CALL TO ORDER/PLEDGE OF ALLEGIANCE:

The Chair, Gene Stoeckel, called the meeting to order at 5:35 P.M. Other members present included Jim Ferlaak, Joe Glenn, Duane Kruse, and Jeff Dotseth. Others present: Airport Planner/Engineer Kaci Nowicki and Shawm McMahon, Community Development Director/Zoning Administrator Jolene Foss, Council Liaison Thom Walker, Sherburne County Commissioner Lisa Fobbe, Rick Hoffman, Jeff Ranney and Sharon Sandberg. Stoeckel lead the meeting in the Pledge of Allegiance.

Stoeckel began the meeting BY thanking City Administrator Karnowski for sending a Letter of Thanks to the Princeton American Legion regarding the American Flag donation.

------SPECIAL ORDER OF BUSINESS------

ELECTION OF 2017 OFFICERS

Stoeckel asked for nominations for election of officers.

DOTSETH MOVED TO NOMINATE GENE STOECKEL FOR AIRPORT BOARD CHAIR. THE MOTION WAS SECONDED BY JOE GLENN. THE MOTION PASSED UNANIMOUSLY.

DOTSETH MOVED TO NOMINATE JOE GLENN FOR AIRPORT BOARD VICE CHAIR. THE MOTION WAS SECONDED BY DUANE KRUSE. THE MOTION PASSED UNANIMOUSLY.

Discussion occurred involving the meeting schedule. Stoeckel stated that there seems to be a loss of enthusiasm but attendance is better with quarterly meetings.

Ferlaak stated other regional airports meet quarterly but he feels some of the daily operations get missed. He feels that monthly is too much but quarterly is not enough. There is a need to meet in February for fiscal and operational planning. Agenda may be light through summer and pick up later in the season.

Stoeckel thinks as an Advisory Board there may be the option to vote by email.

Ferlaak stated that meeting quarterly may impact ideas getting brought forth a little late. Hoffman stated quarterly meetings means he can think about topics more than when they are meeting every month.

Kruse said momentum increases with monthly meetings. He understands people are busy and everybody has a full schedule. Dotseth stated that some things need to come before the Board before it’s too late.

Glenn stated they could meet monthly and they can always cancel the meeting if the there is no agenda items. Items that need to be discussed before spring include DNR and MNDOT pilots filling the taxi way and ramp. A suggestion to create a diagram that shows where the ideal locations to leave aircraft should be created and posted.

Stoeckel stated that the DNR may be early this year due to little snow fall.
There was consensus that a conversation regarding congestion in the tie-down area should be on the April FAB agenda.

FERLAAK MOVED TO APPROVE MEETING SCHEDULE: APRIL 3rd, JUNE 5th, AUGUST 7th, NOVEMBER 6th, AND DECEMBER 4th, 2017 AT 5:30 PM AT THE AIRPORT A/D BUILDING. THE MOTION WAS SECONDED BY DOTSETH. THE MOTION WAS PASSED UNANIMOUSLY.

AGENDA ADDITIONS/DELETIONS:

Hoffman requested an addition in NEW BUSINESS. Jim Ferlaak requested an addition in MISCELLANEOUS.

APPROVAL OF MINUTES

DOTSETH MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 7th, 2016 MEETING WITH ONE CORRECTION TO THE WORD ‘MASTER’ FROM ‘MATER’. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION WAS PASSED UNANIMOUSLY.

OLD BUSINESS:

A. Master Plan Update

Wildlife Hazard Site Visit Report
Nowicki presented data received from the Wildlife Hazard Site Visit Report completed by Applied Ecological Services, Inc. The intention of the report is to inform KPNM managers, maintenance staff, FAA Inspectors, FBO’s and others what wildlife hazards may exist at the airport. It will also aid in facilitating funding/FAA support for implementation of recommended improvements. They met with Primary Airport Personnel, Bob Gerold, regarding turf, pavement condition, adjacent land, and wildlife control.

Bird/Wildlife Management Techniques and Recommendations: Active Harassment, Rodent Control, Invertebrate Control, Waterfowl Control, Waste Management, Depredation and Controlled Hunting. These are all practices Mr. Gerold has been implementing.

A recommendation of changing the grass height objectives to the current FAA recommended height of 6-12 inches was given in the study. Re-application of herbicides then crack sealant is recommended for some active surfaces, primarily taxi ways that have numerous asphalt cracks. Other recommendations included complete removal of woody vegetation, conifer stands and other areas of natural habitats that are wildlife attractants.

Nowicki suggested that when it is time to renew the FAA Permit, they should list the City of Princeton as the primary and Mr. Gerold as secondary, so as to allow for other City Employees to manage the airport maintenance.

Nowicki stated the Wildlife Habitat Management Plan is a responsible next step after the completion of the Wildlife Hazard Site Visit Report. Provision of a timeline, best practices and who’s responsible in certain events are included and submitted to the FAA. The Wildlife Habitat Management Plan help in facilitating funding for projects that fit within specific parameters. Nowicki stated that SHE will facilitate the completion of the full management plan.
Draft PNM Master Plan

Nowicki informed that SEH and Karnowski met with FAA, and MnDOT in November of 2016 to review Draft PNM Master Plan. Recommendations include: sewer and water provision to the A/D building when 21st Ave extension is completes, designing one or more taxi lanes to only Group I aircraft instead of Group II, consider identifying land that is no longer an aeronautical use in pursuit of a land release at a future date. This could be added to the Inline Packaging land release request, thus reducing cost, and the FAA indicated they would likely support planning for a future 4,400-foot long runway since it is feasible that an aircraft requiring this length would use PNM, even though there are none today. FAA noted that while a future 4,900 foot long runway would allow the airport to extend to the maximum length allowed without having a precision approach, the length does not correspond well to a specific aircraft type, or group of aircraft, that would require that length. Additionally the FAA felt that while a precision approach is not required for a 4,900 foot long runway, the City should evaluate if investing in a runway of that length without a precision instrument approach is a prudent choice. As discussed at previous meetings, and in the Draft Master Plan, the FAA will only support funding and the environmental impacts of a project if a user requiring the longer runway will utilize the airport at least 500 takeoffs or landings per year. This must be justified with actual aircraft performance data.

Nowicki suggested the AAB and the City Council consider a work session to discuss these recommendations and alternatives before SEH finalizes any revisions to the report. Nowicki suggested Karnowski review specific parcels that may no longer have aeronautical use to bring to the April 3rd meeting.

Considerable discussion occurred around the topic of runway length. Nowicki stated that if the FAA doesn’t feel it is feasible and that there is not the demand. There must be plausible justification for the additional airport zoning restrictions regarding potential litigation by surrounding land owners.

Dotseth stated that the AAB gave up the crosswind under the assumption that they can bring larger aircraft with the extended runway. He asked if the AAB is limiting their options for the future. Nowicki stated that they can change their Airport Plan in the future.

Stoeckel asked if the FAA is looking at how fast Sherburne County is growing and do we need to protect some of the land area.

Dotseth said that landowners already know the airport is here, although he is all in favor of individual land use.

Nowicki stated that they can plan for what they want, the FAA wants to make sure you consider all impacts. The majority of impacts would be to the south, mainly Prairie Restoration. Nowicki restated that a joint meeting with the AAB and the City Council should be planned to discuss zoning impacts.

Dotseth requested Baldwin Township be invited and that there should be communication with surrounding land owners.

Stoeckel stated that the AAB did not want to commit to a 4,400 foot long runway and would rather look into getting the zoning to protect the land for a potential 4,900 foot long runway.
The consensus of the Board was to have staff schedule a meeting with AAB, City Council and Baldwin Township within the next couple of months, having a closer look at the affected parcels in the potential zoning changes.

B. 2017 CIP Discussion

McMahon reported that he submitted the FAA report in by the February deadline. The FAA stated that due to the crack sealing project completed two years ago, they were not certain that was a justified need. McMahon informed them, and will submit photos to verify, that there is still a need to address the new cracks that have formed. The cracks that were sealed two years ago are still holding up as expected.

Stoeckel asked if the beacon would be an eligible project. McMahon stated that it was not included in the application, but it is something that could be written into next year's grant request. Kruse stated that they may want to maintain the existing beacon rather than spending on crack sealing.

Stoeckel mentioned that they are trying to bank up funds from the Fergus Falls financial transaction and the Entitlement Funds for a bigger project. They should put desired projects on next year’s list. McMahon stated that the pre-application package is due in December.

Dotseth asked if we have additional funds to lend to other communities to complete projects. McMahon stated we are not at risk for losing any funds currently. The deadline for lending out unused funds is May 15.

The consensus of the Board was to have the engineer find out if there is an airport that needs funds for the April 3rd Meeting.

It was also noted that consultant elections are required by the FAA to occur every five years and is due now. SEH will provide information to Karnowski for April 3rd meeting.

Dotseth stated that he is happy with McMahon and Nowicki’s services

C. Entitlement Funding Return

Fergus Falls Airport has completed their project and is most appreciative of the funding opportunity the AAB gave them. They have returned the $50K, and the paperwork goes to FAA for completion of transaction.

NEW BUISHNESS

A. Proposed Decommissioning of PNMs RCO

Stoeckel stated that we should write letter to FAA try to protect the PNM RCO, we have it we don’t want to lose it, and makes more sense coming from pilots.

Hoffman stated that there has been an increase in traffic on taxi way. Within a 1.5 hours timeframe at least 5 cars were seen driving through airport. This creates a problem with rocks being dragged onto the pavement and taxi lanes. Also, non-airport users are not familiar with airport operations and are creating unsafe circumstances. Hoffman has spoken to Karnowski and has requested additional law enforcement and ticket issuance. Sylva was given permission to move some trucks on the east side of the road. Council approved emergency and first responder vehicles could use the new road.
Dotseth questioned the value of wooden barriers, cracking down on those that are traveling through airport and breaking their habits.

Jeff Ranney has ice and dip in front of his hanger. McMahon will identify possible drainage options, but admits that drainage is challenging.

**MANAGER’S REPORT**

A. Fuel Sales- The monthly fuel reports will be emailed to AAB members.

B. Financials- Will be available at the Board’s April Meeting

**MISCELLANEOUS**

Jim Ferlaak requested that Financial Director, Steve Jackson, reduce the $350 Credit Card Preauthorization hold that gets put on credit cards with fuel purchase. He felt that the City lead him to believe that the AAB was going to address the matter, he felt he received a cold reception when asking about it.

Dotseth requested that an option of three different vendors get brought to the table to determine whether or not there could be a less costly and shorter timeframe available for holds.

Sandberg stated that she felt that due to newer instant credit card transactions it is an unnecessary inconvenience.

Dotseth stated that fuel sales would increase and requested that the City has a dialogue and look for options.

Dotseth asked about the status of the “Through the Fence” operation. Kruse said that there has been no forward motion. Dotseth stated that he is embarrassed by the length of time that it has taken for this matter to be resolved.

Dotseth asks that the city has a dialogue with the Kruse’s and evaluate options to access airport.

**NEXT MEETING:** The next Board meeting will be on April 3rd, 2017 AT 5:30 p.m.

**ADJOURNMENT:** There being no further business:

DOTSETH MOVED TO ADJOURN. THE MOTION WAS SECONDED BY GLENN. MOTION CARRIES UNANIMOUSLY. THE MEETING ADJOURNED AT 7:15 pm.

Respectfully Submitted,

Jolene Foss, Community Development Director
And Acting Secretary