-0044-036-2016**

Design and construct aircraft rescue and fire-fighting building expansion.

Federal Share	\$ 2,180,000.00
State Share	\$121,111.11
Local Share	\$121,111.11
Total	\$ 2,422,222.22

The Department recommends approval of state assistance in the amount of \$121,111.11.

Motion by Vanderhule, second by Hauge, to approve the recommended state funding for the AIP grant number **Pierre 3-46-0044-036-2016**. A roll call vote was taken and all present voted aye, except Luers who abstained from the discussion and vote. The motion carried.

**Tom Koch, Office of Aeronautics  
Consideration of bid for publication of the airport directory**

The 2017-2018 Airport Directory bid came in at \$10,200.00. This is \$300.00 less than the previous publication.

The Department recommends approval for publication.

Motion by Funk, second by Noteboom, to approve the 2017-2018 airport directory bid of \$10,200.00 and publication of the directory.

Motion by Funk, second by Noteboom, to amend the motion to approve the publication of the airport directory to approve the 2017-2019 airport directory bid of \$10,200.00 and publication. This will extend the directory's publication from every two years to every three years. A roll call vote was taken and all present voted aye. The motion carried.

### **Consideration of bid for publication of the aeronautical chart**

The 2017-2018 aeronautical chart bid came in at \$17,793.00. This is an increase of \$9,408.00 over the previous publication.

The Commission discussed the validity of the use of the aeronautical chart for today's pilots. It was concluded that the aeronautical chart is no longer a useful aeronautical tool.

Motion by Hauge, second by Luers, to discontinue the publication of the Aeronautical Chart. A roll call vote was taken and all present voted aye. The motion carried.

### **Consideration of the North Sioux City airport license renewal**

Mr. Stephen Jones, general manager of the 7K7 Graham Field airport, submitted a letter requesting Commission approval for a license for the 7K7 (Graham Field) airport in 2017, as a South Dakota public approved airport. Recently, he has begun to rebuild 7K7 (Graham Field). This airport was last licensed in 2012.

The Department recommends approval of a conditional license for the 7K7 (Graham Field) airport in North Sioux City, South Dakota, airport license contingent upon the following conditions being met:

- Runway length shown on the FAA Airport Master Record Form 5010-1 for runway 15/33 is 5,300 feet. The justifiable length of runway that the office of aeronautics would support is 2,237 feet. This justification is based on South Dakota's minimum approach slope requirement of 20/1 and a transitional slope of 7/1 from the primary surface.
- The runway width shown on the 5010-1 is 36.0' CONC-TURF-G. The actual concrete width is 36' with a total useable width of 75.0'.
- Perform pavement maintenance on the entire runway surface consisting of routing and sealing all cracks.

- Repair of any uneven surfaces on apron and taxiway to prevent damage to aircraft.
- Place centerline pavement marking and enlarge runway designation markings.
- For daylight use only.

Motion by Hauge, second by Luers, to grant a conditional license for the 7K7 (Graham Field) airport in North Sioux City, South Dakota, based on the conditions set forth above.

Hauge, with the consent of Luers who had seconded the pending motion, clarified the motion to authorize the Department to issue a license to the 7K7 (Graham Field) airport after receipt of notice of completion of the improvements stated above and completion of an inspection of the airport by the Department. A roll call vote was taken and all present voted aye. The motion carried.

**Jennifer Boehm, Office of Aeronautics**  
**Consideration of fuel tax requests**

Three general aviation airports request the use of their fuel tax funds to pay for airport expenses. At this time, all airports have sufficient funds to cover their requests.

- Miller Municipal Airport
  - Purchase reflective markers
  - Request \$750.69 of their fuel tax funds to cover the cost
- Onida Municipal Airport
  - Reimburse a portion of the local share of costs for the 2016 AIP project
  - Request \$10,075.50 of their fuel tax funds to cover the cost
- Parkston Municipal Airport
  - Reimburse a portion of the costs to repair the fuel system
  - Request \$2,352.25 of their fuel tax funds to cover the cost

The Department recommends approval of these fuel tax requests.

Motion by Hauge, second by Luers, to approve the fuel tax funding requests for the Miller Municipal Airport, Onida Municipal Airport, and Parkston Municipal Airport. A roll call vote was taken and all present voted aye. The motion carried.

**Jon Becker, Office of Aeronautics**

The Department is requesting funding from the State Aeronautics Fund for the AIP project below.

**SDDOT various airports pavement maintenance 3-46-4600-022-2016**

Design and construct pavement maintenance and pavement markings for various South Dakota airports.

Federal Share	\$ 657,000.00
State Share	\$ 36,500.00
Local Share	\$ 36,500.00
Total	\$ 730,000.00

The Department recommends approval of state assistance in the amount of \$36,500.00.

Motion by Noteboom, second by Luers, to approve state assistance in the amount of \$36,500.00 for various airport pavement maintenance project under AIP grant number 3-46-4600-022-2016. A roll call vote was taken and all present voted aye. The motion carried.

At this time, Chairman Vanderhule requested nominations for the new 2017-2018 Commission Chairman and Vice Chairman.

### **Election of Chairman**

Funk nominated Odenbach.

Motion by Funk, second by Luers, to cease nominations and cast a unanimous ballot to elect Odenbach as Chairman for the 2017-2018 term. A roll call vote was taken and all present voted aye. The motion carried.  
Odenbach was elected Chairman.

### **Election of Vice Chairman**

Funk nominated Hauge.

Nomination by Funk, second by Luers, to cease nominations and cast a unanimous ballot to elect Hauge as Vice Chairman for the 2017-2018 term. A roll call vote was taken and all present voted aye, except Hauge who abstained from the vote. The motion carried.  
Hauge was elected Vice Chairman.

### **Adjourn**

Motion by Luers, second by Hauge, to adjourn. The motion carried. Meeting adjourned at 4:00 PM.

Next meeting to be held January 24, 2017.