



AIRPORT ADVISORY COMMITTEE

Meeting Minutes: January 20th, 2023

1. Meeting called to order with Open Meeting announcement.

Meeting was called to order at 8:19 A.M. Open Meeting Act is posted on the wall of the Airport Terminal, the Act Poster was pointed out to those in attendance.

2. Roll call.

Board Members Present: Kirk Diers, Dave Mitchell, Bob Steenblock, Eric Johnson, Alison Adams, Jeff Peterson

Guests: Mark Jensen, Joey Spellerberg, Jody Sanders, Jim Kjeldgard, Steve Landholm, Justin Zetterman, Cari Hoffart, Kevin Lee, Jim Kjeldgaard, Greg Kjeldgaard, Ken Cox, Ron Vlock, and Tammy McKeighan

3. Approval of the December 16th, 2022 meeting minutes.

Motion by Jeff Peterson, and seconded by Kirk Diers to approve, motion passed by vote of members (all voting yes on roll call vote)

4. Update on Terminal Projects:

a. Update from C Hoffart on final warranty items/repairs being completed

5. Action Items to discuss.

a. Runway Rehab-

-J Zetterman reports there is no way to use a grass runway or another alternative currently. After meeting w/ FAA there are also grading and elevation issues needing to be addressed and plans made to repair due to drainage issues

-Duration of rehab-3/4 months estimated by the FAA, with additional time for grading work

-No compensatory funding available for the FBO for disadvantaged business effects during runway rehab closure

-J Kjeldgaard wants to be sure there will be a site manager present to be sure the work is completed asap

-We will also use the "lowest responsible bidder", not just the lowest cost bidder to ensure timely finish

b. Runway Patching update-C Hoffart and J Zetterman explained the patching process and plans to continue until rehab project takes place. Materials on-hand to repair as needed

- c. Directional and Letter Identifier Signs on Taxiway-J Zetterman and V Trujillo currently working with Olssen to determine any design/changes needed
- d. Airport Capital Improvement-Airport CIP presented, motion made by J Peterson and seconded by B Steenblock, motion carries for recommendation to Council by all voting yes in roll call, except E Johnson who had to step out. IT will be recommended with coming amendments
- e. Vacant Hangar No. 7-it is empty, will be sent a letter to vacate w/ in 10 days. Has essentially been vacant since 6/2021 but not officially turned back over. Also discussed the need to update leases and prices. We would like to get comparables from other area airports for annual lease pricing etc.
- f. FBO Hangar-looking into what grants might be available-Angie Olson

6. Discussion of Maintenance Items.

- a. None received, general updates given above

7. Adjournment.

Motion by Allison Adams and seconded by Jeff Peterson, to adjourn, motion passed by vote of members, (all voting yes on role call vote, except E johnson). Meeting adjourned at 9:45am.