

AIRPORT ADVISORY BOARD
Thursday, August 9, 2018 at 8:00 a.m.
Airport Terminal Building – Conference Room

MEETING MINUTES

1. Call to Order & Congratulations

Chair Veum called the meeting to order with the time being 8:00 a.m. The board recognized Bill Munsell's acceptance of the WFG Bud Weber Citizenship Award and the group agreed that it was well deserved.

2. Roll Call & Introductions of new EDC staff

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

Members Absent: None

Also Present: Larry Putnam, Soo Air & Airport Manager
Tracey Laitinen, EDC Specialist
Don Gerrie, City Commission liaison
Jeff Holt, EDC Executive Director
Sarah Shepard, EDC Office Coordinator
Charlie Leighton

3. Changes or additions to the Agenda-none at this time.

4. Approval of Minutes

Moved by Jones, supported by Brown to approve the minutes of the July 12, 2018 meeting. The motion carried unanimously.

5. Finance Report

Laitinen reviewed the balance sheet for TIFA III, the Profit and Loss statement and then the airport fund held at the City.

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

6. Report of Activities

Putnam noted that traffic was up as well as fuel sales for the past month and they anticipate a busy fall.

7. Old Business

Laitinen reported that the Fuel Safety & Liability will be presented to the TIFA III board to ask for funding at next Tuesday's meeting. If approved we will be able to proceed with Phase I soon.

Holt recapped the history of the Runway Underdrain Project noting that QoE will be in attendance at the City Commission meeting on August 20th. Holt wrapped up by adding that Bonacci did FOIA information through the City Clerk and the EDC has complied. QoE has set the preconstruction meeting for August 21st at 9am at the airport terminal.

Laitinen reported that almost all 75 posters were distributed thanks to Shepard. The Civil Air Patrol still needs to pick up their packet and Shepard will work on that this week. Laitinen will be working on putting a list of volunteer duties together and hold an orientation at the Soo Pilots meeting on Monday, August 27th at 7pm at the airport terminal.

Laitinen reported on the costs to send 2 people to the MAAE Conference as the board had requested last meeting. Looking ahead at schedules it is most likely that Laitinen and Brown will attend.

It was moved by Munsell, supported by Smith to send 2 staff to training. The motion carried unanimously.

Laitinen reported on the costs to send 1 airport staffer to the AVFuel annual training as the board had requested last meeting. Brown added that he would like Jack Wartella to attend since Brown attended last year and found it very beneficial.

It was moved by Munsell, supported by Smith to send Wartella to fuel training. The motion carried unanimously.

8. New Business

Brown reported on the HVAC system failure along with the leaks and loud noise of operation. With the system being almost 20 years old it makes sense to quote a new furnace and air conditioning unit. Brown suggested a quieter, higher efficiency unit. Laitinen added that she was looking to add this to the capital improvement plan for next year but the system failed before she could budget for replacement. Bids will be put together by UP Engineers and Architects and posted on the City website soon. Estimated completion would be mid-October.

Laitinen reported that after she and Brown attended their most recent airport training that MDOT AERO recommended that they have a formal emergency plan on file. Laitinen worked with the Chief of Police and Fire Chief as well as airport staff and have put together the following document that can be updated at any time.

It was moved by Brown, supported by Smith to approve the Emergency Plan as presented. The motion carried unanimously.

Brown reported on the MDOT annual inspection that took place on July 20th. Brown and Laitinen walked the airport property and marked trees in the approach as well as other tree and

brush issues on the primary surface. Laitinen is working with the City's Tree Commission through the engineering department to go through the proper channels. MDOT has already approved the permit on the business spur for the removal project. Laitinen added that trees will most likely need to be replaced at 2:1 with low growing shrubs once the business spur paving project is complete in spring 2020.

Brown reported that there are 2 vacancies in the community hangar at this time. He added that it is good to have openings to be able to accept transient traffic noting that a visitor would be coming in this week for several overnights. Laitinen created a flyer to be shared.

Laitinen gave history on the research it took to put together the upcoming request for proposals for a new service provider at Sanderson Field once Soo Air's contract is up on June 30, 2019. With enough lead time Laitinen added that we can appropriately budget and have training overlap. This document is set to go before the City Commission on August 20th. Some discussion was had on how other airports are operated and FBO vs. a contracted service provider. Munsell inquired about the appropriate insurance coverage to which Laitinen replied that late yesterday the City's insurance provider had updated the language and she would share the updated RFP with the board after today's meeting.

9. Status Reports

Meeting minutes from the ERA meeting on July 9th, EDC board meeting on July 12th. A TIFA III meeting is scheduled for August 14th. Holt invited the group to attend an upcoming ERA meeting.

10. Other Matters-none at this time

11. Informational Reports

Gerrie recapped activity at the City Commission noting that 8th Avenue would be under construction in early 2019 from Meridian to Ryan. The Commission also approved \$40,000 in recreational funding for youth groups and there could be participation from outlying areas next year. 4 vehicle purchases were approved to local vendors, 2 to O'Connor's and 2 to Soo Motors. A fence was approved to remain up overnight at Soo Brewing for their outdoor space. Lastly the transfer of ownership was approved for the City's contracted provider Smith Sanitation is under new ownership; GFL Green for Life.

Brown added that the Chamber will be holding a Leadership Course at the airport terminal in the upcoming months and has asked for a tour and explanation of airport operations.

12. Matters Presented by the Public-none at this time.

14. Next meeting: September 13, 2018

15. Adjournment

The meeting was adjourned at approximately 8:41 a.m. upon motion of Jones supported by Wolski. The motion passed unanimously.