

**MINUTES OF A REGULAR MEETING OF THE PRINCETON AIRPORT ADVISORY BOARD  
HELD ON OCTOBER 6, 2014, AT 5:30 P.M., AT THE AIRPORT A/D BUILDING**

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**CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

The Chair, Gene Stoeckel, called the meeting to order at 5:30 P.M. Other members present included Duane Kruse and Joe Glenn, Jim Ferlaak and Jeff Dotseth. Others present: Airport Planners Shawn McMahon and Jacque Gamet, Engineer Joel Dresel, City Council Liaison Thom Walker, City Administrator/Airport Manager Mark Karnowski, MnDOT Aeronautics Planner Deb Sorenson, Jeff Ranney, Sharon Sandberg and Rick Hoffman. The Pledge of Allegiance was recited by all present.

**AGENDA ADDITIONS/DELETIONS:** Rick Hoffman noted that he had a brief maintenance updates to share. Sharon Sandberg also asked to update the Board on AirExpo issues. Karnowski asked to update the Board regarding the annual MnDOT/FAA CIP meeting. Without objection, those items were added to the agenda.

**CONSIDERATION OF MINUTES**

Sandberg noted that Jason Erickson was not moving his flight school to Maple Lake but was expanding his business there. Stoeckel pointed out that the word “us” in the second line of the “Hoffman Updates” should read “up”.

KRUSE MOVED TO APPROVE THE MINUTES OF THE August 4, 2014 MEETING AS CORRECTED. THE MOTION WAS SECONDED BY DOTSETH. THE MOTION PASSED UNANIMOUSLY.

**OLD BUSINESS:**

**A. 2014 CIP Update**

1. MnDOT/FAA Annual CIP meeting: Karnowski advised that the annual meeting took place earlier that day at the St. Cloud Airport. At the meeting the city was advised that the new CIP process will go out 20 years with viable projects with accurate cost estimates noted in the first 5 or so years and ‘wish list’ items to be noted in the latter years. The city was advised to remember to include ongoing airport maintenance issues on the CIP including – but not limited to: apron and runway maintenance, obstruction removal and parking. Otherwise the city reviewed our current and short term projects with those present at that meeting. We were advised that we have about \$27,000 left in our account after this year’s 2 projects are completed.

It was also noted that the legislature was looking for local comment on the discontinuation of collecting sales tax on parts and maintenance for airplane repair. Forms were handed out if anyone wanted to submit comment.

2. **Taxilane Project:** McMahon advised that the grant offer was received and the project was underway. The old asphalt has been removed – along with some of the hangar aprons (to facilitate good drainage) and that the granular fill would be coming in starting October 7<sup>th</sup> with paving happening later that week or early next week. All is going well and is under budget.

3. **Airport Master Plan:** Shawn McMahon introduced fellow planner, Jacque Gamet who was subbing for Kaci Nowicki (who’s still on maternity leave). Gamet reviewed a presentation with the Board outlining the various steps for the Master Plan and Airport Layout Plan Update which includes:

- Inventory and adequacy of existing facilities
- Forecast Aviation Activity for a 20-year time period
- Recommendations for needed improvements to meet existing and future demand

- Overview of environmental impacts associated with recommended development
- Financial implementation plan/CIP

The plan will look at existing and possible future runways, taxiways, airfield lighting, navigational aids, the exiting/future terminal area and hangar development. The final product will be a comprehensive airport layout plan.

Gamet also presented a proposed timetable that began with that night's meeting and ended in October of 2015. She and McMahon suggested that a technical advisory committee be formed. The group agreed that committee would include Council Member Walker, Duane Kruse, Jim Ferlaak, Gene Stoeckel, Rich Hoffman and the yet to be appointed new Community Development Director. It was noted that the entire board would continue to be appraised of developments and would be able to comment.

### **B. Airport Courtesy Car**

During the meeting, Troy Minske dropped off the keys to the former police squad car and 'new' replacement Airport Courtesy Car. He'd just completed going through it and applying decals identifying it as the courtesy car. The board expressed their appreciation for the work Troy has donated toward getting the car ready to use and also the City Council for agreeing to continue having a Courtesy Car available.

### **OLD BUSINESS:**

**A. Cracks in the Runway:** Ferlaak commented that there are some hefty weeds growing up between the cracks in the runway. Dresel said it probably would be a good idea to knock them down so they don't compromise the paving. Karnowski will talk to the maintenance department to see if the work could be scheduled. Ranney volunteered to do the work with a sprayer and 4-wheeler if that was permissible.

**B. B-25 Weekend** - Sharon Sandberg advised that the B-25 weekend was a success with good weather and good crowds. They did two flights of the B-25 on Saturday and one on Sunday. The Confederate Air Force brought a total of 4 planes plus others were brought in by private owners. She said that, next year, we need to have a parking plan for the visiting cars. She also said that one of the picnic tables was damaged and needs to be replaced. She also said that additional signage directing traffic to the airport would be helpful.

**C. Build A Plane** – Sandberg passed around photos of a helicopter that was donated to the project which means they now have 3 craft to work on. They have 7 boys and 1 girl involved in the program. She noted that the helicopter may never be air worthy but might make a nice display for the entrance to the airport.

### **B. Hoffman Updates**

Rich Hoffman advised that he's still working with MnDOT's Schroeder to get the last lights repaired. They hope to get it all done before snowfall.

### **NEW BUSINESS:** - None

### **MANAGERS REPORT:**

**Fuel Sales** – Karnowski noted that both the fuel sales report and the financials were not available because the city financial staff is on vacation.

**Financials** – (see above).

**MISCELLANEOUS:**

**A. November Meeting:** The next meeting is on November 3<sup>rd</sup>.

**B. Walker's Phone:** Councilman Walker advised that he no longer has a land line at his house so folks should use his cell number (612-986-5048) if they want to contact him.

**ADJOURNMENT:**

There being no further business:

GLENN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY KRUSE. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 6:25 PM.

Respectfully Submitted,

Mark Karnowski,  
City Admin/Airport Mgr.

ATTEST:

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Gene Stoeckel, Chair