

**MINUTES OF A REGULAR MEETING OF THE PRINCETON AIRPORT ADVISORY BOARD
HELD ON NOVEMBER 5, 2012, 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. Other members present included Jim Ferlaak, Jeff Dotseth, Joe Glenn and Duane Kruse. Others present: Dick Dobson (City Council), Engineer Joel Dresel, Alden Osvold, Jack Edmonds, Rick Hoffman and City Administrator/Airport Mngr. Mark Karnowski. The Pledge of Allegiance was recited.

AGENDA ADDITIONS/DELETIONS: None.

APPROVAL OF MINUTES

DOTSETH MOVED TO APPROVE THE MINUTES OF THE OCTOBER 1, 2012 MEETING MINUTES AS PRESENTED. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS:

A. CIP Project Update

Engineer Dresel advised that the project is pretty much completed. He is recommending that the contract amount for the re-seeding be withheld as it's too late to seed yet this fall and it will have to be done in the spring. The retainage will also be held over. He also noted this will be his last report unless there are some intervening circumstances.

B. CIP Meeting w/FAA & MnDOT

The Board was advised that two board members (Chair Gene Stoeckel and Jim Ferlaak), were in attendance at the annual meeting in addition to Rick Hoffman Engineers Joel Dresel and, Kaci Nowicki, city staff (Mark Karnowski) and representatives from the FAA and MnDOT: Gordon Nelson, Gene Scott and Kathy Vesley.

Some of the information shared included Nelson advising that the programming forms have to be turned in by January 15, 2013 for projects scheduled for next year and that Princeton currently has \$148,789 available and that we should expect an additional \$150,000 (or 40% of that amount).

Nelson also advised that said that the FAA will no longer participate in an ALP update except as part of another project. He said the city should make it condition of the engineering contract. It was also noted that it should be added to the CIP as a placeholder.

Nelson said the FAA does not want programs to have outstanding draw downs; they want them closed out as soon as possible so they're instituting a new "E-invoicing" process. They will be holding back part of the final payment to encourage all the closeout paperwork to be submitted in a timely fashion.

MnDOT's Kathy Vesley talked briefly about a new program in her department. In essence, MnDOT is aware of the continued trend of reduced budgets and is beginning to think in terms of "maintenance" rather than "expansion" when participating in grant requests.

The proposed 2013 CIP was reviewed advising of the proposed projects being a rehab of the hangar area taxi lanes as well as construction of a new taxi lane in the new hangar area. Five other projects were listed for 2014.

Dresel handed out revised copies of the proposed CIP including one he had compiled and a copy of the version that's on the MnDOT website.

C. Old Versus New ALP

The Board asked whether staff had found a copy of the original ALP. Karnowski advised that he had and had it copied to present to Engineer Dresel. Dresel advised that they'd had a copy for

some time and that the current alignment of the proposed crosswind runway was not significantly different from the earlier version. Accordingly the land and easement acquisition issues for the current crosswind alignment have not changed.

NEW BUSINESS:

A. Proposed Maintenance Facility (Jason Erickson email)

Karnowski presented the Board with an email from Jason Erickson advising that he is looking to start a small scale maintenance facility out of his hangar at the airport. Erickson couldn't make the meeting but requested the Board's approval of his proposal. Erickson noted that the state requires that he have a letter from the city of Princeton authorizing the start of a shop. The email advised that the Maintenance shop would:

- a. have the necessary insurance required by the State of Minnesota.
- b. have 1 maybe 2 aircraft a week to start
- c. be used primarily for Inspections and not so much for rebuilds. Erickson indicated there would be no dismantled aircraft stored outside their hangar.

Karnowski reminded the Board that they are advisory only and could support Erickson's request but that the City Council would have to act on the request to issue the requested letter.

The consensus of the Board was that there was already similar work going on in other hangars at the airport and that Erickson has demonstrated that he is a very conscientious person and would likely run a good operation.

DOTSETH MOVED TO RECOMMEND THAT THE CITY COUNCIL APPROVE ERICKSON'S PLANS TO OPERATE A MAINTENANCE FACILITY OUT OF HIS HANGAR AT THE AIRPORT. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

B. Kruse Hangar re-purposing

Toward the end of the meeting Alden Osvold and Duane Kruse advised that Kruse's current lessee is not re-upping his lease and that Kruse is going to be moving his business back into the hangar.

They handed out information advising that the new business will be owned by their group entitled "Flight Expo, Inc." which is a 501c3 (tax exempt) organization. The name of the new facility will be "Flight Expo Aviation Education Center" and will be operational sometime in 2013 and will focus on educating interested persons on airplane maintenance (engine, wiring, sheet metal, fabric and welding) and aviation safety with a goal of giving persons the opportunity to obtain their FAA aircraft and power plant certification.

No action was requested or taken regarding the shared information.

E.A.A. REPORT

The Board was advised that the E.A.A. will have a Christmas Party on December 8th at Russ Cunningham's hangar. The group went down to SteinAir (who does instrument panels, etc.) near Farmington and toured their facility.

MANAGER'S REPORT

Karnowski handed out an abridged fuel sales report and would email the larger report out the following day. It was noted that North Ambulance has taken out some of the pine trees in front of their hanger to allow the fuel trucks to access the tanks without driving down the taxiway.

MISCELLANEOUS

A. Kruse Board Position

Kruse announced that he will be applying to be re-appointed to the Board in January.

B. Airport Improvements

Hoffman noted that there was now an adjustable thermostat in the A/D Building. He's also working with MnDOT's John Schroeder and Gene Scott about getting a grant to replace the radio controller.

ADJOURNMENT:

GLENN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY KRUSE. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 6:20 P.M.

Respectfully Submitted,

Mark Karnowski
City Administrator/Airport Mngr.

ATTEST:

Gene Stoeckel, Chair