

AIRPORT ADVISORY BOARD
Thursday, March 8, 2018 at 8:00 a.m.
Airport Terminal Building – Conference Room

MEETING MINUTES

1. Call to Order

Chair Veum called the meeting to order with the time being 8:00 a.m.

2. Roll Call

Members Present:	Jerry Jones	Bill Munsell	Tom Veum
	Fred Smith	Terri Wolski	Tom Brown

Members Absent: Jim Cloudman

Also Present: Tracey Laitinen, EDC Specialist
Alex Robinson, EDC Office Coordinator

Moved by Jones supported by Smith to excuse those board members absent. The motion carried unanimously.

3. Changes or additions to the Agenda

None at this time.

4. Approval of Minutes

Moved by Brown, supported by Jones to approve the minutes of the February 8, 2018 meeting. The motion carried unanimously.

5. Finance Report

P&L was reviewed; the Tax Increment Distribution was noted to be at 90.3% of budgeted revenue. It was also noted that more money will be coming out of projects and the LDFA transfer will be reflected at the April meeting. The Balance Sheet was updated with the proper liability amounts based on LDFA support from \$203,000 to just over \$75,000. No checks had been cut since December. Airport fund 101 was reviewed ending 1.31.18 and it was noted that moving forward the budget for supplies will be higher due to safety supplies needed. It is expected to be over budget this year.

It was moved by Munsell, supported by Smith, to receive the reports on file. The motion carried unanimously.

6. Report of Activities

Brown reported that traffic has improved when compared to last month and this time last year. This month there have been a total of 33 aircraft and 84 visitors at the airport. Last month there were 29 aircraft and 77 visitors and this time last year 26 aircraft and 73 visitors. Brown attributed this to the nice weather that has occurred. A new flight instructor, Dean Paul, has

been hired to train students. 100LL fuel sales are at 492 gallons, up from last year which was 305 gallons. Jet A fuel sales were 1,477 gallons, also up from last year's 866 gallons. Chair Veum inquired on how the equipment is operating, to which Brown reported that it is all operating well.

7. Old Business

Laitinen gave an update on the Community Benefits Assessment that MDOT AERO produces annually. This had been updated to reflect accurate numbers and it was suggested to keep these numbers updated regularly moving forward. Economic impact of Sanderson field has been updated locally at just over \$3.8 million and within the State at \$4.7 million. Average visitor spending as reported on the self-surveys is at \$552.00/traveler. It was noted that Sanderson Field is one of 20 airports that are non-federally obligated which means funding comes from AERO for projects. The funding pot for non-federally obligated airports is drying up and it has become a legislative priority of the City to request that AERO continue to be funded. City Manager Turner is taking the lead on this and will update us accordingly. Chair Veum inquired about why the funding is being reduced, to which Laitinen replied that the original pot of funding was a one-time allotment, not an annual renewal and that pot of money is starting to be used up. Smith inquired about the possibility of making the airport eligible for federal funding, Laitinen replied that in order to become eligible for the funding many improvements would have to be done to the airport prior to the funding being available, but that it is something to look into as the airport is improved. Smith also inquired on if the removal of the crosswind runaway was part of the issue, to which Laitinen replied that it was not part of the issue. Laitinen also noted that when gaining eligibility for federal funding the airport has enough based aircraft. Laitinen noted that Roy Electric had installed the dusk to dawn eyes on the LED's and that the snow stakes had been ordered. Brown added that the money that was available to install the eyes was a result of the Cloverland incentive program and that the eyes have increased safety on the runway. Laitinen gave an update on terminal renovations thanking the crew for gutting the lobby and gearing up for new flooring, paint and furniture. Laitinen reviewed the new floor plan, samples and schematics and the board approved. Now Laitinen is finalizing bids and we can expect to review them at our next board meeting. Laitinen also noted that the crack sealing and sump pump repairs will be done once the snow melts.

9. New Business

Laitinen noted that Clint N. has a new position at Gerald Ford Airport and that the new contact will be Gordy Bogner and Mike Borta. She noted that Clint had been very helpful and does not expect that to change with QoE. Brown reported that there have been damages to the SRE building while the tractor was pulled in after snow blowing which damaged a beam and wall. Most of the repairs have been completed and bill will be coming shortly. Brown also noted that the tractor has caught on the garage door of a t-hangar and repairs will need to be done to that door. It was felt that since this was under the City's \$10,000 deductible, as well as an unbudgeted expense, that it will come out of TIFA III. Once the bill is received, a TIFA III meeting will be scheduled. Laitinen referred to the MDOT AERO meeting from January and reported that if the left over funds from the PFC Overlay are not used that will be given to another airport. The suggested project to use the leftover funds would be for a Runway Underdrain project with need determined by QoE. Brown stated that it would be added to the mid-point of the runway going southeast. Smith inquired as to how the project would potentially be done, to which Brown reported that it would be tying into the currently drainage

system that had already been completed. Smith also inquired on whether the new drainage would be allowed to tie into the storm drains, Laitinen will look into whether that is allowable. The board agreed that Laitinen should move forward with the project planning. Brown noted that the Young Eagle event has been planned with posters and graphic ordered by the EDC. Additionally, the insurance for the event has been purchased. Brown also noted that the open house and movie in the hangar event has been planned and the movie rights have been secured.

10. Status Reports

Included in the packet were the February EDC and TIFA III minutes. ERA did not meet in February. The next LDFA meeting is April 26.

11. Other Matters

Brown reported that some tenants in the t-hangars were reporting ice build-up caused by the concrete shifting. Plans are being discussed but nothing has been decided yet. Laitinen suggested discussing the issue with QOE and Chair Veum suggested taking photos of the issue now, in case it melts before someone can look at it.

12. Informational Reports

None at this time

13. Matters Presented by the Public

None at this time

14. Next meeting: April 12, 2018

15. Adjournment

The meeting was adjourned at approximately 8:44 a.m. upon motion of Jones supported by Smith. The motion passed unanimously.