

CAMBRIDGE MUNICIPAL AIRPORT ADVISORY BOARD MINUTES
May 25, 2017

Members Present: Michael Grzincich, Gerald Graham, Brandon Grell, Garry Bye, James Gordon, Marvin Timm and David Johnson. Council representative James Godfrey

Others Present: Airport Manager Lucas Milz; Gary Lavrich, SEH Representatives Kaci Nowicki, Lindsay Reidt and Christopher Brett.

The meeting was called to order at 6:59 p.m.

Approval of Minutes: Grell motioned, seconded by Bye and carried unanimously to approve the January 12, 2017 minutes as presented.

Approval of Agenda: Gordon motioned, seconded by Grell and carried unanimously to approve the agenda as presented.

Public Discussion - no public present.

Board Members Concerns: Graham listed some of his concerns that included:

- There needs to be a new no smoking sign at the Administration Building.
- The fuel pump gas meter is unreadable, Milz had talked to Zahl and said they will do a filter change and was going to check if they can get replaceable parts.
- The taxiway will be painted this summer.
- Pilots are upset about the lack of jet fuel.
- There needs to be a list of all hangar owners planes and identifier numbers.
- Suggested weed spraying around the fence.
- Sand Hill Cranes are still a problem but there has been less of them. Milz has been monitoring but it is difficult because they are still federally protected.

Old Business

SEH Master Plan Update – Kaci Nowicki and Christopher Brett from Short, Elliot and Hendrickson (SEH) presented the Airport Master Plan Update. This portion includes the Airport Layout Plan (ALP) and Capital Improvement Plan (CIP) update. He summarized Chapters 1 – 6. Grell indicated that the language in the Airport Comp Plan should match the City's Comprehensive plan. Grell pointed out that 319th Avenue Northeast and 28th Avenue Southwest are the same road depending on the city and the county identification. The correct identification should be clarified. He continued that on page 29 it should be changed from the Solid Waste of Itasca County to Isanti County.

Airport Layout Plan.

This Plan had followed the FAA guidelines. This first diagram has a condensed version of the entire plan:

AIRPORT LAYOUT PLAN CAMBRIDGE MUNICIPAL AIRPORT CAMBRIDGE, MINNESOTA FEBRUARY 22, 2017



ALL WEATHER WIND ROSE
1000 FT. AGL



INSTRUMENT FLIGHT WIND ROSE
1000 FT. AGL






INDEX OF SHEETS

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4. EAST & WEST RUNWAY IN APPROACH PLANS & PROFILES
5. EAST & WEST RUNWAY IN APPROACH PLANS & PROFILES
6. TERMINAL AREA PLAN
7. LANDSIDE AND ZONING
8. EXHIBIT "A" AIRPORT PROPERTY DETAIL SHEET

WIND COVERAGE		AIRPORT DATA		FEDERAL APPROVAL		STATE APPROVAL	
WINDY PERCENT	WINDY PERCENT	FAA APPROVAL	STATE APPROVAL	FAA APPROVAL	STATE APPROVAL	FAA APPROVAL	STATE APPROVAL
100%	100%						

REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITTING	02/22/17

APPROVALS

DESIGNED BY: [Name]

DRAWN BY: [Name]

CHECKED BY: [Name]

DATE: 02/22/17

PERMITTING

PERMIT NO.:

ISSUED BY:

DATE:

STATE APPROVAL

STATE NO.:

ISSUED BY:

DATE:



SEH

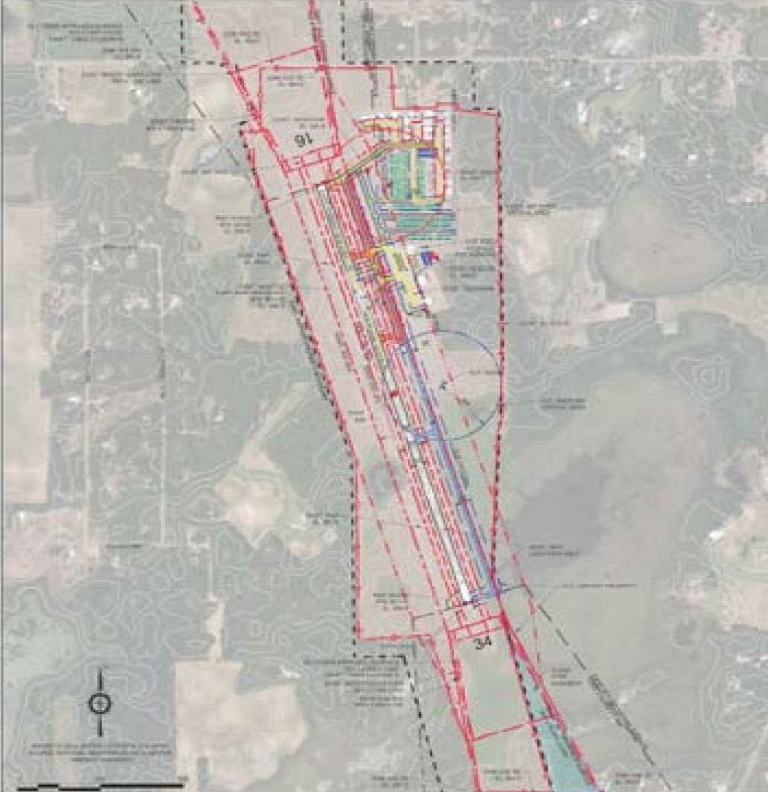
CONSULTING ENGINEERS

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AIRPORT LAYOUT PLAN

1



LEGEND

- Runway
- Taxiway
- Obstacle
- Obstacle Free Zone
- Threshold
- Runway End
- Runway Safety Area
- Parallel Taxiway
- Runway End Protection Area
- Runway Safety Protection Area

RUNWAY DATA TABLE

Runway	Length	Width	Surface	ASPH	CONC	GRV	Other
18/36	3000	60	ASPH	100	0	0	0
26/8	2600	60	ASPH	100	0	0	0

AIRPORT COORDINATES

Touchdown Zone (TDZ) Limits

Declared Distances

Parallel Taxiway Data Table

Runway End Protection Areas

Runway Safety Protection Areas

Modification to FAA Design Standards

Obstacle Free Zone (OFZ) Object Penetration

Threshold Beyond Surface Object Penetration

REVISIONS

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITTING	02/22/17

APPROVALS

DESIGNED BY: [Name]

DRAWN BY: [Name]

CHECKED BY: [Name]

DATE: 02/22/17

PERMITTING

PERMIT NO.:

ISSUED BY:

DATE:

STATE APPROVAL

STATE NO.:

ISSUED BY:

DATE:



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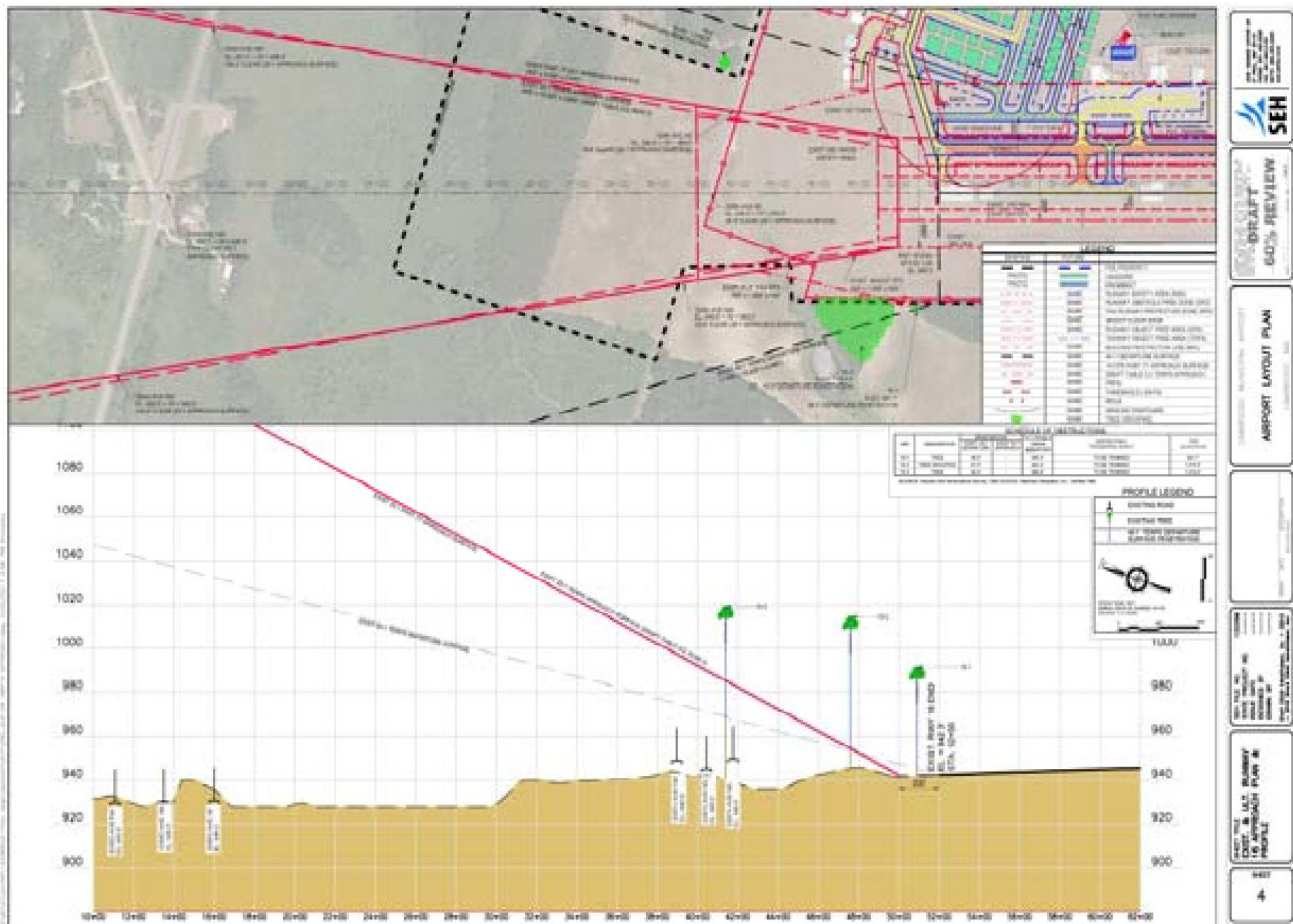
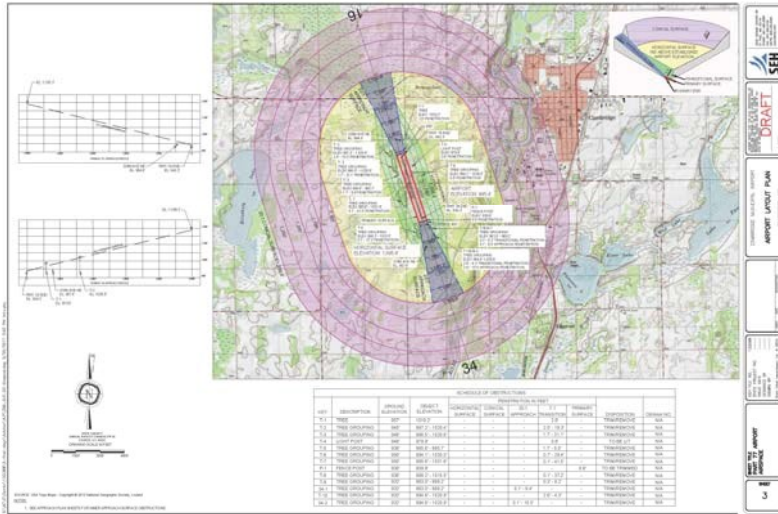
DRAFT

AIRPORT LAYOUT PLAN

2

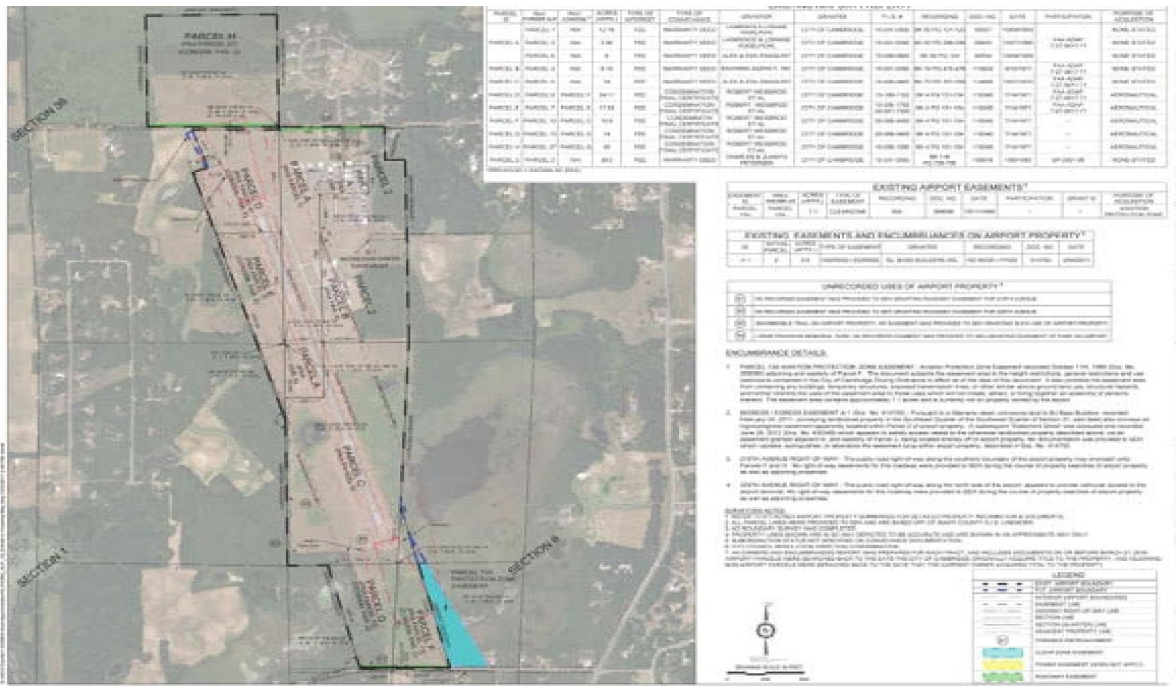
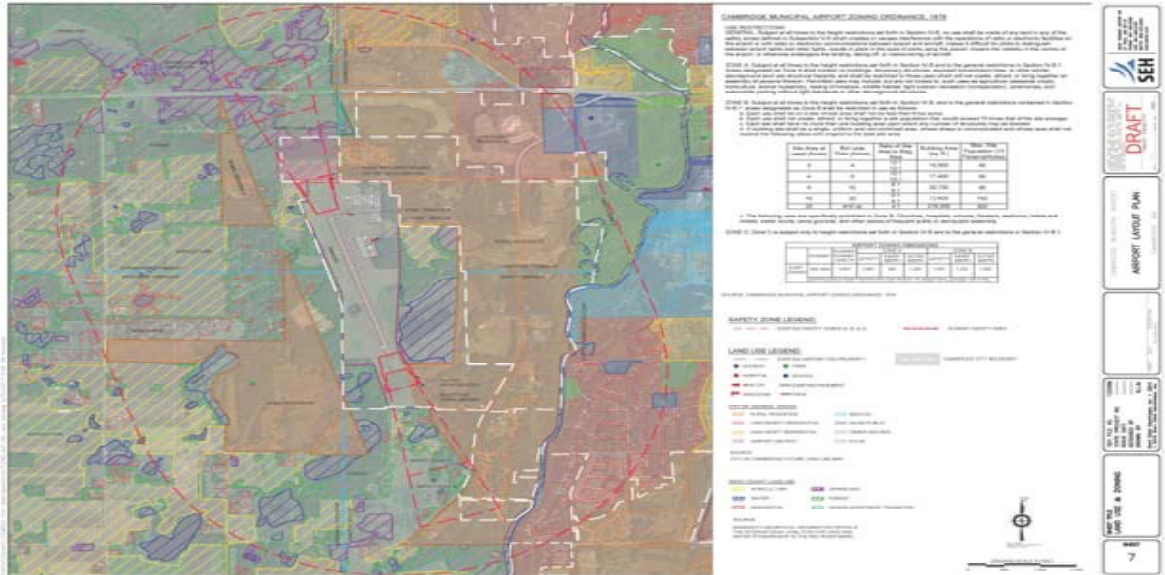
Part 77 Airport Airspace

Part 77 Airspace – this section shows the view with penetrations



Land Use and Zoning

This map shows how the land use is related to zoning

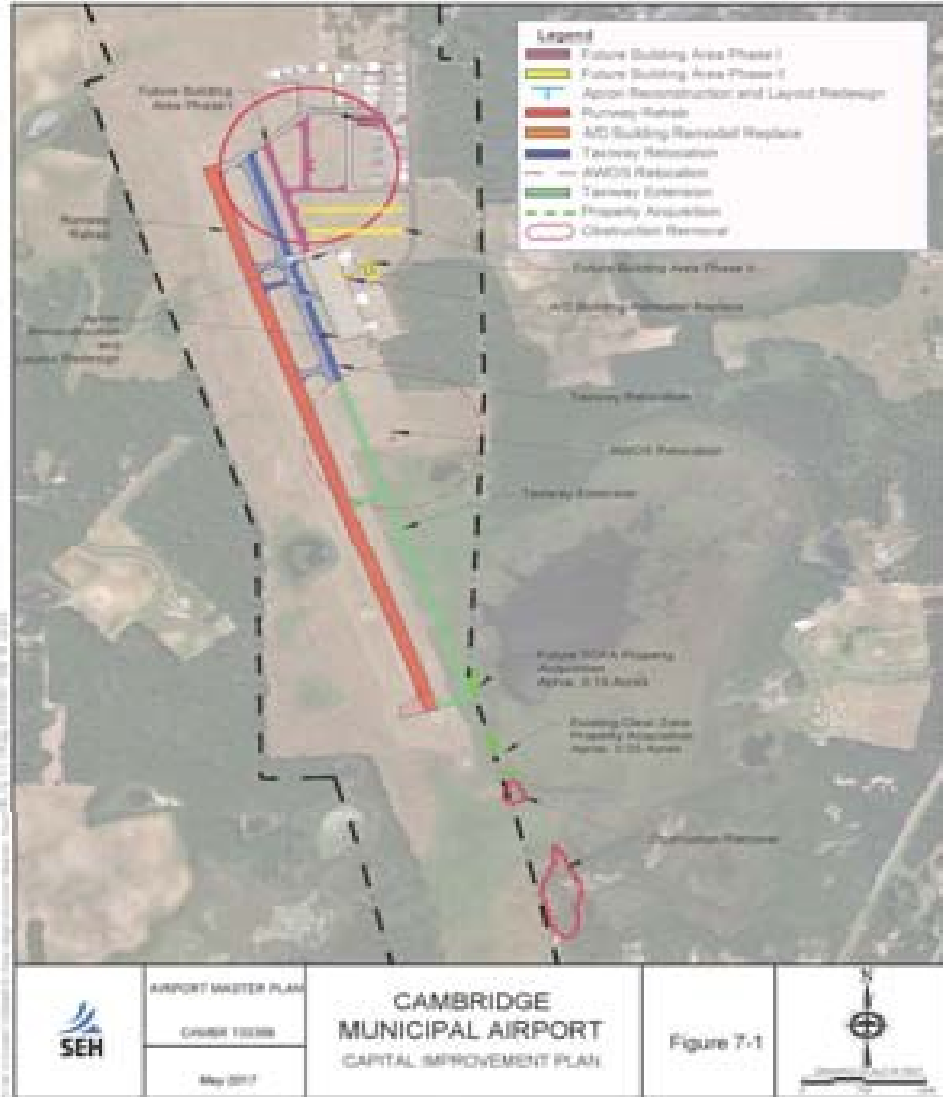


Property Map – shows all land that is owned by the city and surrounding areas. Shows future property that would need to be acquired with upcoming projects.

Nowicki continued that the FAA had documented the land and found the snowmobile trail and the Lorne Erickson park were identified as non-aeronautical incumbrances. Recreational uses on airport property is highly protected. The process to alleviate this would be to release the park land back to the city, meaning it

would still be a city-owned park but not be a part of the actual airport. The snowmobile trail would not be easy to release but they could reroute it off the airport property.

CIP – Capital Plan Improvements



Capital Improvement Plan (CIP)

Table 7-1 - CBG Master Plan CIP

Calendar Year	Project	Project Type	Estimated Cost (2017 Dollars)	Funding Rates			FAA Funding Estimate	FAA Secondary Apportionment	State Funding	Local Funding	Payer Loan/AF Funding Source	Entirement Transfer	Annual Entirement	Remaining AP Balance		
				FAA	State	Local										
														Beginning Entirement Balance	\$147,114	
2014														Entirement	\$150,000	\$147,114
2014	Asphalt Run Along Driveway	Entirement Loan												Entirement	\$150,000	\$147,114
2014	Landscaping - Design	Operations/Improvements	\$15,000	80%	0%	0%	\$12,000		\$3,000	\$0				Entirement	\$15,000	\$132,114
2014	Landscaping - Materials	Operations/Improvements	\$15,000	80%	0%	0%	\$12,000		\$3,000	\$0				Entirement	\$15,000	\$117,114
2014														Entirement	\$150,000	\$102,114
2014	Asphalt Milling/Placement	Equipment	\$50,000	0%	80%	0%	\$0		\$40,000	\$10,000				Entirement	\$50,000	\$52,114
2014	Gravel Storage	Equip. M. Replacement	\$75,000	80%	0%	0%	\$60,000		\$15,000	\$0				Entirement	\$75,000	\$-114
2014														Entirement	\$150,000	\$167,114
2014	Asphalt Run Mill. 2x	Entirement Loan												Entirement	\$150,000	\$167,114
2014	Asphalt Run Milling	Entirement Loan												Entirement	\$150,000	\$167,114
2014	Access Way Rehabilitation - Design	Construction	\$150,000	80%	0%	0%	\$120,000		\$30,000	\$0				Entirement	\$150,000	\$17,114
2014														Entirement	\$150,000	\$167,114
2014	Access Way Rehabilitation	Construction	\$250,000	80%	0%	0%	\$200,000	\$100,000	\$50,000	\$0				Entirement	\$150,000	\$17,114
2014														Entirement	\$150,000	\$17,114
2014	Reserve AP/AF	Operations/Improvements	\$150,000	0%	100%	0%	\$0		\$150,000	\$0				Entirement	\$150,000	\$17,114
			2014 2017	\$1,500,000				\$1,100,000	\$1,875,000	\$80,000	\$344,750			Remaining Entirement Balance	\$100,000	
2014														Entirement	\$150,000	\$150,000
2014	Asphalt Mill - Run and Store	Equipment	\$40,000	80%	0%	0%	\$32,000		\$8,000	\$0				Entirement	\$40,000	\$110,000
2014														Entirement	\$150,000	\$150,000
2014	Priority Repairs	Land	\$10,000	80%	0%	0%	\$8,000		\$2,000	\$0				Entirement	\$10,000	\$140,000
2014	Regain Entirements	Entirement Loan												Entirement	\$150,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Asphalt Mill Store	Equipment	\$40,000	0%	80%	0%	\$0		\$32,000	\$8,000				Entirement	\$40,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Resurfaced Apron - Design	Operations/Improvements	\$150,000	80%	0%	0%	\$120,000		\$30,000	\$0				Entirement	\$150,000	\$140,000
2014	Resurfaced Apron Building - Design & Construction	Construction	\$300,000	80%	0%	0%	\$240,000		\$60,000	\$0				Entirement	\$300,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Resurfaced Apron - Construction	Operations/Improvements	\$300,000	80%	0%	0%	\$240,000	\$50,000	\$10,000	\$0				Entirement	\$150,000	\$140,000
			2014 2017	\$1,140,000				\$1,434,000	\$250,000	\$84,000	\$140,000			Remaining Entirement Balance	\$0	
2014														Entirement	\$150,000	\$140,000
2014	NO Project - Regain Entirements	Entirement Loan												Entirement	\$150,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Building Area (Development Phase 1 - Environmental Assessment)	Operations/Improvements	\$40,000	80%	0%	0%	\$32,000		\$8,000	\$0				Entirement	\$40,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Building Area (Development Phase 1 - Construction)	Operations/Improvements	\$50,000	80%	0%	0%	\$40,000		\$10,000	\$0				Entirement	\$50,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	NO Project - Regain Entirements	Entirement Loan												Entirement	\$150,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Asphalt Transfer and Drain Mains	Equipment	\$170,000	0%	80%	0%	\$0		\$136,000	\$34,000				Entirement	\$170,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Concrete DRP Building - Design & Construction	Operations/Improvements	\$300,000	80%	0%	0%	\$240,000		\$60,000	\$0				Entirement	\$300,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	NO Project													Entirement	\$150,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Gravel Extension - Environmental Assessment	Operations/Improvements	\$100,000	80%	0%	0%	\$80,000		\$20,000	\$0				Entirement	\$100,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Gravel Extension - Design	Operations/Improvements	\$40,000	80%	0%	0%	\$32,000		\$8,000	\$0				Entirement	\$40,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Gravel Extension - Material Procurement	Operations/Improvements	\$70,000	80%	0%	0%	\$56,000		\$14,000	\$0				Entirement	\$70,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Gravel Extension - Material Mitigation	Operations/Improvements	\$300,000	80%	0%	0%	\$240,000		\$60,000	\$0				Entirement	\$300,000	\$140,000
2014														Entirement	\$150,000	\$140,000
2014	Gravel Extension - Construction	Operations/Improvements	\$700,000	80%	0%	0%	\$560,000	\$400,000	\$50,000	\$0				Entirement	\$700,000	\$140,000
			2014 2017	\$2,280,000				\$2,851,000	\$481,000	\$28,000	\$281,000			Remaining Entirement Balance	\$0	
			20 Year Totals	\$7,930,000				\$6,106,000	\$2,628,100	\$176,200	\$700,200				\$0	

5 –Year CIP

2018 - Taxiway Relocation – Design Obstruction Removal
 2019 - Acquire Mower Attachment Taxiway Relocation - Construction
 2020 - Runway 16/34 Rehabilitation – Design
 2021 - Runway 16/34 Rehabilitation - Construction
 2022 - Relocate AWOS

10 –Year CIP

2023 - Replace SRE – Plow and Blower
 2024 - Property Acquisition
 2025 - Acquire Flail Mower
 2026 - Apron Reconstruction – Design Reconstruct A/D Building – Design & Construction
 2027 - Apron Reconstruction - Construction

20 –Year CIP

2029 - Building Area Development Phase I – Environmental Assessment
 2030 - Building Area Development Phase I – Construction
 2032 - Acquire Tractor and Brush Mower
 2033 - Construct SRE Building – Design & Construction
 2035 - Taxiway Extension – Environmental Assessment
 2036 - Taxiway Extension – Design Taxiway Extension – Wetland Permitting
 2037 - Taxiway Extension – Wetland Mitigation Taxiway Extension – Construction

Nowicki explained that the project times can be easily changed depending on the need. Any project that is listed on the plan is not required to do but the FAA will not do a project unless it is on the plan. The board questioned why selling Jet A fuel was not included. Milz had spoken to a fuel representative and found that Jet A fuel does not have a long shelf life so if the fuel was not sold in a timely matter, it would have to be disposed. Nowicki added that it would be hard project to get funding for because fuel systems typically aren't high priority. The board felt that this was an important addition to the airport to keep up with the times and to bring in more air traffic.

New Business

Storage and Commercial Lease Updates- Milz presented the old leases that showed the updates and changes. He continued that it has been more than ten years since the language and lease rates have been updated. Most of the changes he stressed were due to the FAA wanting to protect their investment. Some owners are using their hangars for just storage and not aviation use. This process will include yearly inspections with every hangar owner by Milz after giving them appropriate notification. Every owner will also need to sign a new lease. Milz needs to report to the Council and the FAA on his process for enforcement if there are any violations.

The board wanted more common ground and balance and thought that there needed to be more legitimate reasons for the changes. Milz suggested that all members forward their concerns regarding the lease language and he will bring back a draft lease for the next meeting in August. The final draft would be up to the Council to approve.

Increase the rent – Milz explained that the city will be sending out a letter to all hangar owners explaining the increases in rent. The rates have not increase for a long time but airport maintenance costs have. Grzincich

suggested having a maximum amount of rent increase for potential buyers. Bye wanted more information on how the airport monies are being allocated.

Grzincich checked on hangar addresses for each hangar. The post office informed him that the city has to make the request but Milz found out that the drivers cannot go through any gate. Milz will investigate this issue further with the post office.

Air Traffic Control Privatization- Milz presented a draft letter for approval from the mayor that we do not support privatization of the air traffic control. The board felt that privatization would mean more fees and agreed to send the letter.

Grzincich motioned, seconded by Graham to request Mayor Palmer send the letter stating that they do not support the privatization of air traffic controllers and passed unanimously.

The next meeting will be Thursday, August 31, 2017. The final meeting date for 2017 is November 30th.

The new members James Gordon and Marvin Timm introduced themselves to the board.

Grell motioned, seconded by Grzincich and passed unanimously to adjourn the meeting at 9:46 p.m.

Respectfully submitted,
Betsy Potrament