CALL TO ORDER/PLEDGE OF ALLEGIANCE:
The Chair, Gene Stoeckel, called the meeting to order at 5:55 P.M. Other members present included Jim Ferlaak, Jeff Dotseth, and Duane Kruse. Member absent: Joe Glenn (emailed to say he couldn’t make it), Others present: Airport Engineers Kaci Nowicki and Shawn McMahon, City Administrator/Airport Manager Mark Karnowski, Sherburne County Commissioner Rachel Leonard, Rick Hoffman, Sharon Sandberg. The Pledge of Allegiance was recited by all present.

AGENDA ADDITIONS/DELETIONS: Sharon Sandberg asked to update the Board on Flight Expo and Rick Hoffman asked to update the Board on maintenance issues. There was no objection from the Board on those two items.
Stoeckel moved to delete “Kruse Property” from the agenda stating that he felt that should be decided between the City and Kruse. There was a brief discussion regarding that motion which was then withdrawn by Stoeckel.

APPROVAL OF MINUTES
Ferlaak advised that the minutes need to be corrected as his comment was that the DNR was not parking in the tie down area but in the Taxi Lane Object Free Area (TOFA)
DOTSETH MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 1, 2016 MEETING AS CORRECTED. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS:
A. Master Plan Update
Because most of the Board is also on the Master Plan Committee and that Committee met for about an hour prior to the meeting, Nowicki advised that the Committee favored development of a new hangar area just north of the old hangar area with taxiways running north/south rather than east/west. There was a brief discussion about widening the east/west main taxiway to 50' with the understanding that the FAA would only pay for the center 35’. The Committee also favored adding pavement to the Apron tie down area to for up to 14 aircraft tie down areas with Group II and Group I taxilanes. Otherwise, Nowicki advised that she’d put the first draft together and both snail mail it out and email it out about a week in advance of the Board’s May 2nd meeting so it could be discussed at the meeting. She also suggested that we set up a public meeting to discuss the draft sometime in June. The date for that event will be decided at the May meeting. It was noted that the event should be held at the airport. Sharon Sandberg advised that they would be willing to host it at the Kruse hangar as well and include some sort of presentation regarding their ‘build a plane’ program.

B. 2017 CIP Update
McMahon advised that the bids for the taxiway project were opened last week. We received seven bids and the low bid was submitted by Helmin Construction out of Foley, MN at $159,650…which is about $1,600 over the engineer’s estimate. The City Council will consider award at their April 14th meeting.

C. Maintenance
Rick Hoffman noted that all seems to be fine. He also advised that the most recent servicing of the beacon was done two years ago and should be done again. Karnowski advised that he’d alert Bob Gerold so the maintenance could be scheduled.
D. Flight Expo Event
Sharon Sandberg advised that the Board overseeing the Flight Expo event has re-evaluated the situation and has cancelled the event for 2016 due to lack of volunteers and funding. She also handed out a MAC brochure on the events going on at the various reliever airports in the metro area.

NEW BUSINESS:

A. Kruse Property
The Board was advised via a memo from Karnowski that Kruse and Sandberg may be willing to sell the land under their hangar to the city so it can be added as airport property. If that occurs, they’d then lease the space under their hangar from the city. The Board was also reminded that the FAA has also agreed to allow the Kruse property to be designated as a legal ‘through the fence’ operation.

Kruse provided the Board with a brief history of the current situation and noted that they’d prefer to sell the property to the city rather than do a through the fence operation and agreed to leave the meeting to allow the balance of the board to discuss the options. He also noted that there were a couple of side issues that had to be addressed. First, the sewer and water lines servicing his building are on the adjacent property of Anoco Metals and that something has to be done about that problem. He also acknowledged that, with the building’s 20 foot setback from the south property line, he cannot take a plane in or out of his hangar without the wings encroaching on Anoco’s property.

Karnowski reminded the Board that the city has had $75,000 designated in the CIP for the purchase of the Kruse property for several years and that, upon learning of Kruse’s preference, he was initially concerned that the FAA would now no longer allow the city to purchase the property using FAA grant dollars because they will allow it to be a through the fence operation. He added that the FAA subsequently advised that they’d still be willing to use entitlement funds to buy the property and add it to the airport and allow Kruse to lease the land under their building.

Nowicki added that, because Kruse had a fair amount of asphalt apron that the leased space should include the apron.

Karnowski said he has no preference but the Board should decide whether to recommend to the City Council that the city either purchase the land and lease part of it to Kruse or move forward with the through the fence agreement.

He explained that if the Board opts to recommend the city just allow the ‘through the fence’ operation and NOT buy the land, then that $75,000 could be used for some other airport improvement project. Otherwise it appears the total cost for the project will now probably be closer to $100,000. Nowicki noted that funding for a purchase would not be able to happen until next year because our entitlement fund will be too low after the current taxiway project is funded.

Ferlaak indicated that his preference was to deal with both the sewer and water line issue and the wing encroachment issue and then pursue the ‘through the fence’ option. Dotseth agreed saying that the wing encroachment issue was created when the city changed the use of the adjacent land from airport to industrial.

DOTSETH MOVED TO RECOMMEND THAT THE CITY COUNCIL PURSUE DESIGNATING THE KRUSE PROPERTY FOR A ‘THROUGH THE FENCE’ OPERATION AND WORK WITH KRUSE AND ANOCO METALS TO SOLVE BOTH THE SEWER AND WATER SERVICE ISSUE AND THE WING ENCROACHMENT ISSUE. FURTHER THAT A THROUGH THE FENCE AGREEMENT BE DRAFTED AND APPROVED BY THE FAA/MnDOT AERONAUTICS
BEFORE BEING APPROVED BY KRUSE AND THE CITY AND THAT THE FINAL AGREEMENT BE RECORDED. THE MOTION WAS SECONDED BY FERELAAK. THE MOTION PASSED UNANIMOUSLY.

There was a subsequent brief discussion about the Airport Access Point Ordinance and that, upon getting the through the fence agreement recorded, that ordinance could probably now be rescinded.

**MANAGERS REPORT:**

**Fuel Sales** – Karnowski noted that the sales for March were the most for a March in the last 5 years. Hoffman suggested it was because of the unseasonably nice weather and the competitive pricing of the fuel. Karnowski noted that he’d email the report out to the membership.

**Financials** – The financial report for the first quarter was not available because the city’s finance director was out sick for the day. It too will be emailed out to the membership.

**MISCELLANEOUS:** None.

**ADJOURNMENT:**

There being no further business:

STOECKEL MOVED TO ADJOURN. THE MOTION WAS SECONDED BY FERELAAK. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 7:25 PM.

Respectfully Submitted,

Mark Karnowski,
City Admin/Airport Mgr.

ATTEST:

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Gene Stoeckel, Chair