

**MINUTES OF REGULAR MEETING OF THE
PRINCETON MUNICIPAL AIRPORT ADVISORY BOARD
MONDAY, MARCH 7, 2022**

MEMBERS PRESENT: John Sautter (via Zoom), Jason Erickson (via Zoom), Troy Minske, Gene Stoeckel, Jack Edmonds

MEMBERS ABSENT:

OTHERS PRESENT: Andrew Zielike, KLJ Engineering, Michele McPherson, City Administrator, Thom Walker, Mayor

Via Zoom: John Glesne, KLJ Engineering; Lisa Fobbe, Tim Hannigar

CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chair Stoeckel called the meeting to order at 5:30 pm and lead those present in the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS:

The agenda was accepted by consensus as presented.

APPROVAL OF FEBRUARY 7, 2022 MEETING MINUTES:

Motion by Minske, seconded by Edmonds, to approve the minutes as presented. Motion carried.

OLD BUSINESS:

Kruse Access Agreement – no new information was provided

Flight Service Station – no new information was provided

NEW BUSINESS:

Engineer's Report:

The written report included updates on:

- Submitted taxiway design close out report to the FAA January 6, 2022, no change in status from February report.
- Setting up a meeting with MNDoT to review the project financials on the runway reconstruction prior to preparing the closeout documents, no change from February report, the staff at MNDoT have been busy.
- Taxiway reconstruction – substantial completion has been reached; no change in status.
- AWOS relocation analysis, completed.
- Beacon replacement bids are due to be open at 2:00 pm March 24, 2022.

Manager's Report:

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

- Tracy Peters, Finance Director, resigned effective March 3, 2022. The City Administrator and Accountant have absorbed the day-to-day accounting activities.

- No additional work on the Joint Planning Board/Zoning Ordinance change.
- Budget Report and Final 2022 Budget worksheets were distributed for the Board's information. The Board will continue to receive data on finances regularly.

Recommend Consultant for Engineering and Planning Services

KLJ consultants left the meeting at this time as they had submitted a response to the RFQ.

The members and staff discussed the proposals that had been received from KLJ and BolligINC. The consensus was that familiarity is good and the staff assigned from KLJ were responsive and knowledgeable.

Motion by Stoeckel, seconded by Sautter, to recommend to the City Council that the contract with KLJ be extended another five years. Motion carried.

ADJOURNMENT:

Motion by Minske, seconded by Edmonds to adjourn. Motion carried and the meeting adjourned at 6:20 pm.

Respectfully submitted,

Michele McPherson

Michele McPherson
City Administrator/Airport Manager