



AIRPORT ADVISORY BOARD MEETING MINUTES

August 15, 2018

7:00 a.m.

Airport Meeting Room

1. CALL TO ORDER

The meeting was called to order by T. Waarvik at 7:00 a.m.

Members present: F. Ahlman, M. Brown, R. Goracke, C. Hooper, D. Nelson, T. Waarvik

Members absent: P. Johnson

Airport Staff present: J. Serres

Staff present: T. Block, T. Manz

2. APPROVAL OF MINUTES

Minutes of July 18, 2018, were submitted for approval. A motion was made by M. Brown, seconded by R. Goracke, for approval of the minutes of July 18, 2018. Motion passed.

3. AIRPORT MANAGER UPDATE

J. Serres reported Cross Country Soaring (CCS) has been located in building 4, removing one interior wall between two units to create a larger unit, and another hangar in T-Hangar building 5. This arrangement is working out well for CCS. There are some minor details to work out regarding communications for CCS in providing clients with information on where to go when they arrive.

Maintenance issues include replacing motors on two hangar doors. The screen on the fuel system broke and will require repairs as well.

4. AIRPORT IMPROVEMENTS UPDATE

a. Fuel System Replacement: The FAA grant has been approved and the MnDOT grant should be received within the next week. T. Block was contacted by the electrical subcontractor about possible breach of contract as Minnesota Petroleum has chosen another subcontractor. Block will follow-up on this issue. A change order has been submitted for approval due to location of the fuel system changing after the project was out to bid per FAA comments. Additional work is required to extend power and communications to the new site, along with additional pavement markings to relocate centerlines and remove the compass rose.

b. Taxilane G Pavement Rehabilitation: No update.

c. Yellow Hangar Demolition: Demolition is scheduled to begin Monday, August 20th.

- d. **Airport Utilities:** T. Block has been working with Steele Waseca and Xcel Energy to coordinate the utilities extension and location of their facilities.

5. OTHER

- a. **SteinAir:** Site preparation will begin once the existing building is down with SteinAir utilizing the same contractor; Timm's Trucking, for site prep saving in additional mobilization costs.
- b. **Hangar Builds:** Barry Jaeger's hangar is under construction. He is adding an office area in the hangar for use by Cross Country Soaring. The lease will be amended to include this use.
- c. **FAA Grant Assurances:** T. Block has been in discussions with FAA regarding grant assurances being dependent on airport rules and FAA rules being adhered to. There was a report made to the FAA about a possible commercial business being conducted without proper approvals. The issue has been dealt with; however, Block feels this might be a good time to send out reminders to hangar renters and owners of their lease terms and the importance of being in compliance with all FAA requirements.
- d. **Fly-in Breakfast:** J. Serres was contacted by the Mayor regarding the Boy Scouts/Cub Scouts scheduling a fly-in breakfast in conjunction with Heritage Days. Discussion was well received.
- e. **CIP:** The aircraft storage hangar listed on the CIP for 2020 was discussed and questions were raised about moving this up on the list due to the increase in Quality Aviation's business and need for storing aircraft. Currently Serres needs to shuffle aircraft from the maintenance hangar to other hangars due to lack of space. It would also provide much needed space for short-term needs for aircraft visiting during winter months when no de-icing is available and tie-down isn't feasible. A pilot lounge could also be added to the hangar to provide better 24 hour access for pilots in need.
- f. **Federal Discretionary Funds:** T. Block will be submitting two projects for federal discretionary funds. The projects include an apron extension and taxiway improvements. Airports nationwide have been invited to request funds for projects in 2019 and all projects will be reviewed for potential grants.
- g. **EDA:** T. Block will be meeting with the Economic Development Director to discuss possibilities of partnership for funding of a project. Additional information will be available at the September meeting.

6. NEXT AIRPORT BOARD MEETING – September 19, 2018

7. ADJOURN – T. Waarvik adjourned the meeting at 7:52 a.m.