

**CAMBRIDGE MUNICIPAL AIRPORT ADVISORY BOARD MINUTES**  
**February 25, 2016**

Members Present: Garry Bye, Brandon Grell, Michael Grzincich, and David Johnson

Members Absent: Gerald Graham

Others Present: Airport Manager Lucas Milz, Council Representative Howard Lewis, SEH Representative Lindsay Reidt, SEH Planner Kaci Nowicki

The meeting was called to order at 7:03 p.m.

Approval of Minutes: Johnson motioned, seconded by Grzincich and carried unanimously to approve the October 15, 2015 minutes as presented.

Approval of Agenda: Bye motioned, seconded by Johnson to approve the agenda with the addition of adding Vice Chair Election to Old Business and carried unanimously.

#### Public Discussion

Courtesy Car - Grzincich thanked the city for the courtesy car and questioned if the board wanted to promote the car through advertising. It was suggested to put it on the city's website and the aviation website. The signup sheets that contain personal information about the driver will now be locked inside a key box container on the wall. Grzincich suggested upping the five mile radius limit for the car to ten miles, Milz will check with the City Administrator on this issue.

Door Code- It was suggested to change the door code to enter the Arrival/Departure building periodically. There was an isolated incident that someone had stayed overnight without an airplane. The code needs to be pilot friendly and can only use the numbers one to five. There will be security cameras installed to monitor the inside of the building and the traffic that should help with any unwanted guests or vandalism.

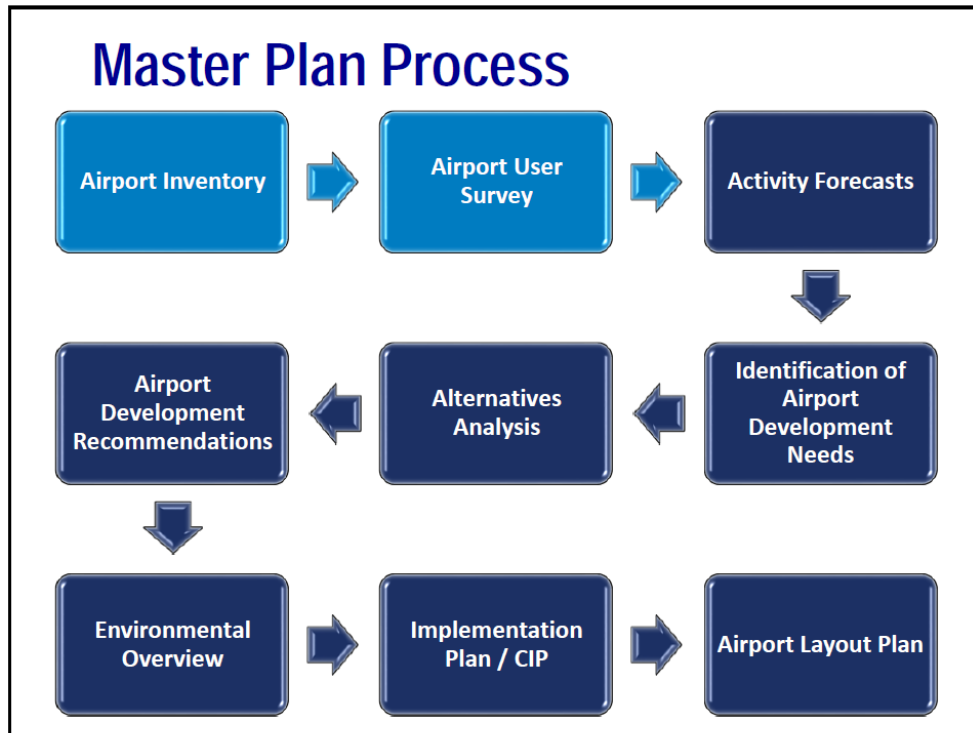
Unicom Radio- Grzincich spoke of a quick navigation alert system that would be free from the state. This would be a transmitter for pilots to check on conditions of the runway, etc. Milz stated that the city already has radios that serve as that function.

Father's Day Fly-In- This event has been approved by the City Council. It was suggested to promote the event better to other airports etc. It was also suggested to have the first responders and Fire Department bring some of their equipment, Milz will check on this.

Alternative fuels – This issue has not been looked at for some time and is more state driven. Wegwerth had looked into this previously but it was not feasible at that time. Planes are monitored daily and it will depend on who is parked at the airport, could be dealt with if the airport gets an influx of bigger planes that would drive up the need.

Board Member's Terms - Milz reported that board members are to elect a vice chair to run the meetings in absence of the city council representative. This position could be elected or if someone wanted to volunteer. The board felt that having the Airport Manager Milz chair the meetings was more of a viable option.

Engineer's Report – Kaci Nowicki, Planner from Short Elliott Hendrickson, Inc. presented the following presentation for the Master Plan and Airport Layout Plan Update:

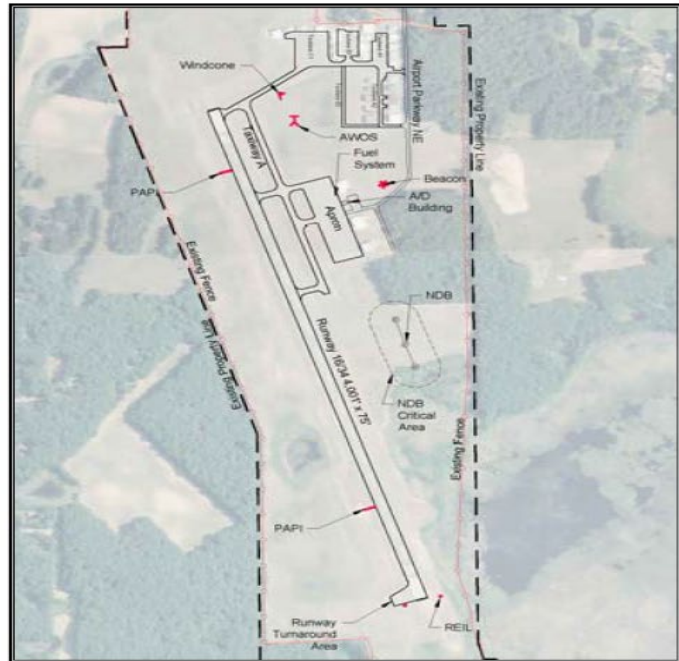


#### Overview of Meeting

- Inventory
- User Survey Results
- Aviation Forecasts
  - Based Aircraft
  - Aircraft Operations
  - Critical Aircraft

## Inventory

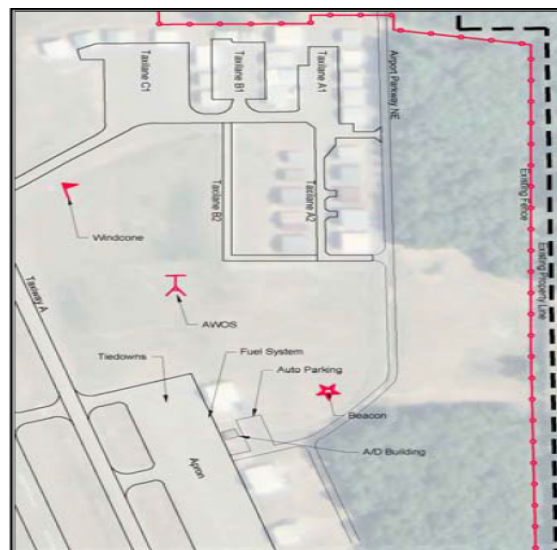
- Runway 16/34:
  - 4,001' x 75'
  - Paved
  - Lighted (MIRLS)
  - Non-Precision
  - 12,500 lbs SWG
  - PAPIs
  - RW 16: REILs



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## Inventory

- 24hr Self-Service 100LL
  - 10,000 gallon
- Lighted Windcone
- Rotating Beacon
- AWOS
- A/D Building
- 13,250 yd<sup>2</sup> Apron
  - 21 tiedowns
- Hangars:
  - 2 T-Hangars
  - 30 Box Hangars
- Perimeter Fence
  - Mix of chain link and woven mesh, 10' tall



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## Wind Coverage

Runway 16/34	10.5 Knots	13 Knots	16 Knots
All	97.47%	98.88%	99.83%
VFR	97.36%	98.83%	99.82%
IFR	98.75%	99.43%	99.92%

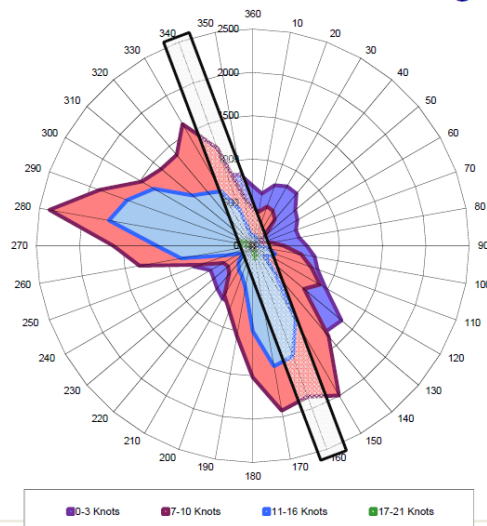
- *Source:* CBG AWOS. 2006-2016
- Wind coverage is >95% FAA and MnDOT recommendation



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## Runway Orientation vs. Wind Coverage

Runway Orientation	% Wind Coverage
1/19	96.13%
2/20	95.67%
3/21	95.27%
4/22	95.08%
5/23	95.15%
6/24	95.45%
7/25	95.85%
8/26	96.25%
9/27	96.65%
10/28	97.11%
11/29	97.65%
12/30	98.12%
13/31	98.37%
14/32	98.33%
15/33	97.97%
16/34	97.47%
17/35	96.98%
18/36	96.55%



*Source:* CBG AWOS. 2006-2016



## User Survey Highlights

- User Surveys
  - 110 Surveys distributed
  - 21.8% response rate (24 surveys)
  - 14 of 30 Based aircraft owners responded
    - 809 annual operations (81/aircraft)
  - 9 Transient users responded
    - 224 annual operations (28/aircraft)
  - 1 Prospective aircraft owner responded



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## Facility Ratings

Facility	Average Rating
Runway 16/34	9.0
Runway Lighting	8.9
Approach Procedures	8.3
Tiedown Availability	8.6
<b>Based Aircraft Hangar Availability</b>	<b>6.9</b>
<b>Transient Aircraft Hangar Availability</b>	<b>5.9</b>
<b>Arrival/Departure (A/D) Building</b>	<b>6.5</b>
<b>Pilot Services/Assistance</b>	<b>6.3</b>
Fuel Service/Availability	8.5
Ground Transportation	7.4
Automobile Parking	8.2
Airport Ground Access	8.3



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## Unable to Use CBG

Reason	Number of Responses
Longer Runway 16/34	0
Fuel Unavailable	1
Approach Minimums	7
Weather/Wind	2
Runway Maintenance	1
Aircraft Storage	0



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## Comments Summarized

- Many individuals commented positively on the maintenance of the Airport
- Additional comments suggested improvements for the A/D building, the addition of security cameras, and lower approach minimums
- One individual also noted that the addition of a mechanic or flight instructor would be beneficial



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## Aviation Activity Forecasts

- Based Aircraft
- Annual Operations
- Seasonal Use
- Peak Hour Operations
- Critical Aircraft



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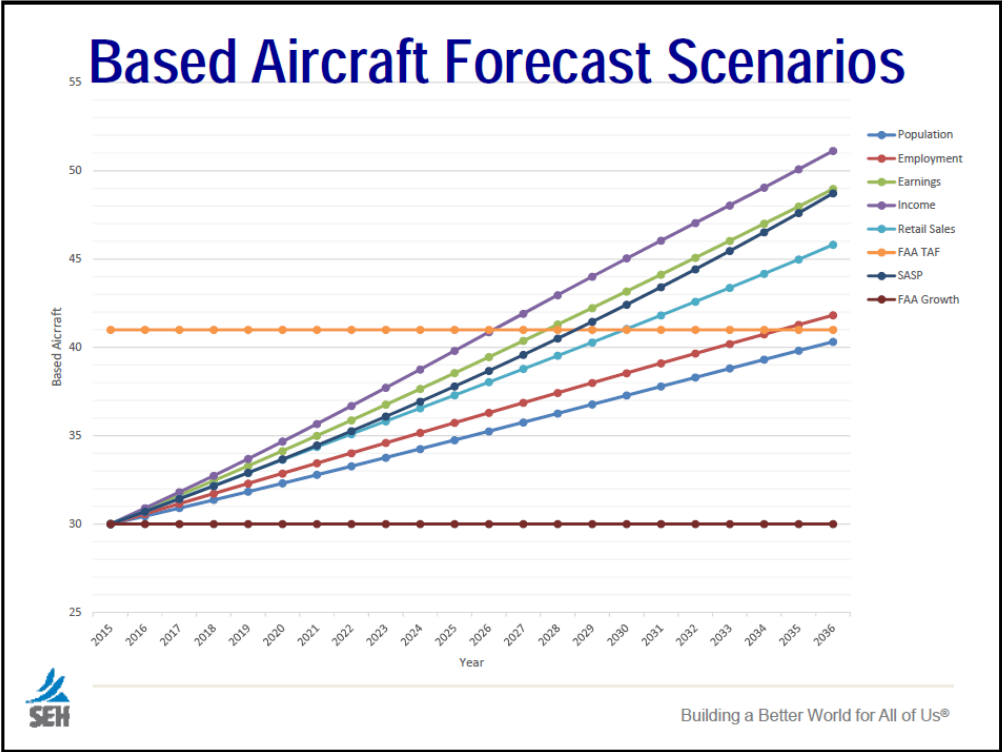
## Based Aircraft Baseline

Source	Single-Engine	Multi-Engine	Light Sport	Other	Total
FAA National Based Aircraft Inventory	29	1	-	-	30
Form 5010	29	1	-	-	30
FAA Terminal Area Forecasts	-	-	-	-	41
MnDOT Aeronautics	38	1	-	1 Heli	40
MN SASP	44	1	6	2	53

- Correct count?



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## Based Aircraft Forecasts

Year	Regression Analyses (Isanti County)					FAA TAF Growth Rate	SASP Growth Rate
	Population	Employment	Earnings	Income	Retail Sales		
2016	30	31	31	31	31	30	31
2021	33	33	35	36	34	30	34
2026	35	36	39	41	38	30	39
2031	38	39	44	46	42	30	43
2036	40	42	49	51	46	30	49
<b>CAGR</b>	1.41%	1.58%	2.34%	2.55%	2.02%	0.00%	2.34%

2015 Baseline: 30 Aircraft (BasedAircraft.com)

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# Aircraft Operations Baseline

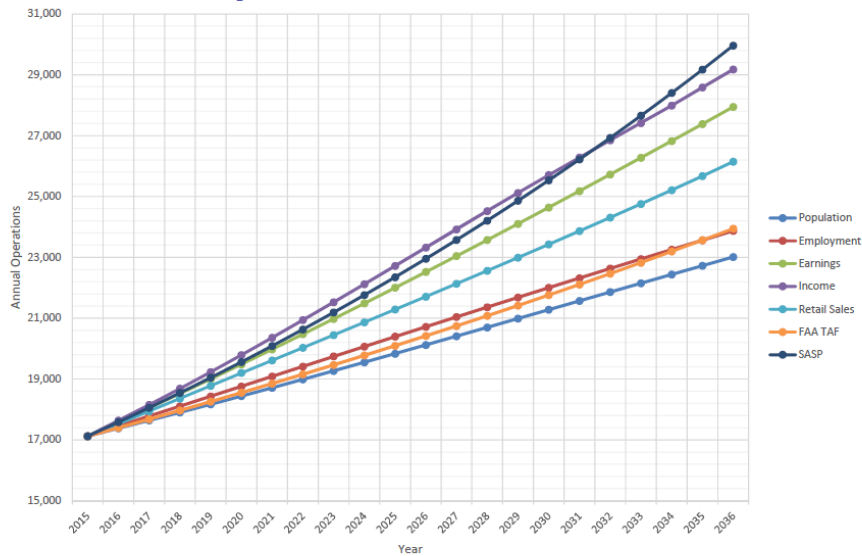
	5010	User Survey	FAA TAF	MN SASP
Operations	16,850	2,430 (81 ops x 30 aircraft)	17,123	19,653

- Operation is a takeoff or landing.
- 2015 Baseline
  - 17,123 operations = Average 46 Per Day
- Discussion



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# Aircraft Operations Forecast Scenarios



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## Aircraft Operations Forecasts

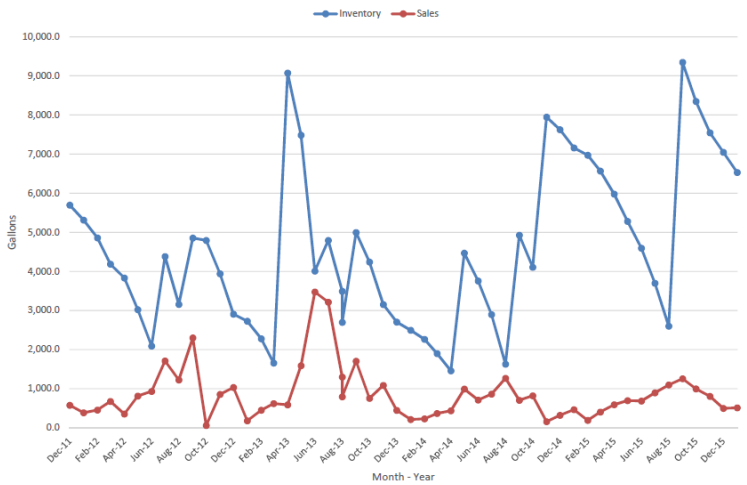
Year	Regression Analyses (Isanti County)					FAA TAF	SASP Growth Rate
	Population	Employment	Earnings	Income	Retail Sales		
2016	17,380	17,456	17,586	17,637	17,526	17,400	17,585
2021	18,714	19,088	19,976	20,358	19,615	18,853	20,090
2026	20,119	20,719	22,522	23,323	21,710	20,419	22,953
2031	21,571	22,316	25,178	26,284	23,865	22,108	26,222
2036	23,012	23,872	27,948	29,178	26,145	23,946	29,958
CAGR	1.41%	1.58%	2.34%	2.55%	2.02%	1.61%	2.70%

2015 Baseline: 17,123 (FAA TAF)



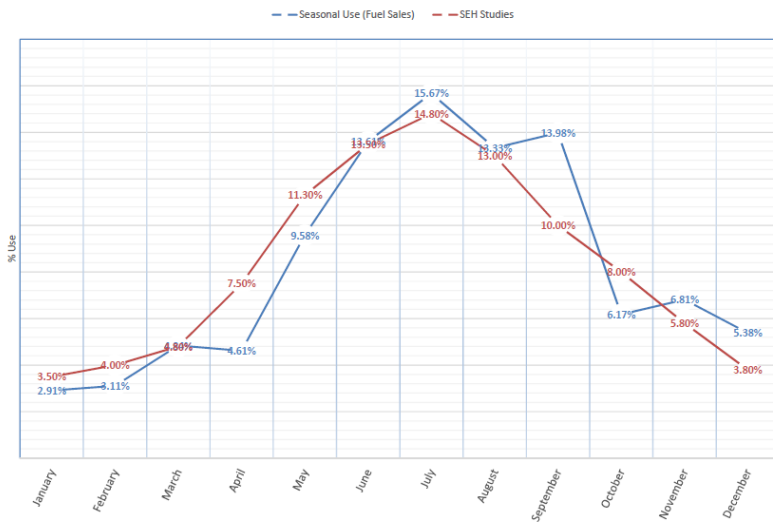
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## Fuel Sales



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## Seasonal Use – Fuel Sales



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## Seasonal Use / Peak Operations

Month	% Use	2016 (17,526 Ops)			2036 (26,145 Ops)		
		Peak Month	Peak Day	Peak Hour	Peak Month	Peak Day	Peak Hour
January	2.9%	510	17	1.9	761	25	2.9
February	3.1%	545	18	2.0	813	27	3.0
March	4.8%	848	28	3.2	1,265	42	4.7
April	4.6%	809	27	3.0	1,206	40	4.5
May	9.6%	1,679	56	6.3	2,504	83	9.4
June	13.6%	2,385	79	8.9	3,557	119	13.3
<b>July</b>	<b>15.7%</b>	<b>2,746</b>	<b>92</b>	<b>10.3</b>	<b>4,097</b>	<b>137</b>	<b>15.4</b>
August	13.3%	2,336	78	8.8	3,484	116	13.1
September	14.0%	2,450	82	9.2	3,655	122	13.7
October	6.2%	1,082	36	4.1	1,614	54	6.1
November	6.8%	1,194	40	4.5	1,781	59	6.7
December	5.4%	943	31	3.5	1,407	47	5.3



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# Determining Critical Aircraft (RDC)

<b>A-I</b> Beech Barron 55 Cessna 150 Beech Bonanza Cirrus SR-10/12 Piper Warrior		<b>B-I</b> King Air 90/100 Piper Navajo Cheyenne Cessna Citation I Beech Barron 58 Cessna 402 Cessna 421	
<b>A-II and B-II</b> DHC Twin Otter Cessna Caravan Cessna Citation III King Air C90 Super King Air 200, 300, 350 Beech 1900 Falcon 20		<b>A-III and B-III</b> Fokker F28 DHC Dash 7 DHC Dash 8 DC-3 Convair 580	
<b>C-II and D-II</b> Gulfstream III Cessna 650 Gulfstream IV Canadair 600 Cessna Citation X Cessna Citation Sovereign Hawker 800XP		<b>C-III and D-III</b> Boeing 737 Bombardier CRJ-700 Gulfstream V Global Express MD-80 DC-9	
<b>C-IV and D-IV</b> Boeing 737-200 DC-10 Boeing 747 MD-11		<b>D-V</b> Boeing 747 Series Boeing 777 Series	



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# FlightAware: IFR Flight Plans

RDC	IFR Flight Plans Filed Per Year						Total	Ave. %
	2010	2011	2012	2013	2014	2015		
A-I/A-II	81	48	68	50	45	73	365	39.98%
B-I	103	82	58	72	53	65	433	47.43%
B-II	13	8	12	18	10	24	85	9.31%
>B-II	3	0	2	0	2	2	9	0.99%
Helicopter	0	5	1	0	8	2	16	1.75%
Unknown	0	0	4	0	1	0	5	0.55%
<b>TOTAL</b>	<b>200</b>	<b>143</b>	<b>145</b>	<b>140</b>	<b>119</b>	<b>166</b>	<b>913</b>	<b>100%</b>



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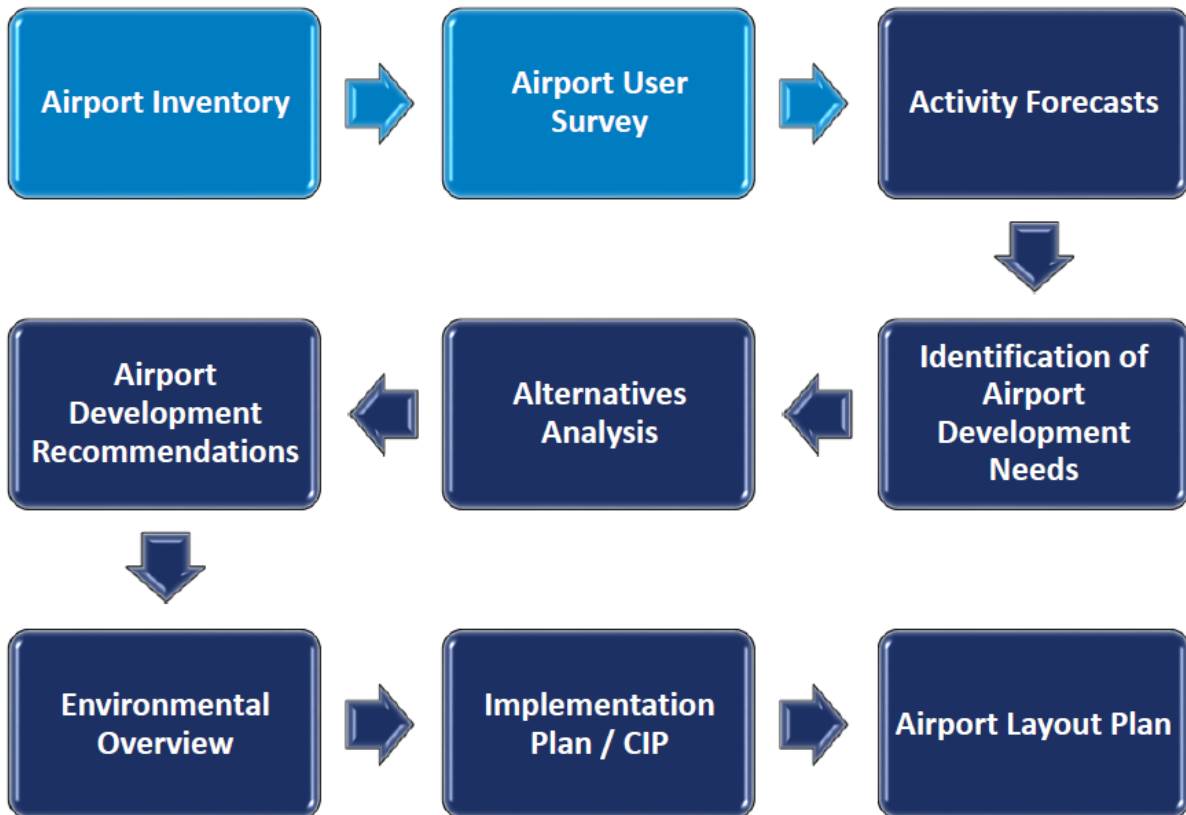
## Next Steps

- Complete forecasts
- Facility Recommendations
- Exhibit A Property Map
- 2<sup>nd</sup> Progress Meeting: Review Exhibit A Map, Forecasts and Preliminary Facility Recommendations



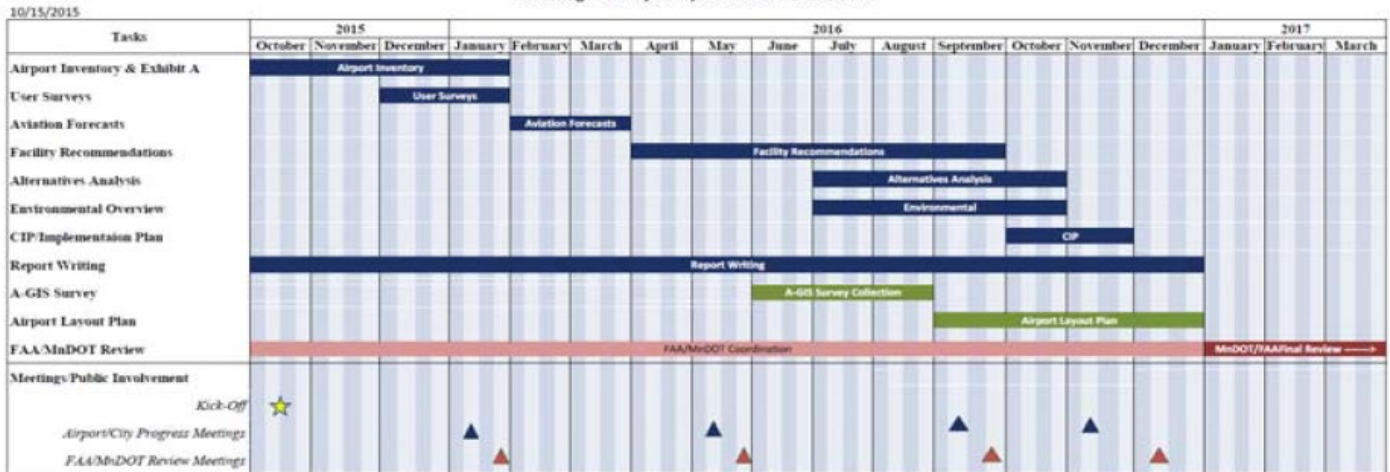
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## Master Plan Process



# Tentative Schedule

Cambridge Municipal Airport Master Plan Schedule



Nowicki explained that forecasting future project for smaller airports are complicated but felt that this was a good baseline. She felt that by the end of the year, all the documents would be in place to complete the Master Plan.

The last Master Plan was done in 1996, with some modifications was done in the early 2000s, these should be done every 10 to 15 years.

CIP Update – Milz explained that the FAA is asking for a twenty year forecast of projects which is difficult to do so he put everything in. He continued to just concentrate primarily on the first five years of the plan because things can be shifted around and changed. The most important component is the Master Plan and the

Obstruction Removal that is being addressed now. The funding sources are very complicated and he was trying to be realistic with the equipment needs.

Hangar Lease Insurance – Milz explained that the leases have ten year terms and some have expired. Also, according to the lease requirements the city needs a copy of the updated insurance for each hangar. There has been some problems getting the updated information and he will be sending out a notice to get these current.

Milz explained that the airport meetings will continue to meet quarterly on the last Thursday of the month. He will email the board a calendar of the dates. The next meeting will be Thursday, May Meetings will be quarterly and the next meeting will be May 26, 2016.

The meeting ended at 8:55 p.m.

Respectfully submitted,  
Betsy Potrament