

**MINUTES OF REGULAR MEETING OF THE
PRINCETON MUNICIPAL AIRPORT ADVISORY BOARD
MONDAY, FEBRUARY 6, 2023**

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

MEMBERS ABSENT: Troy Minske

OTHERS PRESENT: Lisa Fobbe

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

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.

ELECTION OF A CHAIR AND VICE CHAIR FOR 2023

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

AGENDA ADDITIONS/DELETIONS:

The agenda was accepted as presented.

APPROVAL OF JANUARY 5, 2023 MEETING MINUTES:

Motion by Edmonds, seconded by Sautter to approve the January 5, 2023 meeting minutes as presented.

Motion carried.

OLD BUSINESS:

Kruse Access Agreement

Staff had met with Bill Moriarty, Attorney for Duane Kruse and Sharon Sandberg on January 23. The conversation was productive for both sides. The agreement was sent over to Mr. Moriarty as well as the contact information for MNDOT and FAA staff to discuss the requirements of the single-use taxiway.

Flight Service Station

No new information from the January meeting. Staff is still awaiting receipt of the Memorandum of Agreement.

2023 Meeting Schedule

Glesne reviewed the revised schedule and how it connects to the critical deadlines set by the FAA and MNDOT. Meeting in the odd-numbered months, with the exception of an additional meeting in August aligns with the various critical deadlines that need to be met to apply for funding.

Motion by Edmonds, seconded by Sautter, to accept the revised 2023 meeting schedule:

- May 1
- July 6 (joint meeting with the City Council to review the CIP)
- August 7
- September 11
- November 6

Edmonds noted that he may have an issue with the September meeting as the Mille Lacs County Planning Commission meets that night and that is a board he serves on. However, given that they meet at 7 pm, he should be able to attend both meetings.

Motion carried.

NEW BUSINESS:

Engineer's Report:

Glesne reviewed the report:

- Runway reconstruction (construction) – MNDOT provided initial comments on the draft closeout report and requested that a final credit application be submitted.
- Taxiway reconstruction (construction) – same status as the runway reconstruction.
- The Beacon project is on hold until spring as equipment is on backorder until March. A Spring construction schedule is anticipated.

Zielike provided an update on the AWOS relocation planning and study. He stated that the cultural report was submitted to the FAA January 3, 2023. A Notice of Decision regarding the wetland boundaries was received on January 5, 2023 accepting the boundaries as noted on the wetland delineation report. Several meetings were held with the agencies regarding the siting options.

There was discussion regarding the remaining two options for relocation of the AWOS that were included in the agenda. Zielike noted that there are exceptions to the siting requirements that will require additional review to ensure commissioning of the equipment. The west option places the AWOS closer to the runway while the east option increases the height of the tower to accommodate hangar development in the 500–1000-foot rings.

Sautter asked how high the hangars could be on the east side.

Zielike stated that the hangars could be either 30 or 40 feet tall if the tower was at 40 or 50 feet in height.

Manager's Report:

McPherson reported that:

- Primary staff focus has been on participating in the various agency meetings regarding relocation of the AWOS.
- The first meeting of the Joint Planning Board has been scheduled for February 13, 2023 at 5:30 pm.
- The City's new accountant, Lynn Hoheisel started January 17.

Accept Resignation of Advisory Board Member Erickson

McPherson reported that she had received an email from Erickson stating that he is resigning as his work schedule no longer allows him to consistently participate in the meetings.

Motion by Edmonds, seconded by Sautter to accept the resignation of Board Member Jason Erickson.

Motion carried.

ADJOURNMENT:

Motion by Edmonds, seconded by Sautter to adjourn. Motion carried and the meeting adjourned at 6:24 pm.

Respectfully submitted,

Michele McPherson

Michele McPherson
City Administrator/Airport Manager