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 Kaci Nowicki, City Council Liaison Thom Walker, City Administrator/Airport Manager Mark Karnowski, Sherburne County Commissioner Rachel Leonard, Rick Hofmann and Sharon Sandberg. The Pledge of Allegiance was recited by all present.

- Special Order of Business – Election of 2016 Officers -
Chairman Stoeckel opened the floor and asked for nominations for Officers.

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

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

By consensus, the members present opted to keep the first Monday of the month at 5:30 as the meeting day and time.

AGENDA ADDITIONS/DELETIONS: Dotseth requested that “Snow Removal” be added to the agenda under New Business. Ferlaak asked that runway length and insurance be added under Old Business. Without objection, those two items were added to the agenda.

APPROVAL OF MINUTES
DOTSETH MOVED TO APPROVE THE MINUTES OF THE DECEMBER 7, 2015 MEETING AS PRESENTED. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS:

A. Runway Length and Insurance Regulations
Ferlaak advised that he’d had a discussion with the St. Cloud Airport’s Bill Mavencamp about runway length and insurance. Ferlaak advised that there really aren’t any insurance regulations regarding the minimum length of runway a particular plane can land on and still be insured. Ferlaak advised that, more often than not, it’s a company policy or a requirement of the specific airplane manufacturer as noted in the plane’s specifications. He noted that Mavencamp said that, for insurance purposes, a 4,900 foot runway would be sufficient for most corporate jets.

B. Master Plan Update
Nowicki advised that the Master Plan Committee met earlier that day and reviewed the property map. Nowicki noted that there are a few ‘issues’ with the Princeton property map but that there are significantly fewer issues in Princeton than most other airports she works for. The group also looked at promoting extension of the current runway to 4,900 feet but positioning it so the additional length is added to the south end of the runway in order to avoid issues with the church on the north end. It was suggested that there should be some informal conversations with both Prairie Restorations (to the South) and the New Life Church (to the north) as part of the Master Plan process to avoid future surprises.
Nowicki said that she’d be setting up a meeting with MnDOT Aeronautics and the FAA to review the draft of the parts of the Master Plan already done and that City Staff and AAB members could either attend in person or join by phone.

Nowicki also suggested that we hold a public meeting to review the draft plan sometime in the spring.

C. 2017 CIP Update

Nowicki advised that McMahon will be at the February meeting to finalize the plan for 2017. The AAB will need to make a decision at that meeting whether to proceed with the proposed taxilane construction between the T-Hangars and the Fuel Facility or to bank the grant dollars until 2018 and do a larger project.

Nowicki also noted that the access road to the T-Hangars cannot be straightened because of wetland issues.

NEW BUSINESS:

A. Snow Removal

Dotseth commented that the airport was closed over the Christmas weekend because the snow on the runway had not been removed. Dotseth said that closing impacted the Christmas plans for some users of the airport.

Karnowski advised that he’d been on the phone with MnDOT Aeronautics earlier in the day to discuss the circumstances that caused the airport to be closed which included the fact that the Public Works staff was shorthanded because of the holiday weekend and, more importantly, that the city does not have any ‘overtime’ budgeted for the airport. Karnowski advised that the MnDOT advised the city that, in order to continue receiving State Airport Maintenance Funds, that airport closure due to snow cannot be longer than one day (unless there are unique circumstances). Karnowski advised that the city, up until earlier that day, was not aware of that regulation but that the city will, indeed, modify its procedures to comply with the MnDOT Aeronautics regulations.

There was a discussion regarding the lack of overtime funding for snow removal at the airport and it was decided that, in the next budget cycle, that overtime funding should be included.

There was also some question about whether the new box plow was being used as Hofmann’s asphalt pad had a chunk ripped out of it during the most recent snowplowing.

The AAB members advised that if the City could just do the runway that would address emergency situation in a heavy snow event.

MANAGERS REPORT:

Fuel Sales – Karnowski advised that the December fuel sales report would be emailed out as soon as it was completed.

Financials – The financial report for the first quarter will be distributed to the Board in April.

MISCELLANEOUS: None.

ADJOURNMENT:

There being no further business:
DOTSETH MOVED TO ADJOURN. THE MOTION WAS SECONDED BY FERLAAK. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 6:16 PM.

Respectfully Submitted,

Mark Karnowski,
City Admin/Airport Mgr.

ATTEST:

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Gene Stoeckel, Chair