CALL TO ORDER/PLEDGE OF ALLEGIANCE:
The Chair, Gene Stoeckel, called the meeting to order at 5:34 P.M. Other members present included Jim Ferlaak, Joe Glenn, Duane Kruse and Jeff Dotseth. Others present: Airport Planner/Engineer Kaci Nowicki and Shawn McMahon, City Administrator/Airport Manager Mark Karnowski, Council Liaison Thom Walker, County Commissioner Rachel Leonard and Rick Hoffman. Because the American Flag was apparently stolen since the last meeting, the Pledge of Allegiance did not occur.

AGENDA ADDITIONS/DELETIONS: None.

APPROVAL OF MINUTES
GLENN MOVED TO APPROVE THE MINUTES OF THE AUGUST 1, 2016 MEETING AS PRESENTED. THE MOTION WAS SECONDED BY KRUSE. THE MOTION PASSED UNANIMOUSLY.

OLD BUSINESS:

A. Mater Plan Update
Nowicki advised that the Plan is in a ‘holding pattern’. The draft has been delivered to both the FAA and MnDOT Aeronautics for their preliminary review. Staff will be meeting with both agencies to review their comments on Monday, November 21st from 1 to 3 PM at the FAA Airport District Office at 6020 28th Ave. S. in Minneapolis (near MSP). Nowicki advised that Board members are welcome to either attend in person or monitor the meeting via telephone and computer.

B. 2017 Taxiway Project Update
McMahon advised that the final inspection of the project has been done, but there are still a few ‘punch list’ items to be completed. Most Board members who also inspected the project commented that it looks very good.

Karnowski noted that there are two local residents that are interested in reserving two of the new lots for spring construction. He advised that the City Council agreed to a reservation concept whereby the city would reserve a lot for $2,500 (the cost for SEH to survey the lot, locate the corners) and, if the hangar wasn’t constructed or the survey work done, then the reservation fee would be returned.

Nowicki handed out a diagram of the proposed lot layout that included the approximate lot sizes.

Glenn suggested that SEH also determine the required slab elevation to assure correct drainage. He also suggested the city require paving the driveway between the hangar and the taxiway from property line to property line. The group also agreed that a reservation should be renewable after 12 months and that it not be transferable.

NEW BUSINESS:

A. 2017 CIP Discussion
McMahon handed out the CIP synopsis that was turned into the FAA and advised that it could still be modified if the Board wishes. It indicated that the project for fiscal 2018 (for the summer of 2017) would be a crack sealing program that would focus on the taxiway and, possibly, some
problem areas on the runway. He advised the taxiway focus was because the main runway is scheduled to be re-built in fiscal 2020/21 at a cost of some $2.7 million (with a local match of about $180,000). He noted that the cost for the re-build is currently on the radar at the FAA and that sufficient funds – over and above the entitlement money – would be provided.

McMahon indicated the Board could determine the amount of crack sealing to be done (as it could be bid by the pound of crack sealer). Another option would be to forego any project next year. But he noted that the condition of the taxiway is such that crack sealing at this point is probably a good project to pursue. He reminded the Board of the entitlement grant process by which the airport receives $150,000 per year and that the city can ‘bank’ up to 4 years of funding.

There was a brief discussion about continuing our ‘loan’ program which, if organized correctly, could result in the city having more than the $600,000 maximum in the bank. But the Board was cautioned that type of effort might, actually, work against the city. McMahon will prepare a list of options and their impact.

There was a discussion about the security fencing and the Board was advised that the FAA/MnDOT folks may move that project up on our timeline.

At the end, the following action was taken:
DOTSETH MOVED TO APPROVE A MAXIMUM OF A $50,000 CRACK SEALING PROJECT FOR THE SUMMER OF 2017 WITH A FOCUS ON THE TAXIWAY. THAT MOTION WAS SECONDED BY KRUSE. THE MOTION PASSED UNANIMOUSLY.

B. Minnesota Flyer Magazine Ad

Karnowski referenced the ad in the Minnesota Flyer magazine which costs the city about $50 per month and asked if the Board wanted to continue running the ad. The final determination was that staff should contact the magazine and find out what the options are (an ad every other issue; a bigger ad promoting a specific event, etc.) and report back next month.

MANAGERS REPORT:

Fuel Sales – Karnowski advised that the phone line to the facility hasn’t worked for a couple of months. We’re waiting for the new phone system at City Hall to be installed, which should correct the problem.

Financials – The financial report for third quarter was emailed out with the meeting packet. There were no questions.

MISCELLANEOUS: Dotseth commented that he liked the look of the airport better when the grass was cut shorter. He hasn’t noticed that the longer grass is dissuading geese or cranes from hanging out at the airport and made motion to return to cutting the grass shorter. That motion was seconded by Kruse. The ensuing discussion resulted in the issue being tabled pending comments from the wildlife specialist that recommended letting the grass grow longer and Nowicki was going to check with other airports to see if the longer grass had an positive impact anywhere else.

It was also noted that the wind sock facility needs to be greased. Mark will advise Gerold.

NEXT MEETING:
The next Board meeting will be on Monday, February 6, 2017:
ADJOURNMENT:

There being no further business:

DOTSETH MOVED TO ADJOURN. THE MOTION WAS SECONDED BY KRUSE. MOTION CARRIED UNANIMOUSLY. THE MEETING ADJOURNED AT 6:54 PM.

Respectfully Submitted,

Mark Karnowski,
City Admin/Airport Mgr.

ATTEST:

Gene Stoeckel, Chair