

**MINUTES OF REGULAR MEETING OF THE  
PRINCETON MUNICIPAL AIRPORT ADVISORY BOARD  
MONDAY, August 2, 2021**

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**MEMBERS PRESENT:** Barry Ramage Jr., John Sautter, Troy Minske, Jason Erickson

**MEMBERS ABSENT:** Gene Stoeckel

**OTHERS PRESENT:** John Glesne & Andrew Zielike, KLJ Engineering (via Zoom), Michele McPherson, City Administrator, Duane Kruse.

**CALL TO ORDER/PLEDGE OF ALLEGIANCE:**

Vice Chair Ramage called the meeting to order at 5:33 pm and lead those present in the Pledge of Allegiance.

**AGENDA ADDITIONS/DELETIONS:**

This was overlooked.

**APPROVAL OF JULY 12, 2021 MEETING MINUTES:**

Motion by Sautter, seconded by Ramage, to approve the minutes as presented. Motion carried.

**OLD BUSINESS:**

*Kruse Access Agreement*

The 2020 agreement was provided for information. There was discussion regarding provision 4.1 (b) in regards to maintenance responsibilities. McPherson stated that she would discuss the provision with the Public Works Director and have the City Attorney review the agreement.

McPherson also stated that she would provide the Board with the previous 2000 agreement as well as the document detailing the property history.

*Flight Service Station*

McPherson shared an email from the FAA regarding vacation of the Flight Service Station. It appears that the end date to the lease will be some time in 2023.

Ramage asked if the City could terminate the lease. McPherson stated that she would look at the lease as well as what would be allowed for the site.

McPherson stated that these items will remain on the agenda as Old Business until they have been resolved.

**NEW BUSINESS:**

**Engineer's Report:**

Glesne reviewed the information contained in the written report. He noted that a draft version of the closeout for the runway project, design portion has been prepared and pay summaries have been requested from MNDOT.

The project to reconstruct runway 15-33 is substantially complete. The final flight inspection is scheduled for August 13, 2021.

The Notice of Award was issued to Knife River Corporation in June and a preconstruction meeting has been held for the taxiway reconstruction project.

Zielike reviewed the amended Task Order for the AWOS Relocation, Preliminary Siting Project. There were no comments; the Board agreed that the tasks listed cover what was discussed at the joint meeting with the City Council. Staff request a motion to recommend that the amended Task Order be approved by the City Council.

Motion by Ramage, seconded by Sautter, to recommend that the Council approve the amended Task Order for the AWOS Relocation, Preliminary Siting Project. Motion carried.

**Manager's Report:**

McPherson reviewed the items in the written manager's report:

- A preconstruction meeting for the taxiway reconstruction project was held July 20, 2021.
- No work on reuse or release of the building has been completed at this time.
- The bidding on the 21<sup>st</sup> Avenue project was authorized by the City Council.
- There was a complaint regarding use of the AD Building by K9 officers from the Princeton Police Department and others. The building was made available within minutes of the complaint, but the complainant had left.
- An open shelter will be constructed on Parcel 10 for the purpose of providing cover for trainers of the K9 officers or others participating in training on the site.

There was discussion regarding use of the AD Building for the K9 training. It was noted that the building is closed for days at a time as they prepare for the training. This impacts larger flights and eliminates the use of the restroom by pilots. Ramage and Sautter objected to the use of the building for K9 training while Minske supported this use.

*Request to Recommend a Board Member to Serve on the Joint Planning Board*

McPherson requested that the Board select a member to serve on the Joint Planning Board to amend the Airport Ordinance to remove the cross-wind runway. Staff recommends that the two representatives be from the Airport Advisory Board and the Planning Commission, respectively.

The consensus from those members present was to delay the selection as members' terms are expiring and the Chair is not present. The request will be placed on the September meeting agenda for consideration.

**ADJOURNMENT:**

Motion by Ramage, seconded by Sautter to adjourn. Motion carried and the meeting adjourned at 6:33 pm.

Respectfully submitted,

*Michele McPherson*

Michele McPherson  
City Administrator/Airport Manager