

CAMBRIDGE MUNICIPAL AIRPORT ADVISORY BOARD MINUTES
March 22, 2018

Members Present: Marvin Timm, Brandon Grell, Gerald Graham, Fred Morke, James Gordon, Michael Grzincich, David Johnson, Council representative Lisa Iverson

Members Absent: Garry Bye, Kurt Daudt

Others Present: Airport Manager Lucas Milz; SEH representatives Lindsay Reidt and Kaci Nowicki

The meeting was called to order at 7:00 p.m.

Approval of Minutes: Grell motioned, seconded by Grzincich and carried unanimously to approve the November 30, 2017 minutes as presented.

Approval of Agenda: Morke added "PAPIs Discussion" and Grell added "Hangar App Discussion" to New Business. Iverson motioned, seconded by Grell to approve the agenda as amended and carried unanimously.

Randy Huyck, who was a representative for a support network for association of pilots called AOPA introduced himself to the board. The AOPA is an organization that works with the FAA and the Feds in assisting airports with projects etc.

Old Business

SEH Master Plan Update- Nowicki explained that the plan had been submitted to the FAA and the goal would be to have it approved before the grant this year. Procedurally they do not approve the grants before the plan is finished and submitted.

New Business

Architect Agreement with SEH – Nowicki explained that this is an agreement with the city and SEH for the design contract for the 2018 Project that includes the taxiway relocation, obstruction removal and gate replacement. The bidding process will be awarded to the lowest qualified bidder.

The tree obstructions were questioned by Morke. The grey area of the plan and the north end trees will not be removed at this time. The FAA will re-evaluate this data and the MnDOT Aeronautics checks for obstructions every three years.

Morke suggested a longer taxiway. At this time, due to funding of future projects, replacement of the current length of taxiway is planned. Any extension of the taxiway would be costly and jeopardize funding of other planned projects.

Gate Replacement – The board discussed single versus double gate design. It was found that a single gate would not be much cheaper and it's good to have a double gate in case one side doesn't work. Milz

explained that the issue with the existing gate is lack of use in the winter. The hydraulic oil freezes and seizes up. The different options were discussed and it was suggested to have the contractors come out and evaluate the existing gate. Graham motioned, seconded by Grell to recommend a dual hydraulic driven gate with a heater to be installed and passed unanimously.

CIP – Morke checked if jet fuel could be moved up earlier in the CIP plan and felt that it would promote more industries to move to Cambridge. It was explained that although Jet A fuel would be an advantage to the city, it would not be funded. This was presented to the council and for a \$150,000 unfunded project like this it would raise the tax levy 3% and they were not in favor of this. Schutte had proposed to buy a gas truck and share the profits with the city but logistically this would not work as it would be hard to track the sales. The council was not opposed to him using it for his own personal use but not selling.

Spring Cleanup- Milz explained that the sweepers will come out and sweep in front of the hangar and taxiway next week, weather permitting. Grzincich thanked Milz for the prompt snow removal this year.

Airport Hangar Leases – Grzincich checked on the recent changes to the leases and Milz explained that the increased rates that were previously discussed were approved by the council. Hangar owners will be getting letters this summer for hangar safety inspections to ensure that all owners are compliant with their lease requirements.

Father's Day Fly In – The Flying Eagles will be doing an event there and there is no objection from the city. Milz explained that the city will discount fuel \$.15 below the current selling price for the day. The cost now is at \$3.95 a gallon but he may need to order more fuel by then and the selling price may be different.

Restrooms in the AD Building – The sewer in the restrooms were froze up for a couple days and Milz apologized for the inconvenience. Because of the colder weather this year the septic companies were very busy with residential customers. When the parking lot is reconstructed this issue will be fixed but, in the meantime, Milz asked the board to run hot water during very cold periods.

PAPIS – The PAPIS are out of alignment so they need to be realigned so they are turned off. MnDOT Aeronautics had instructed Milz to shut off them off until they can be realigned and he had posted a NOTAM.

Courtesy Car Maintenance and Usage – Graham questioned if the courtesy car is being maintained. Milz explained that city staff maintains the vehicle and it gets serviced twice a year. During the summer it is checked at least once a month. The car was used 29 times in 2016 and 33 times in 2017 and once this year and has always been kept full of fuel. The visitor log had a lot of comments thanking them for the vehicle.

Formal vs Informal Meetings – Morke had checked some of the older minutes of the minutes and questioned why many of them did not have a quorum. He wondered if it would help if meetings were more professionally run by electing a chairman or keep it as it is. He was told that the board had members at that time were burnt out and there was not anything new going on at the airport. Grzincich stated that lately they only had to cancel one meeting due to lack of agenda and that he was impressed with the board and their achievements. The meetings are subject to open laws because members are appointed by the council. All public and hangar owners are welcomed to attend and it was suggested to send all hangar owners the meeting notices.

Airport Emergency Plan and Alternate Contacts – Milz had started to work on the Emergency Plan and hoped that it would be finished and brought to the May meeting and then go to the City Council for approval. Once approved it will be incorporated into the airport operations. Nowicki also spoke of a flip chart from the MnDOT Aeronautics that she will get to Milz. The updated emergency contacts were posted in the AD building.

Website Updates – Morke spoke that it is hard to find the Airport on the city's website. The website will be updated to have the information regarding the airport more user friendly. Milz also updates fuel prices on AIRNAV.

2017 Financial Statements – Morke will meet with the Finance Director Caroline Moe to answer some of his budget questions. Morke went through some of the numbers on the statements and wanted to show the board on where the airport monies are being allocated.

2019 Budget Discussion – Morke wanted to add the Minnesota Airports Conference into the budget. Milz explained that he has attended this conference before and it is more geared towards engineers and not managers. Air Tap and MnDOT Aeronautics puts on more workshop events that Milz and staff have attended and this training is already in the budget.

Airport Security - Graham suggested that Milz go through the AOPA Airport Watch Program for security at the airport. SEH explained that there are not requirements or mandates regarding security but there are many options available for each airport if needed. A city officer lives close and drives through the airport frequently and monitors activity.

PAPIS – Morke suggested with all the obstructions at the airport it would be beneficial to have the PAPIS on all the time. The board felt that they are still pilot-activated and that the pilots should know this by the NOTAM. The lights would also burn out faster and did not see the benefit. Milz stated that he would abide by what MnDOT tells him on issues like this.

Hangar Tonight – Grell informed the board of an app that would allow hangar owners to advertise available space for plane storage if a visiting pilot comes to Cambridge.

The meeting dates for 2018 will be May 31, August 30, and November 29.

Adjourn at 8:50 p.m.

Respectfully submitted,
Betsy Potrament