

AIRPORT ADVISORY BOARD
Thursday, September 14, 2017 at 8:00 a.m.
Airport Terminal Building – Conference Room

MEETING MINUTES

1. Call to Order

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

2. Roll Call

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

Members Absent: Don Gerrie

Also Present: Jeff Holt, EDC Executive Director
Tracey Laitinen, EDC Specialist

It was moved by Munsell, supported by Wolski, to excuse those members absent. The motion carried unanimously.

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Jones, supported by Brown to approve the minutes of the August 10, 2017 meeting. The motion carried unanimously.

5. Finance Report

Airport fund 101 was reviewed ending 6.30.17 as well as the TIFA III balance sheet YTD, Profit & Loss YTD. Laitinen noted revenue under tax increment distribution and expenses for the 10% of the PFC Overlay Project, close out of the sign project and 1st of 4 LDFA payments.

It was moved by Smith, supported by Brown, to receive the reports on file. The motion carried unanimously.

6. Report of Activities

Brown reported that Putnam was unavailable due to medical reasons.

Discussion was had about having the rest of the crack sealing done prior to winter. Laitinen noted that an invoice still had not been received from the repairs completed on the apron and around the t-hangar, during the PFC Overlay. Once this invoice is received we can revisit having the project quoted.

Brown reported on the ValleyMed helicopter lease and when he talked to Putnam it was noted that we would need to modify 2 areas. Putnam estimated the leased office space should be added at an additional \$200/mo. and that the space initially thought to be utilized in the open hangar of 15' x 50' is actually 50' x 50' which would include the wall space where their tools are stored.

Brown noted that aircraft and fuel usage was considerably down from last year due to the closure of the runway during the overlay project.

Brown reported on the new testing procedures that the staff are completing daily with the help of AVFuel. New filters and hoses have been installed. Discussion was had about how to use the reclaimed fuel to save money. Filters will need to be changed again soon due to new fuel additives. With an estimate of just 3 gallons a day x 30 days a month could mean up to 90 gallons of fuel and at retail that is \$450/mo. x 2 fuel types = \$900. Soo Air may have to look at ways to recoup costs and we will discuss this at October's board meeting.

Brown and Smith noted that they themselves have liked the performance of the new runway as well as have heard positive feedback from other users.

7. Old Business.

a. LakerPalooza

Laitinen thanked Wolski, Thomas, Alex and Trevor for helping with the booth. Thomas and Trevor felt it was a good use of their time. Expenses were \$15 and it was noted that next year we should cover the cost for the volunteers' lunches.

b. PFC Overlay recap

The EDC included a PowerPoint presentation for review that will go before the City Commission on 9.18.17. The project is 90% complete and final striping will be done later this month. Outstanding bills include the one for crack sealing and then potentially one more bill for the manhole change out.

c. Capital Improvement Projects

Laitinen reported on the current CIP plan and gave a status report on each project. QoE's ACIP was reviewed including State and Local and then solely Local plan. Smith noted it was good to look to the future in case funds become available we have a plan.

d. Lighting Improvements

Laitinen reported that 2/3 of the project was completed. One more light fixture needs to be changed out inside the fence and Bitnar was digging the trench shortly to connect the Cloverland pole at the driveway. When this is completed we will move forward with terminal renovation planning.

e. Open House & Movie in a Hangar 9.29.17

Laitinen gave an update on the event and asked for a report on volunteers and staging plans from Soo Pilots Assoc. Brown and Wolski will follow up. The event has been widely shared on Facebook and tickets are currently on sale at the Convention & Visitors Bureau for \$5/person all ages. We will need more volunteers to handle tickets and food. Alex will be

on site to take photos and Holt and Laitinen will be on hand to assist. Need to think about more parking and test sound out for movie. Brown noted that set up can take place after 4pm on that Friday.

f. Fall Color Tours Sept 30th 8-1 pm

Laitinen noted that this event has been cancelled and all media has been pulled. There will be 2 pilots on site just in case folks still show up.

g. Delta Sky Advertising

Holt reported that this opportunity was coming together and that Laitinen would have a cost shortly. So far we estimate \$7000 with 50/50 coverage of Sanderson Field and the EDC.

h. Winter meeting w MDOT AERO

Laitinen will work on setting this up after the Airport Executive tour gets completed this week.

i. Annual MDOT licensing

Brown will look for this in the mail and reach out to MDOT AERO.

8. New Business

a. None

10. Status Reports

TIFA III minutes, an ERA summary, and EDC minutes were attached.

11. Other Matters

None

12. Informational Reports

None

13. Matters Presented by the Public None at this time

None

14. Next meeting: October 12, 2017

15. Adjournment

The meeting was adjourned at approximately 8:35 a.m. upon motion of Jones supported by Munsell. The motion passed unanimously.