

AIRPORT ADVISORY BOARD
Thursday, March 11, 2021 at 8:00 a.m.
Via Zoom

MEETING MINUTES

1. Call to Order

Chair Veum called the meeting to order with the time being 8:00 a.m.

2. Roll Call & Introductions

Members Present:	Tom Veum	Bill Munsell	Fred Smith
	Terri Wolski	Jim Cloudman	

Also Present: Tom Brown, Airport Manager
Tracey Laitinen, EDC Operations Manager
Jeff Holt, EDC Executive Director
David Waite, Great Circle Aviation - FBO
Jack Wartella – Soo Pilots EAA 1437
Bob Schallip – Soo Pilots EAA 1437/A&P/IA
Duane Penzien – Soo Pilots EAA 1437
Dean Paul – Flight Instructor

3. Changes or Additions to the Agenda – none at this time

4. Approval of Minutes

It was moved by Smith, supported Wolski, to approve the February 11, 2021 meeting. The motion carried unanimously.

5. Finance Report

Laitinen provided an update of the Finance Report-Balance Sheet, P&L, Check Detail and Fund 101 YTD ending January 31, 2021. TIFA 3 Fund balance sits at just under \$350k with \$227k in LDFA liabilities for the bond debt for the Smartzone. The LDFA loan and bond debt came in under budget and those numbers will be reflected in next month's financials for a total of \$108,750. Capital improvements were budgeted and now we are waiting to see the City Manager's recommendations to the City Commission.

It was moved by Munsell, supported by Smith, to receive the financial report and place on file. The motion carried unanimously.

6. Airport Manager Report

Brown reported that they were just waiting for the ice to melt. 3 outdated transformers would be recycled at DPW and cleaned out of the SRE building. Brown summarized the recent garbage truck damages to the soffit and Laitinen is working on a quote.

7. FBO Report

Waite reported that the Snow & Ice Plan for this year worked well. Waite gave an update on the experimental heat tape with hangar #7 and noted that it was unsuccessful so the tenant's plane was moved to the community hangar. Another tenant had the same issues and this has prompted Waite to look into the feasibility of a heated pressure washer which would be a GCA purchase. Maintenance is going well with 2 planes under contract; 1 in Newberry. The USCG flew in again this week with another vaccine shipment for their personnel. Jet A is down .05/gallon but 100LL is up 0.5/gallon. Waite will be losing an employee to A&P school next week and has made another employee full time to compensate for the staffing loss. Waite gave an update on flight instruction noting that McFarland will be back in April but that Dean Paul is covering the bi-annuals in the interim.

8. Old Business

Holt reported that the FBO selection committee has met and completed the FBO's final quarterly performance evaluation for the final contract payout by April 1st. The FBO committee has met with Waite and discussed 3 options; a 2 year contract extension, a 5 year contract extension, and putting the contract out to bid. An amendment to the contract was put together and is under review at legal. Once that is received, the committee will meet with the City Manager, and then meet again with the FBO to finalize our options. The committee will have a more formal report for the next AAB meeting.

NPIAS is still in progress and requires a lot of legwork. The lack of funding for GA airports through MDOT AERO was submitted to Stabenow for review under the transportation program changes.

Freeman is working on the airport lot rezoning and will report out later in 2021.

Laitinen recapped the MAAE conference noting that several board members attended as well as all airport and FBO staff. While it was agreed that the in-person conference was more beneficial it was nice for a multitude of airport supporters to attend at no cost. There is still no grant funding for GA airports at this time due to the decrease in gas tax revenues. All AERO funds are being used to match federal dollars for now and the foreseeable future. Laitinen noted that at the recent budget meetings the taxiway reconstruction and extension project was discussed and we may want to set aside the match in future years to be ready (City \$500,000/AERO \$4.5 million). With the LDFA draw on TIFA 3 this is not currently feasible.

Smith gave an update on the Industrial (IP) and Air Industrial Park (AIP) lot sales. The sale of Lot #10 in the IP was approved by the City Commission and now Bunker is moving forward with their due diligence for contamination and wetlands. Smith noted a recent buyer was interested in Lot #11 (IP) and that the larger lot sale at the AIP was on hold due to the gross cost increase of building materials. Schallip inquired on the runway setbacks and Smith explained that height requirements and regulations are recorded on all the properties and reflect in the deeds and title work. Brown recapped the FAA Tall Structures Act. Holt added that MDOT AERO is great to work with when testing out a future project. Smith wrapped up by giving some history of the KFC property and a previous developer's wish to have a 2-story building, which was denied due to airspace requirements.

Munsell recapped the 2 board vacancies and the 6 applications received. Conflicts of interest and experience were discussed. Moving forward the board recommends that Bob Schallip fill the vacancy created by Jerry Jones resignation with a term to expire January 1, 2025 and for Angela Zubac to fill the remaining term of Tom Brown set to expire January 1, 2023. Laitinen will enter this in the City Commission agenda for March 15th, 2021 at 7pm via Zoom.

It was moved by Munsell, supported by Smith, to recommend Bob Schallip for a term to expire January 1, 2025 and Angela Zubac for a term to expire January 1, 2023 to the AAB pending City Commission approval. The motion carried unanimously.

9. New Business

Laitinen reported on the 2021 airport drone fly over which will be schedule by AERO in the coming weeks. We want to make sure our airfield looks good and all facilities are neat and clean. This action will be the start of our physical inspection by AERO to renew our airport license. In talking with Prein & Newhof we are prepared and have done the work previously mentioned regarding the tree removal (2019).

NFPA 407 could require airports to add additional safety measures to their fuel farms and delivery trucks. Prein & Newhof and MAAE recommended sending in a letter to the National Fire Protection Committee prior to public comment closing March 17th. Prein & Newhof drafted a letter for the Chair to sign explaining our fuel farm history and safety measures. This could cost us \$12,000 and we just wrapped a \$36,000 fuel farm upgrade project (2019).

After last month's meeting and in talking to our City insurance provider we will move forward with a courtesy car sign out agreement. Laitinen will have this ready for review at next month's meeting.

Brown gave a save the date for Young Eagles June 5th. Laitinen will work on marketing. Kim Sillers is working on insurance.

Brown gave an update on the plans for Oshkosh the last week of July, noting there may be restrictions. Waite noted that if the border doesn't open the traffic will be minimal. Holt reported on a recent call with the Canadian Consulate out of Ottawa and that they are putting pressure on the Prime Minister to reopen the border.

10. Status Reports

Several meeting summaries were included in the packet. Holt recapped the last Soo Locks Workgroup meeting, adding housing study is expected to be complete by the end of this month. U.P. Ambassadors may be changed to EUP Ambassadors, but no meeting is scheduled at this time.

11. Other Matters

Waite gave an update that the hangar tenant leases are due to expired June 30, 2021. Laitinen recommended holding off until June 1 so we know who the FBO will be and then the lease can reflect that change. Credit card fees were discussed as well as late fees. The board agreed that these can be implemented to offset the FBO's expenses.

12. Informational Reports – none at this time

13. Matters Presented by the Public – none at this time

14. Next Meeting: April 8, 2021 in person at the terminal

15. Adjournment

It was moved by Smith, supported by Wolski to adjourn the meeting at 8:49 am. The motion carried unanimously.