

**AIRPORT ADVISORY BOARD**  
**Thursday, February 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 8:01 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  
Alecia Stephens – A&P Great Circle Aviation  
Greg Collins – City Commission Liaison

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

**4. Approval of Minutes**

*It was moved by Wolski, supported Munsell, to approve the January 14, 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 December 31, 2020. The snow blower came in \$5,000 under budget. Transfer out to LDFA will be reviewed at the upcoming meeting on February 23. The annual fee to EGLE was paid out for the SWPPP program.

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

**6. Finance Committee Report – Chair Munsell**

Munsell recapped the early January 14<sup>th</sup> meeting as included in the packet. Laitinen reviewed the budgeted capital projects and FBO proposed wages.

## **7. Airport Manager Report**

Brown reported that some minor repairs were being handled in-house and that a mild winter has reduced damage to equipment.

## **8. FBO Report**

Waite reported that gas prices are increasing at the rate of 0.05/week. Repairs with the New Holland's hydraulic sensor are being addressed in partnership with DPW. Waite dropped off his contract renewal proposal to the EDC this week and future meetings are scheduled. The renewal includes expansion plans for Great Circle Aviation next to the community hangar. Waite recapped the USCG vaccine arrival and distribution that took place earlier this week.

## **9. Old Business**

The FBO selection committee has been meeting to review the current FBO contract and determine if they will be extending the current contract or advertising a RFP.

The annual report was included in the packet.

NPIAS is still in progress and requires a lot of legwork. No update at this time.

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

The snow blower was purchased and ordered and is expected to be delivered in April.

## **10. New Business**

Laitinen explained the open positions and the current applications received at City Hall. When Brown took on the additional duties of Airport Manager there should have been a shift. With Jones' retirement there are now two open positions. Laitinen explained the outreach to airport users, partners, and tenants and was able to garner interest from 3 applicants so far. Munsell explained past practice of reviewing the applications and making a recommendation to the Mayor to bring forth to the City Commission. Cloudman noted that this needs to be done soon as we only have 5 board members now and our bylaws require 5 for quorum so if anyone is tied up or gone we cannot have a board meeting.

The next FBO quarterly meeting is scheduled for February 16<sup>th</sup> for final payment for this fiscal year due April 1.

Several members of the board, public, EDC, airport staff, and FBO are signed up for next week's 2-day MAAE conference. If you would like to sign up at no-cost talk to Tracey.

The Emergency Procedures plan, Authorized Notam list, and Emergency Phone Tree were reviewed by all parties involved and are ready for annual review and approval. Waite added that with the implementation of the new Snow & Ice Removal Plan that so far this

winter 3 notams have been issued when snow removal equipment is working on the runway.

There was not a good turnout on the Doodle Poll for January so the next Sanderson hangar tenant meeting will be held in April. Watch for a March Doodle Poll in your email.

*It was moved by Smith, supported by Wolski to approve all plans as presented. The motion carried unanimously.*

#### **11. Status Reports**

Several meeting summaries and the City Manager's project update were included in the packet.

#### **12. Other Matters – none at this time**

#### **13. Informational Reports**

Collins reported on Holt's presentation of the annual report to the City Commission and noted it was thorough and appreciated the hard work and transparency. During the most recent City budget review additional funding was necessary and will need to be pulled from other areas to make hole, part of this due to loss in revenue from the parking structure. Collins went on to explain the continued reduction to state revenue sharing.

Holt explained the most recent site design for the Kmart property redevelopment including self-storage, housing, and retail. The team is working with the City's Community Development Department on this plan and meets every two weeks to discuss updates. The developers are proposing a secondary inspection bonded warehouse for Customs & Border Patrol.

#### **14. Matters Presented by the Public**

Schallip explained that he submitted a board application for the vacancy and noted that current board members could not be on the board if City Hall is requiring them not to be involved at the airport noting that if it is the goal to isolate the board then board function and airport needs will suffer. Collins had questions and explained how businesses sit on the DDA board. Munsell noted that Brown's situation is different, which the group understood. The board would like to have feedback from City Hall on the current pending board application prior to the March AAB meeting and wants to make a recommendation after reviewing the applications to the City Commission. Stephens explained her situation as working for the FBO and if her application would be denied to which Munsell asked for a recommendation from legal counsel. Schallip recalled his time on the Cloverland board and noted that he had to sign a conflict of interest as at that time he operated the Neebish ferry and the Cloverland trucks would utilize it to go back and forth, making the connection to how he occasionally performs work for Great Circle Aviation.

**15. Next Meeting: March 11, 2021 via Zoom**

**16. Adjournment**

*It was moved by Cloudman, supported by Smith to adjourn the meeting at 8:50 am. The motion carried unanimously.*