

**MINUTES OF A REGULAR MEETING OF THE PRINCETON AIRPORT ADVISORY BOARD
HELD ON FEBRUARY 6, 2012, AT 5:30 P.M., AT THE AIRPORT A/D BUILDING**

CALL TO ORDER

The Chair, Gene Stoeckel, called the meeting to order at 5:30 P.M. Other members present included Joe Glenn, Jim Ferlaak, and Jeff Dotseth. Others present: Council Liaison Dick Dobson, Airport Engineer Joel Dresel, City Administrator/Airport Manager Mark Karnowski, Sherburne Rachel Leonard (Sherburne Co.), Larry Handshoe (Baldwin Township), Jack Edmonds (Mille Lacs Co.), Barry Ramase, Kevin Covlin and Rick Hoffman. Members absent: Duane Kruse

- Special Order of Business – Swearing in of new Member and Election of 2012 Officers -

Jim Ferlaak was sworn in as a new Board Member.

Chairman Stoeckel opened the floor and asked for nominations for Chair.

DOTSETH MOVED TO ELECT GENE STOECKEL AS CHAIR. THE MOTION WAS SECONDED BY FERLAAK. (THERE WERE NO OTHER NOMINATIONS). THE MOTION PASSED UNANIMOUSLY.

(At this point Commissioner Glenn entered the building and joined the meeting)

Chairman Stoeckel then opened the floor for nominations for Vice-Chair.

DOTSETH MOVED TO ELECT JOE GLENN AS VICE-CHAIR. THE MOTION WAS SECONDED BY FERLAAK. (THERE WERE NO OTHER NOMINATIONS). THE MOTION PASSED UNANIMOUSLY.

The members agreed that continuing to hold the meeting on the first Monday of the month at 5:30 worked well and they did not want to change the meeting time, date or location.

AGENDA ADDITIONS/DELETIONS: Ferlaak had a couple of issues he wanted added to the agenda.

1. Ferlaak advised that the owner of the flight school tries to impress upon his students the value of filling the aircraft's fuel tank each time they take off (for safety reasons) and noted that each time the flight instructor (Jason Erickson) swipes his card through the reader they put a hold on \$300. That can happen several times a day and by the end of the day Erickson has maxed out his credit card. Jim suggested that Jason work with his credit card company to get his limit raised, but he asked if there was some adjustment the city could make to the fueling equipment. Karnowski indicated he'd check to see if that was possible.
2. As a new member, Ferlaak said he wants to get a better handle on the airport financials and asked if it would be okay to meet the City's Finance Director and get a monthly statement of income and disbursements and the airport budget.

There were no other additions to the agenda.

APPROVAL OF MINUTES

Stoeckel noted a typo in the fifth paragraph of page 2 that should read: "Ferlaak noted that, in his opinion, the goose problem..." (not good).

DOTSETH MOVED TO APPROVE THE MINUTES OF THE DECEMBER 5, 2011 MEETING AS CORRECTED. THE MOTION WAS SECONDED BY GLENN. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS:

A. AAB appointment

Karnowski noted that the Council appointed Jim Ferlaak to the Airport Advisory Board for a term expiring in 2014. Commissioner Jack Edmonds advised that he thought the Mille Lacs County Board would re-appoint him as Airport Board liaison but that the County Board, instead, opted to drop that assignment. Edmonds noted that he would continue to attend anyway and planned on re-applying should one of the current members withdraw.

B. Through The Fence Operations

Dresel noted that there was nothing new to report.

C. Airport Beacon/CIP Notification/Fog Sealing Project

Dresel noted that he could probably wrap the next three items (airport beacon, CIP notification and fog sealing project) into one presentation. Before doing that, he gave an overview of both the state and federal airport funding sources and advised that it appears that the Feds are on the verge of actually adopting a full 4-year funding program rather than continuing to use continuing resolutions. He noted that the bad news is that the split appears to be going back to the 90/10 percentage rather than the current 95/5 split.

Dresel advised that the state was offering the city a 70/30 grant for a fog seal. The memo in the packet suggested that the city's share of the \$50,000 project would be about \$15,000.

Dresel also noted that the rebuilding of the taxiway and tie-down area as well as the modifications to the hangar area drainage system (to make two more lots buildable) as well as improvements to the runway lighting system's pilot control receiver and the "FOG" project could all be rolled into one larger project.

The ensuing discussion noted that Hoffman, upon the advice of Dresel, had contacted engineer John Schroeder from the state who came out and tinkered with the REIL lighting system and got it up and running correctly. He noted there is still a need to replace the receiver allowing pilots to control the PAPI lighting system. The discussion included the decision to have the PAPIs off during the day (but still able to be turned on by a pilot in IFR conditions). The cost of that unit is about \$1,500 and will be included in the Fed entitlement funding request.

DOTSETH MOVED TO DIRECT THE ENGINEER TO COMBINE THE FOG SEAL PROJEC, THE TIE-DOWN AREA AND TAXIWAY REHAB PROJECT, THE HANGAR AREA DRAINAGE PROJECT AND THE PILOT CONTROLLED PAPI RECEIVER INTO ONE PROJECT AND PROCEED WITH THE PROCESS TO GET BOTH STATE AND FEDERAL FUNDING. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

Meanwhile the group decided to request that the city expend about \$390 to do standard maintenance (including changing the bulbs) and adjustment to the airport beacon. Hofmann will check to make sure the \$390 cost is inclusive of all taxes and other fees.

FERLAAK MOVED TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE AN EXPENDITURE NOT TO EXCEED \$500 FOR HALIBRITE TO ADJUST AND DO MAINTENANCE ON THE AIRPORT BEACON. THE MOTION WAS SECONDED BY GLENN. THE MOTION PASSED UNANIMOUSLY.

The project will require the use of a PUC boom truck. The group also decided that the city public works department could also re-paint the beacon tower as well.

NEW BUSINESS:

A. St. Cloud Air Show

The Board reviewed a memo advising that the Boy Scout's Central Minnesota Council is picking up the sponsorship and organizing the St. Cloud Air show beginning in 2013. If any Princeton Airport users are interested in helping, they need volunteers.

B. Airport Manager

The Board agreed that, with the newly formed airport hangar group, their appeared to be a renewed enthusiasm for working with the city to get projects and improvements done.

Rick Hofmann noted that he would be happy to work with both the current Airport Manager (Karnowski) and Public Works Director (Bob Gerold) in following through on improvement projects.

E.A.A. REPORT: There was no one present to provide an update.

MANAGERS REPORT:

Fuel Sales – The board noted that the previously emailed monthly sales figures showed a marked increase in fuel sales. While some of it is due to the new flight school, there is also an increase in other flight activity.

MISCELLANEOUS: None

ADJOURNMENT:

DOTSETH MOVED TO ADJOURN. THE MOTION WAS SECONDED BY FERLAAK. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 6:54 PM.

Respectfully Submitted,

Mark Karnowski,
City Admin/Airport Mgr.

ATTEST:

Gene Stoeckel, Chair