



**AIRPORT ADVISORY BOARD  
MEETING MINUTES**

**June 20, 2018**

**7:00 a.m.**

**Airport Meeting Room**

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**1. CALL TO ORDER**

The meeting was called to order by P. Johnson at 7:00 a.m.

Members present: F. Ahlman, R. Goracke, C. Hooper, P. Johnson T. Waarvik

Members absent: M. Brown, D. Nelson,

Airport staff: J. Serres

Staff present: T. Block, T. Manz

Others present: Mark Knoff, Foth Infrastructure and Environment, LLC

**2. APPROVAL OF MINUTES**

Minutes of May 16, 2018, were submitted for approval. A motion was made by F. Ahlman, seconded by C. Hooper, for approval of the minutes of May 16, 2018. Motion passed.

**3. AIRPORT MANAGER UPDATE**

The Air Race Classic is under way, but weather has slowed the racers down. There should be more activity on Wednesday.

A dangerous situation has been reported to authorities as multiple calls have come in that David Bates, who is a long-time land renter and hangar owner, has been walking his dog on the runway and taxilane. The FAA has contacted Travis about this situation, and after discussing it they are confident the city is taking appropriate action. A recommendation was made to have the City Attorney send him a letter that he is in violation of safety standards per requirements of his lease. Staff will continue documenting and taking appropriate action if this activity continues.

A possible solution to creating space for Cross Country Soaring is to locate in building 4, and remove interior walls to allow for the wing space required for the gliders. Current tenants would need to be relocated to other available hangar space. It would be important to identify terms of the use of space in the lease. One request by Don Ingraham was to leave the gate open for customers. Board members were adamant the gates remain closed. Clients should be able to use the existing parking area and reception space that currently exists in the terminal building.

#### 4. AIRPORT IMPROVEMENTS UPDATE

- a. **Fuel System Replacement:** The grant has been approved for the fuel system in the amount of \$500,000. The City will have to fund the balance and is working to transfer eligible funds towards this project. The contracts have been executed.
- b. **Taxilane G Pavement Rehabilitation:** Two bids were received on June 14, 2018 for this project. Low bidder was Heselton Construction in the amount of \$189,708.65. The engineer's estimate was \$162,000. Project mobilization appears to be the main source of increased bid amounts. The FAA is not increasing their share of funding and the city may end up absorbing the extra costs. They are only allowing a mill and overlay for this project and not a full reconstruction. Two shallow storm drains are failing and will need to be stabilized.

#### 5. OTHER

- a. **SteinAir:** The lease for SteinAir is currently being reviewed by legal counsel. All other council actions are moving forward for this project. Cross Country Soaring has been given notice to vacate the hangar space by July 15, 2018. The demolition is out for bids to be received by June 29, 2018. SteinAir is now looking for three-phase power and cost sharing from the city. Knoff indicated in initial conversations with SteinAir that they would not require three-phase power for their equipment.
- b. **Hangar Builds:** MnDOT has now notified the city that the utility extensions will not be eligible for funding. Bids are being received later today. The hangar builds have not been confirmed to move forward at this time and this project could be delayed without commitments to build.

#### 6. NEXT AIRPORT BOARD MEETING – July 18, 2018

#### 7. ADJOURN – T. Waarvik adjourned the meeting at 7:54 a.m.