



**AIRPORT ADVISORY BOARD
MEETING MINUTES**

ZOOM MEETING WEDNESDAY, MAY 20, 2020 7:00 AM

Minn. Stat. § 13D.021 – Meeting by Telephone or Other Electronic Means; Conditions - Minn. Stat. § 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency. Dial-In Information: 1 312 626 6799, Meeting ID: 856 7838 0928

1. CALL TO ORDER

The meeting was called to order by T. Waarvik at 7:15 a.m.

Members present: F. Ahlman, M. Brown, C. Hooper, P. Johnson, D. Nelson, W. Smith, & T. Waarvik
Airport Staff present: J. Serres
Staff present: T. Block, T. Manz

2. APPROVAL OF MINUTES

Minutes of February 19, 2020, were submitted for approval. A motion was made by C. Hooper, seconded by M. Brown for approval of the minutes of February 19, 2020. Motion passed.

3. AIRPORT MANAGER UPDATE

There is a lot of activity at the airport with fuel sales and flying activities. A five cent fuel flow tax has been implemented by the City. The new system has reduced Quality Aviation staff workload and the extra fee will not be passed on to users. Fuel prices remain competitive with neighboring airports. The City is sharing a large mower tractor that has been helpful. It's been helpful in clearing areas along the crosswind runway.

4. AIRPORT IMPROVEMENTS UPDATE

a. AD/FBO Rebuild: Construction continues to move forward. Additional contracts were approved for painting, awnings and roofing.

Soil remediation was required for petroleum vapors present at the site. The Minnesota Pollution Control Agency requires two seasonal vapor samples. Rather than placing construction on hold to obtain both hot and cold weather, a change order was approved for installation of piping beneath the foundation that will vent vapors out through a fan.

The League of Minnesota Cities has been slow in releasing funds that should be covered under the policy. They are now indicating that the 1.6 million approved would be taxable or assessable. A payment of 1.13 million has finally been received after a request for individual contracts were submitted. T. Block will discuss the insurance issues with the City Attorney.

An opening date has not been determined and will depend on construction. There is a possibility that the building could be completed by September.

5. OTHER

a. A/D Building and Hangar Grand Opening: Roy Redman would like to schedule a grand opening in September and is asking for financial assistance from the city. A recommendation by the Advisory Board would be required. Due to ongoing construction and uncertainty of what may be allowed due to the COVID-19 outbreak, the board is recommending denial of using a city owned hangar for an event to take place this fall. There was interest by the Board to plan an event like this to coincide with Heritage Days in 2021. Input and assistance by Roy would be more than welcome and encouraged for event planning for 2021.

J. Serres has received many compliments on the new AD building. The building is very impressive and Serres is quite happy with it as well.

The City has received a \$30,000 CARES Act Grant Offer to be used for any purpose for which airport revenues may be used. Current plans are to pay down the hangar loan with the funds.

A noise complaint has been received by a resident residing in the Parkland Village neighborhood that they think is coming from the airport late at night and into the early morning hours. There are no operations in place during these times to cause the noise, and could possibly be the power plant. The Police Department will monitor the area to try to find the source.

P. Johnson questioned if there were parking requirements for Cross Country Soaring operations. Serres said this had been previously addressed, and customers were to use the public parking and would not have gate access. Johnson expressed additional concern about the trailers parked there and didn't like them being parked on public land. Serres explained these trailers house the gliders and there are currently only two on site. This has been a longstanding practice for Cross Country Soaring and would require action from the Board. Serres recommended having the trailer owners execute an agreement that requires insurance and hold harmless language for the City.

P. Johnson provided a copy of Bates Bi-Planes Facebook page which designates the airport as the address. Serres has only seen vehicles for Bates or his family members. There does not appear to be any type of business taking place in the hangar. Johnson continues to be concerned about the advertisement of his business at the airport and does not think the City should allow this.

C. Hooper indicated when COVID -19 restrictions are altered and allow for gatherings, he plans to start up FAPA morning coffee activities.

The temporary trailer for Quality Aviation will remain in place until the AD building is approved for occupancy.

Board members questioned whether we were proceeding with plans for the runway extension. Block reiterated what had been discussed at previous meetings including providing justification for the extension and enough operations to qualify. W. Smith indicated he would discuss this with his contact at the FAA to find out if we have the justification with proceeding. Another recommendation was to contact local industries to see if the runway would be used if extended to 5000 feet.

6. NEXT AIRPORT BOARD MEETING: June 17, 2020

7. ADJOURN: T. Waarvik adjourned the meeting at 8:10 a.m.