

AIRPORT COMMISSION MEETING

September 28, 2021

5:00 p.m.

Airport Arrival/Departure Building

A meeting of the City of Jackson Airport Commission was held in the lobby of the Airport Arrival/Departure Building at 5:00 p.m. on Tuesday, September 28, 2021 with the following persons present: Airport Commission members, Chairman Chris Handevitd, Paul Clymer, Kerry Ella, Richard Hample, Tom Stoner, Marcus Polz and FBO Paul Sanders. Also attending was City Administrator Matt Skaret, Engineer Eric Hanson of HDR and Recording Secretary Dave Maschoff. (A quorum of the Airport Commission was present.)

CALL THE MEETING TO ORDER

Chairman Chris Handevitd called the regular monthly meeting of the Airport Commission to order.

APPROVAL OF THE MINUTES FROM THE JULY 27, 2021 AND AUGUST 31, 2021 AIRPORT COMMISSION MEETINGS

Handevitd asked if there were any additions or corrections to the July 27th Airport Commission minutes. Hearing none, Handevitd asked for a motion to approve the minutes.

CLYMER/ELLA moved and it was unanimously carried to approve the July 27, 2021 Airport Commission meeting minutes as mailed.

Handevitd then asked if there were any additions or corrections to the August 31st Airport Commission minutes. Hearing none, Handevitd asked for a motion to approve the August 31st minutes.

HAMPLE/CLYMER moved and it was unanimously carried to approve the August 31, 2021 Airport Commission meeting minutes as mailed.

RENTAL AGREEMENT WITH LARRY HANSON

Hample inquired if a discussion was held with Larry Hanson regarding the rental fee for storage space at the airport and whether that's been resolved.

Skaret said the rental fee was discussed with Hanson. He said Hanson was not very happy with the fee for the size of the storage space he's renting at the airport. Skaret said Hanson indicated he was going to look for storage space elsewhere, but so far is still renting storage space at the airport.

Hample said he checked storage rental rates elsewhere and said the airport has the best rental rates in town.

Handevidt noted it's Hanson's prerogative to look for storage space elsewhere.

Hample asked if the airport's hangars are full.

Sanders said the airport hangars are all full of airplanes except for the DNR's hangar. He noted the DNR's hangar is rented through a five-year contract. Sanders noted the DNR is paying the monthly rent for the hangar space even though they currently do not have a plane in their hangar.

Hample asked if all the airport's storage units were currently full.

Sanders said all the storage units are also full.

JACKSON AIRPORT ZONING GRANT OFFER

Engineer Eric Hanson of HDR explained with the construction of the new airport runway, the airport zoning has to be updated. Hanson said MnDOT (Minnesota Department of Transportation) has indicated they will participate in the cost for updating the zoning. He said the City needs to notify MnDOT by October 8th, 2021 to let them know that the City plans to update the airport zoning in order to receive a MnDOT grant.

Handevidt said he assumes the Airport Zoning Board will need to be convened. He asked if that would be the same Airport Zoning Board members that convened eight or ten years ago when discussions were underway regarding a new runway.

Hanson said he thinks will be the same Airport Zoning Board members that were convened at least 10 years ago. He said efforts will need to be made to find those Zoning Board members to begin the process of updating the airport zoning area. Hanson said he assumes those Airport Zoning Board members are still living in the area.

Handevidt noted there might be a handful of Zoning Board members who might not be living in this area anymore.

Hanson noted some of the airport zoning areas that were designated in 1978 have actually gotten smaller in size. He said there's a chance that perhaps any new zoning areas will fit within the same zoning footprint that's already in existence. Hanson said the rezoning should not affect property owners in the vicinity of the airport too much.

Skaret asked Hanson if HDR would be the firm that would take care of updating the airport zoning.

Hanson said HDR would take care of that. He said the process will include some public meetings along with the passage of an Airport Zoning Ordinance. Hanson said MnDOT has a sample of a zoning ordinance along with some maps. He said there needs to be at least two public hearings. Hanson said HDR will take care of all of that.

Hanson said the zoning should be in place before the new runway is opened. He said the zoning process should begin this winter concurrently with the design project.

Clymer asked if the MnDOT grant would cover 100 percent of the cost for the airport rezoning.

Hanson said the MnDOT grant would cover 75 percent of the cost, but the FAA grant will pay 100 percent.

Handevitd asked if there were any further questions or discussion from the Airport Commission members regarding the MnDOT grant offer. Hearing none, Handevitd asked for a motion to make a recommendation to the City Council to proceed with the grant offer from the State of Minnesota for rezoning.

CLYMER/STONER moved and it was unanimously carried to recommend to the City Council to accept the Minnesota Department of Transportation Fiscal Year 2022 Grant offer to update the Airport Zoning Ordinance.

AIRPORT PROJECT UPDATE

Engineer Eric Hanson said soil borings have been done on the current runway and a few soil borings have also been done on the site of the new parallel runway. He said the soil boring crew will probably still be working all day tomorrow (Wednesday, September 29th). Hanson said the soil borings on the current runway are completed. He noted the runway is open to air traffic.

Hanson said he received a text from the surveyors on September 28th. He said he thinks the surveyors will be arriving soon to survey for the new parallel runway. Hanson said the surveyors will first work in the soybean field. He said if the corn is not yet harvested, the surveyors will return after the corn is harvested to finish their survey of the land.

Hanson reported the approach for the new runway has been flown and surveyed. He said the ground work surveying still needs to be completed. Hanson said the ground survey shots will be taken to complete the survey. He said the aerial lidar will be lined up with the real ground shots. Hanson said that information will then be submitted to the FAA system so approach development can start so there will be a GPS approach for new runway. He said hopefully the approach survey work for the Jackson airport can be moved to the top of the FAA's list because development of a GPS approach generally takes a couple of years to complete. Hanson noted the FAA had no issue doing photography of the site with the trees still in place. He explained if the aerial survey work had not been done this fall, it would have been June or so before it could have been completed because the leaves have to be on the trees. Hanson said the FAA relies on the leaves to be able to see the tops of the trees.

Hanson said once the soil boring information is received and survey work is completed, work will move forward in earnest with the design work. He said according to the FAA grant, runway construction needs to be under the 2022 grant. Hanson said all signs are pointing towards an early April grant application deadline which means that bids need to be in hand for the second City Council meeting in March which is on March 15th, 2022. He said that means the advertising of bids has to be underway in the middle of February which means that everything needs to be done and into the FAA for review sometime in January. Hanson said we have to get our stuff moving.

Besides the zoning, Handevitd asked what are the critical items that need to be addressed in the near future.

Hanson said the trees on Meneely's property is an item to be addressed. He said it's known which trees have to be removed, but a meeting needs to be held with the Meneelys' to determine where the eastern limit is on the tree removal. Hanson said the eastern limit of the tree removal isn't exactly known yet.

Hanson said the Meneelys' want an arborist to come and look at their pine trees. He said the Meneelys' say there's a bug that has infested the pine trees and are killing them. Hanson said he spoke with arborist Scott Rosenberg from Worthington who looked at the McNeely's trees last fall. He said Rosenberg thinks the pine trees are probably being affected by a fungus, not a bug. Hanson said Rosenberg has agreed to come out and serve as the arborist and look at the McNeely's pine trees.

Hanson said a time will need to be scheduled where he, Rosenberg, the Meneelys', City Administrator Matt Skaret and anyone from the Airport Commission who would like to participate, should meet to talk about the trees. He said Jason Alt from ProSource can also be included in the meeting if Knute and Kaye Meneely would like to have Alt present at the meeting. Hanson said Alt is open to attending the meeting or whatever is needed.

Hanson said the discussion about the trees on Meneely's property is something that should get going sooner than later.

Hanson said the zoning and the trees on Meneely's property are probably the two issues that need to get addressed soon.

Handevitd asked if there were any further questions from the Airport Commission members regarding the Airport Project update.

Clymer asked if the crack sealing has been completed at the airport.

Hanson said the crack sealing contractor will be at the Jackson airport in October. He said the contractor's schedule was pushed back because some of the contractor's personnel had come down with Covid along with some other scheduling hiccups. Hanson said he spoke with the contractor within the last few weeks. He said the Jackson Airport is on their schedule and they will be here. Hanson noted it was good the borings were completed before the crack sealing contractor arrived so any boring holes in the runway pavement can be filled during the crack sealing.

Hample asked Hanson how deep were the soil borings.

Hanson said the borings go down 10 feet.

Ella asked what information is gathered from the soil borings.

Hanson said the purpose of the borings is to look at soil conditions. He explained the information from the soil borings helps to design the pavement and determine what soil conditions are present.

Handevitd asked if there were any other questions from Commission members regarding the Airport Project. Hearing none, Handevitd moved onto the final agenda item.

FLY-IN BREAKFAST RECAP

Hample said there has to be more advertising for the Fly-In Breakfast. He noted an ad has to be placed in the *Minnesota Flyer* which is a good publication. Hample said there was no ad about this year's Jackson Fly-In Breakfast in the *Minnesota Flyer*.

Skaret said he would make note of that.

Hample said he would provide Skaret with the contact information for the *Minnesota Flyer*. He said a lot of the Fly-In Breakfasts are listed in that publication.

Skaret said this year's Fly-In Breakfast was advertised in the Jackson newspaper and on the radio station. He said flyers about the breakfast were also mailed out to all the airports in Minnesota.

Ella said there were a lot of people attending the breakfast who wanted airplane rides.

Skaret asked if there were pilots available that were giving airplane rides during the Fly-In Breakfast.

Ella said several pilots were giving plane rides.

In travelling to different airports, Handevitd said he hasn't seen as many flyers posted about upcoming fly-in breakfasts as in years past. He wondered if some people are still leery and uncomfortable about gathering due to Covid. Handevitd said normally you walk into an airport entryway and it's plastered with 20 different upcoming flight breakfast ads. However, he said he hasn't seen as many of those this year.

Skaret asked Sanders how many pilots attended the Fly-In Breakfast.

Sanders said there were six pilots who attended. He said the number of pilots flying in was down.

Sanders noted there is a website that MnDOT (Minnesota Department of Transportation) has where flight breakfasts can be advertised. He said Flight Service will announce the fly-in breakfast the day of the event.

Clymer said he's used the MnDOT website to advertise events in the past. He said the information can be emailed to a person at MnDOT who will post it. Clymer said the Iowa DOT has a similar calendar on their website where flights breakfasts can be advertised. He said there's also a website called Social Flight where events can be advertised.

Sanders said the Jackson Lions Club has indicated, that in the future, they would like to start serving the pancake breakfast later in the morning and end the serving earlier.

Sanders said the pancake breakfast has always started at 7:30 a.m. and has gone until 12 noon.

Stoner noted starting the breakfast later may miss some of the pilots who fly-in early.

Clymer asked what time the Lions Club would like to start serving breakfast.

Sanders said he thinks they would like to start serving at 8:30 a.m.

Stoner said that would be too late a start for pilots.

Handevitd asked what are the current hours advertised for the Jackson Fly-In Breakfast.

Skaret said the breakfast serving hours have been from 7:30 a.m. to 12 noon.

Stoner said starting at 7:30 a.m. is almost too late. He said serving should begin at 7 a.m.

Sanders said he heard from one of the Lions Club members that 260 people were served at this year's breakfast. He said usually over 300 are served. Sanders said it was a dismal showing for airplanes for this year's Fly-In Breakfast.

Other:

Hample asked Sanders if there were enough flights given for airplane rides for the Flying Club to pay for the gas.

Sanders said there were 14 flights. He said there was a substantial amount of money that was collected for the flights. Sanders said it worked out for the Flying Club.

Hample asked how much was charged for an airplane ride.

Ella said he thinks the charge was \$30.

Hample said the charge for plane rides should probably be talked about before next year's Fly-In Breakfast so everyone is aware of what to charge.

Kite Fly recap

Skaret noted there was good crowd who attended the Kite Fly on Saturday, September 11th.

Sanders said there were 4,000 people who signed in to attend the event. He said there were also a lot of people who didn't stop to sign-in for the free event.

Ella noted you could see the kites flying from quite a distance.

Stoner said some of the kites are pretty fancy. He also noted the coordination it takes by the kite handlers to not get their kites tangled up. Stoner said he didn't see any kites that got tangled.

Sanders pointed out some of the kites are pretty expensive.

Skaret thanked Eric Hanson and HDR for their generous donation of \$500 in Jackson Chamber Bucks that were given away in a drawing. Airport Commission members also thanked Hanson for the donation.

ADJOURNMENT

With no further business, Handevitd asked for a motion to adjourn the meeting.

STONER/ELLA moved and it was unanimously carried to adjourn the Airport Commission meeting at 5:33 p.m.

David A. Maschoff, Recording Secretary

