

**MINUTES OF REGULAR MEETING OF THE
PRINCETON MUNICIPAL AIRPORT ADVISORY BOARD
MONDAY, JANUARY 5, 2022**

MEMBERS PRESENT: Gene Stoeckel, Jack Edmonds, John Sautter (by Teams),

MEMBERS ABSENT: Jason Erickson, Troy Minske

OTHERS PRESENT: Sharon Sandberg, Lisa Fobbe

Councilors Gerold, Reynolds and Hallin

Michele McPherson, City Administrator; John Glesne (via Teams) Andrew Zielike, and Kent Penney, KLJ Engineering

JOINT MEETING WITH THE CITY COUNCIL

The purpose of the joint meeting was to review the four options for relocating the AWOS. The four options included one on the east side of the airport in the proposed hangar development area and three on the west side which would impact land off-airport property.

KLJ reviewed the options and the potential cost for each one based on the Federal/State/Local share calculation. The assumption for the west side options was that there would be a friendly acquisition not requiring the use of eminent domain/condemnation.

KLJ noted that these options have yet to be presented to the agencies and would be further refined after that meeting.

Councilor Gerold expressed concern regarding the increased up-front cost for any of the west side options as well as the cost for continual tree removal and control.

Sautter noted that there would be a cost to replace 12 acres of hangar development as noted on the 2018 Master Plan.

The meeting with the City Council adjourned at 6:15 pm.

CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chair Stoeckel called the meeting to order at 6:20 pm and lead those present in the Pledge of Allegiance.

ELECTION OF A CHAIR AND VICE CHAIR FOR 2023

As not all members were present, it was agreed to move this to the February meeting.

AGENDA ADDITIONS/DELETIONS:

The agenda was accepted as presented.

APPROVAL OF AUGUST 1, 2022 MEETING MINUTES:

Motion by Edmonds, seconded by Sautter to approve the October 3, 2022 meeting minutes as presented.

Motion carried.

OLD BUSINESS:

Kruse Access Agreement – the draft new agreement has been distributed to the through the fence operator.

Sharon Sandberg was present and noted that they have made their 2023 lease payment. She asked when the taxiway would be plowed.

McPherson stated that it would be plowed when the agreement was settled.

Flight Service Station

McPherson reported that the FAA is in the process of moving the equipment from the Flight Service Station onto the airport proper. They will request execution of a 20-year Memorandum of Agreement (included in the agenda for information purposes). The current staff would like to remain housed at the Princeton Airport; the FAA is clear in its understanding that the City intends to detach the FSS parcel from the airport as part of the ALP update.

NEW BUSINESS:

Engineer's Report:

The agenda included reports from November and December; Glesne reviewed the December report:

- Taxiway reconstruction (design) – the project was closed out financially on November 3, 2022.
- Runway reconstruction (construction) – waiting on MNDoT's review of the draft closeout report before collecting the final signatures for submission to the FAA. The review was to start after December 27, 2022.
- Taxiway reconstruction (construction) – the draft closeout report has been submitted to MNDoT.
- The Beacon project is on hold until spring as equipment is on backorder until March. KLJ is working with the contractor to obtain the proper paperwork to process their partial payment request.
- The wetland delineation report was submitted to the Army Corps and counties on November 3, 2022. The Cultural field work was completed in early November and the report is being drafted.

Manager's Report:

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

- Interviews with two Accountant applicants were scheduled for January 3.
- Smith Schafer is the new auditor for the City for fiscal years 2022, 2023 and 2024.
- The final City levy was set at 9.5 percent from the preliminary of 12 percent. The levy increase includes additional hours for the Fire Chief and an additional staff person in Public Works.
- Airport lease rates were increased to \$.20 per square foot.
- There was not yet a schedule for the Joint Planning Board
- The final budget was distributed.

2023 Meeting Schedule

The Board reviewed the proposed meeting schedule. Consensus was that the Board could meet less frequently, but that quarterly was too distant between meetings.

KLJ suggested that odd months would be preferable based on grant deadlines and other agency-related activities.

It was agreed that this item would be brought back at the February meeting with KLJ working on a preferred calendar that works with agency deadlines.

Information Provided by Sharon Sandberg

Ms. Sandberg had a question regarding the personal property tax paid by each of the hangar owners. How many additional dollars are contributed to the City by hangar owners?

Ms. Sandberg suggested requesting monies from the Townships, North Memorial and the Department of Natural Resources to help pay for the AWOS relocation.

Ms. Sandberg noted that their company and flight school purchased \$8,000 in fuel from the airport in 2022.

Board Member Edmonds left the meeting at 6:53 pm.

Sautter and Stoeckel requested the Teams link to participate in the agency meeting on January 11 regarding the AWOS relocation options.

ADJOURNMENT:

Motion by Sautter, seconded by Stoeckel to adjourn. Motion carried and the meeting adjourned at 6:55 pm.

Respectfully submitted,

Michele McPherson

Michele McPherson
City Administrator/Airport Manager