



**AIRPORT ADVISORY BOARD
MEETING MINUTES**

ZOOM MEETING WEDNESDAY, JULY 15, 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: 837 2202 4390

1. CALL TO ORDER

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

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

2. APPROVAL OF MINUTES

Minutes of June 17, 2020, were submitted for approval. B. Smith asked for correction of the minutes to indicate Kyle Lewis being a member of AOPA not ALPA. A motion was made by B. Smith, seconded by P. Johnson for approval of the minutes of June 17, 2020 as corrected. Motion passed.

3. AIRPORT MANAGER UPDATE

The pipeline work has not created any issues for air traffic. P. Johnson asked about fuel prices going up from \$3.50 to \$4.07. Serres indicated the price is altered per the market price, adding that jet fuel is \$2.99 which is considerably lower than other airports.

The State conducted the 50/10 inspection. The report has not yet been received. The State will be placing the radio in the AWOS within the next week. The VOR updates will also be completed in the near future. They were looking for hangar space for staging of equipment, however there is none available so they will utilize space at Owatonna airport for storage of equipment.

4. AIRPORT IMPROVEMENTS UPDATE

a. AD/FBO Rebuild: Final details have been sent in for approval. We are hoping to schedule an inspection for approval of temporary occupancy for the hangar portion of the building so that Quality Aviation can relocate to the new building. Completion of the AD portion remains targeted for September.

5. OTHER

- a. **Runway Length:** Per T. Blocks discussion with the City Administrator, a recommended a Joint Committee Meeting with the Airport Advisory Board should be scheduled after completion of the AD Building to discuss the runway. P. Johnson questioned which hangars and business would need to be moved in order to accommodate a 5,000' runway. The four hangars on the southeast corner would need to be removed. The businesses affected were not identified. J. Serres provided additional information previously discussed, which is also listed in the Master Plan on why the full 5000' was not being recommended.
- b. **Tie-down Leases:** J. Serres is recommending a discussion about the possibility of requiring a lease for long-term tie-downs, including glider trailers. The language should include requirements for insurance, tie-down requirements, penalty fees for non-removal, and where they can be located on airport property. A recommendation to be considered should also include a timeframe from March 15 through November 15 so temporary structures and/or aircraft do not interfere with snow removal operations. There has been a trailer on site for two years that has not been moved, and avoiding such situations would be important. The Board was favorable in moving forward with this. T. Block will check into what other airports have done, and what the State recommends, to assist with drafting a lease. While the airport does not currently have any long term tie-downs for aircraft, the lease should be required for all tie-downs and not trailers only.
- c. **Web Service Marketing:** T. Block forwarded information from a company soliciting web management and improvements for the airport, adding that the City does already have a web management company. J. Serres expressed no interest pointing out the City web page provides enough information. P. Johnson thought links to the businesses located at the airport could be a positive addition.

6. **NEXT AIRPORT BOARD MEETING:** August 19, 2020

7. **ADJOURN:** T. Waarvik adjourned the meeting at 7.35 a.m.