
MEMORANDUM



TO: Airport Advisory Board
FROM: M McPherson, City Administrator
SUBJECT: **Manager's Report**
DATE: February 4, 2022

Commission Reappointments

John Sautter was reappointed to another term. Jack Edmonds as appointed to replace Barry Ramage.

Joint Planning Board

The 60-day response window closed January 3, 2022. Baldwin Township sent their resolution along with an indemnification agreement on January 13, 2022. Both are provided for your information. I am having the City Attorney review the agreement and advising as to its purpose before signing it.

Planning and Engineering Request for Qualifications (RFQ)

Staff has sent out the attached RFQ to the following firms: SEH, TKDA, WSB, KLJ, Bolton & Menk, Bollig, Inc., and Widseth. To date, follow up inquiries have been made by SEH, Bolton & Menk and Bollig, Inc.

Submittals are due Friday, February 18, 2022. Public Works Director Gerold and I will review them. However, I intend to send them to the Advisory Board and would request that you review them and rank them in order of your preference. There will not be much time for preparation of a grant request to do the minor Master Plan and ALP update after selection of a consultant, so timing is of the essence. The grant deadline is April 11, 2022.

Snowplow Policy, Reminder

Now that winter and snow have arrived, staff would like to remind the Board of the snowplowing policy, per the Snow and Ice Control Plan:

2.1.1.3 Triggers for initiating Snow Removal Operations

When will snow removal operations commence:

Precipitation	Depth in Inches
Slush	2
Wet Snow	2
Dry Snow	2
Ice or Freezing rain	N/A

Past practice is that Public Works staff do not perform snow removal operations on weekends due to budget constraints (i.e. overtime). However, if hours are available, staff will plow on the weekends. If conditions are unsafe, a NOTAM is issued that the airport is closed to fixed wing aircraft until conditions become safe. In fact, there is a permanent NOTAM stating "airfield surface conditions not monitored between the hours of midnight to 5 am local time".