

**MINUTES OF A REGULAR MEETING OF THE PRINCETON AIRPORT ADVISORY BOARD
HELD ON APRIL 6, 2015, AT 5:30 P.M., AT THE AIRPORT A/D BUILDING**

CALL TO ORDER/PLEDGE OF ALLEGIANCE:

The Chair, Gene Stoeckel, called the meeting to order at 5:33 P.M. Other members present included Jim Ferlaak, Jeff Dotseth, Joe Glenn and Duane Kruse. Others present: Airport Engineers Shawn McMahon and Kaci Nowicki, City Council Liaison Thom Walker, City Administrator/Airport Manager Mark Karnowski, Sherburne County Commission Rachel Leonard, Sharon Sandberg and Rick Hofmann. The Pledge of Allegiance was recited by all present.

AGENDA ADDITIONS/DELETIONS:

Hofmann said he had a few updates to share and Ferlaak indicated he had a comment on NO-TAMs to discuss. Without objection, those item was added to the agenda.

APPROVAL OF MINUTES

DOTSETH MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 2, 2015 MEETING AS PRESENTED (there was no March meeting). THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS:

A. 2015 CIP

Taxilane Project: McMahon advised that there was nothing new to report on the Taxilane project. A schedule for the 'birdbath' issue being addressed will probably be known prior to the Board's May meeting. In response to a question, McMahon noted that, in his opinion, there are sufficient funds currently being withheld to assure the concerns will be adequately addressed. Ferlaak reminded McMahon to have the company also look at the birdbath area near the fueling facility.

Master Plan: Nowicki provided a report and reviewed the information gathered to date regarding the Master Plan. She indicated that they've had a 28% response rate to the surveys they've sent out. While that number doesn't seem significant, she advised that it's, actually, a better response than normal. She expects to receive more responses in the coming weeks. 13 aircraft owners (representing 15 planes) based at Princeton have responded and account for 1,492 operations. 19 transient users responded as well.

To date, the facility ratings scoring 70% or higher approval rating include the runway, runway lighting, approach procedures, tie down availability, fuel service, ground transportation, automobile parking and ground access. Those facility ratings receiving a mark under 7 include based hangars, transient hangars, terminal building and pilot services/assistance.

There were some notable positive comments and some requests, including getting a longer fuel hose on the fueling facility and improved snow plowing.

It was noted that 5 of the planes based at our airport use PNM for business needs. 8 of the 13 base respondents requested a crosswind runway. Several based and transient users requested access to a rental plane.

The Minnesota State Airport System Plan (SASP) projects an increase in based aircraft from the current 46 aircraft to about 69 in 2035 and suggests that current annual operations totals 12,300

with a projected increase in 2035 to just over 19,000. The early data suggests our peak use occurs in July of the year.

Nowicki said the next steps are to meet with the Master Plan Advisory Group (in May); submit the forecasts to the FAA and MnDOT for review and approval plus work on facility recommendations, alternatives analysis, environmental overview and, finally, come up with an extended CIP and re-do our ALP.

B. Grant Funding Discussion

The conversation regarding FAA funding for various airport projects including runway maintenance continued.

McMahon advised that we don't have FAA grant money to do a crack-sealing/seal coating project this year. There was a long discussion about the advisability of the sealcoating component of that project that resulted in the Board agreeing with the recommendation of the Engineer that just a \$80,000± crack sealing project might give us the biggest bang for the buck.

DOTSETH MOVED TO SUPPORT A CRACK SEALING PROJECT AS THE TOP PROJECT FOR FISCAL 2016. THE MOTION WAS SECONDED BY GLENN. THE MOTION PASSED UNANIMOUSLY.

At issue was whether to include the taxilanes, the connection points and/or the taxiway going to the Kruse hangar and what type of funding might be available for those different project facets (90% FAA/5% MnDOT/5% local vs. 80/20 MnDOT/local). It was agreed that more information for discussion would be available at the May meeting.

The discussion continued and the group was told by Nowicki that it may be advisable to do the plans for the new hangar development area in 2016 with actual construction in 2017 or later. The rationale was that the wetlands delineation done previously expires this year, so if we don't do the design work now, that wetlands work will have to be updated.

DOTSETH MOVED TO SUPPORT DOING THE DESIGN WORK FOR THE NEW HANGAR AREA FOR FISCAL 2016 AS WELL. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

C. NOTAM Comment

Ferlaak commented that the city should issue a NOTAM regarding the DNR's firefighting operations. Karnowski said he'd get one out tomorrow.

NEW BUSINESS:

A. Propeller Donation – Rick Hofmann

Hofmann noted that Walt and Lynette have a WWII prop (14' in diameter) that they'd like to donate to the airport to be displayed. The Board was receptive to the idea and asked Rick to bring back more information in May so the group could come up with an appropriate display idea.

MANAGERS REPORT:

Fuel Sales – The March fuel report was in the meeting packet. It was reviewed without comment.

Financials – Karnowski noted that the first quarter financials had been emailed out previously. There was no discussion or comment.

MISCELLANEOUS: None.

ADJOURNMENT:

There being no further business:

KRUSE MOVED TO ADJOURN. THE MOTION WAS SECONDED BY GLENN. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 7:12 PM.

Respectfully Submitted,

Mark Karnowski,
City Admin/Airport Mgr.

ATTEST:

Gene Stoeckel, Chair