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, Joe Glenn and Duane Kruse. Others present: Airport Engineers Kaci Nowicki, City Administrator/Airport Manager Mark Karnowski, Rick Hoffman and Sharon Sandberg. The Pledge of Allegiance was recited by all present.

AGENDA ADDITIONS/DELETIONS: None.

APPROVAL OF MINUTES
DOTSETH MOVED TO APPROVE THE MINUTES OF THE APRIL 5, 2016 MEETING AS PRESENTED. THE MOTION WAS SECONDED BY FERLAAK. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS:

A. 2017 CIP Update
Nowicki advised that the County and State had approved the proposed wetlands mitigation plan and that we’re now waiting for the final approval by the Army Corps of Engineers. We anticipate that approval coming within the month. She also advised that we’re also awaiting congressional action on a continuing resolution to fund the balance of the FAA’s budget year as we don’t yet have access to all of our entitlement funding for the year.

There was then an extended discussion regarding a practice employed by other Minnesota airports where the city “loan’s” unused entitlement funds to other airports for a limited period of time. Nowicki advised that there are advantages to airports that do that as then an airport can acquire more than the maximum $600,000.

It was noted that, in 2020 (or later) the city plans on doing a full re-hab of the main runway at an estimated cost of $1.62 million. While additional funding through the FAA is possible, the city may want to begin doing the ‘loan’ program for part of our annual entitlement funds and building our account so we can reduce the amount of extra funding we will need for that project. Nowicki advised that there is no cost to do the program as SEH does all the paper work pro bono as a service to the airports they work with.

Ferlaak questioned whether the Princeton Airport really wanted to get into the banking business. Glenn noted that, historically, pilots go out of their way to help other pilots, so he’s in favor of participating in the loan program.

DOTSETH MOVED TO RECOMMEND THAT THE CITY COUNCIL APPROVE A ‘LOAN’ OF UP TO $50,000 TO EITHER THE TOWER OR FERGUS FALLS AIRPORT FOR A PERIOD NOT TO EXCEED 1 YEAR. THE MOTION WAS SECONDED BY GLENN. THE MOTION PASSED UNANIMOUSLY.

B. Master Plan Update
Nowicki noted that the initial draft copy of the proposed Master Plan had been mailed out to all Board members. She reviewed a memo outlining the facility recommendations outlined in the draft which includes:

1. Updating Runway 15/33 to Runway 16/34 (necessary because of polar shift)
2. Verifying the main runway’s pavement strength is a minimum of 12,500 pounds to accommodate critical aircraft.
3. The reconstruction of the main runway by 2020.
4. Replace the medium intensity runway lights (MIRLs) by 2020 as part of the runway reconstruction project.
5. Show an ultimate main runway length of 4,900 feet on the ALP (to accommodate corporate jets)
6. Add a non-precision approach with vertical guidance to the main runway.
7. Reconstruct some taxiways during the runway reconstruction to meet ADG II standards.
8. Update taxiways systems to TDG 2 design and marking standards
9. Install medium intensity taxiway lights (MITLs) on all taxiways
10. Relocate the Automated Weather Observing System (AWOS) southwest of Runway 33 to make this area available for future hangar development
12. Install 8 additional tie down spaces (for a total of 24)
13. Redesign and expand existing apron to meet Taxiway Object Free Area (TOFA) standards and add tie downs.
14. Monitor progress for updated AvGAS regulations
15. Add one parking space to A/D building (for a total of 25 spaces)
16. Acquire a Sweeper and hoper spreader attachment to aid in snow removal operations.
17. Install full perimeter fencing around airport
18. Remedy possible encroachments to airport property
19. Mitigate wildlife attractants and hazards.
20. Implement sustainability initiatives

Nowicki presented an example of a Masterplan CIP chart and noted that our current CIP list will have to be modified to be realistic from a funding standpoint. The CIP portion of the plan will be available for review at the June meeting.

**C. Open House Scheduling**

The Board discussed options for holding an open house to discuss the final draft of the Master Plan.

**GLENN MOVED TO MOVE THE JULY 4 BOARD MEETING TO JULY 11 AND HOLD THE OPEN HOUSE ON THAT DATE. THE MOTION WAS SECONDED BY KRUSE. THE MOTION PASSED UNANIMOUSLY.**

Nowicki noted that SEH would bring the hamburgers and brats/wieners for the event and that Joel Dresel would be in charge of the BBQ.

**A. Kruse Property**

A memo in the meeting packet was briefly reviewed. Karnowski noted that he’d had a discussion with Dean Powell (Owner of Anoco) who seemed amenable to working out an easement for the sewer and water line servicing the Kruse Property. As for the Kruse need for some sort of easement to allow Kruse to use their hangar, Karnowski noted that Powell was open to working out a deal on that issue as well and that the city had land available for sale south of Powell’s property that could be used to trade for the necessary easement but arraigning that was between Powell and Kruse.

Duane Kruse advised the Board that he’d been paying the annual airport access fee since he bought the property.

**NEW BUSINESS:** none
MANAGERS REPORT:

Fuel Sales – Karnowski noted that the sales report for April wasn’t ready yet and would be mailed out.

Financials – The financial report for the second quarter will be available in August.

MISCELLANEOUS: Ferlaak questioned whether the fuel filter on the AvGas facility was changed on a regular basis and whether the accuracy of the fuel pump was checked on a regular basis. Karnowski indicated he didn’t know but would find out and advise the Board via email.

ADJOURNMENT:

There being no further business:

GLENN MOVED TO ADJOURN. THE MOTION WAS SECONDED BY DOTSETH. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 7:28 PM.

Respectfully Submitted,

Mark Karnowski,
City Admin/Airport Mgr.

ATTEST:

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Gene Stoeckel, Chair