
MEMORANDUM



TO: Airport Advisory Board
FROM: M McPherson, City Administrator
SUBJECT: **Manager's Report**
DATE: January 6, 2024

AWOS Relocation

There will be a verbal update regarding the status of this project at the meeting.

Airport Courtesy Car

Sargeant VanDenHeuval of the Princeton Police Department reported to me on October 23, 2023 that the courtesy car was seen at Walmart and the driving was less than prime and then it was observed driving through town in a very fast manner. The car at that time was logged as being checked out by a person from Norwalk IA. The car was not stopped due to a "lack of reason" by the officer on duty.

I checked with other staff and it was noted that this was only the second time of a reported issue with the courtesy car. Is there some direction the Advisory Board would like to provide staff? Based on comments from the Chief, in the future, since it is a City vehicle, it will be stopped for inappropriate driving.

Baldwin Township

The Town Board has voted to pursue incorporation. They are currently holding a series of public information meetings and have yet to formally file with the State Boundary Commission. The City Council has directed staff to compile the necessary information to file an objection to the incorporation.

Budget

Attached are the approved budget worksheets which include end of December year to date numbers. Based on the auditor's actions, we need to plan for approximately \$165,000 in depreciation next year which turns the budget upside down and will result in a fund balance deduction. Wages increased four (4) percent which was the negotiated COLA increase. There was no change to lease rates.

The 10-year CIP is also attached for your information. This is a modified version from what was presented in September.

Development

Glenn Metalcraft construction continues to progress. A second lot in the Business Park has been sold to Palmer Bus; staff anticipates that construction will commence in 2024 after the school year is closed.

The road in the Business Park is as complete as it will be for 2023. The wear course of asphalt will be laid in 2024 after it has settled over the winter. The trail along the west side of 21st Avenue will be completed in 2024 as well.

MNDOT Airport System Plan

Public Works Director Gerold, Andrew Zielike of KLJ Engineering and I attended a presentation on October 17 in Alexandria regarding the State-wide Airport System Plan. This has been a 6-year planning effort and the consultant provided an overview of the work to date and plans going forward.

For local airports, the key takeaway was the State Funding Prioritization Model Guide. As you can likely guess, there are more needs than funding to fill those needs. Projects will be more closely scrutinized for funding; they will need to fulfill the State's goals of maintenance/preservation of existing investments and safety improvements. They must also be included in local capital budgets.

The second key takeaway was the need to develop an acquisition plan for any property that is not in the sponsor's control that is in the clear zone. For us, that is a very small parcel of property at the southeast end of the airport. However, it does mean some form of acquisition and dollar expenditure in the future to gain control of the area in question.

T-Hangar Lease

Staff has been working with Rinke-Noonan, a law firm from St. Cloud to amend the lease document for the T-Hangar. The final version will be approved and executed on January 11, 2024.