

AIRPORT COMMISSION MEETING
January 28, 2020

A regular meeting of the City of Jackson Airport Commission was held in the Jackson Municipal Airport A/D building at 5 P.M. on January 28, 2020 with the following persons present: Airport Commission members Vice-Chairman Richard Hample, Kerry Ella, Tom Stoner, Paul Clymer and FBO Paul Sanders, City Administrator Matt Skaret, Engineer Eric Hanson of HDR and Recording Secretary Dave Maschoff. (Airport Commission Chairman Chris Handevidt and Airport Commission member Jeffrey Gay were absent.) (A quorum of the Airport Commission was present.)

CALL THE MEETING TO ORDER

Vice-Chairman Richard Hample called the regular meeting of the Jackson Airport Commission to order.

APPROVAL OF THE MINUTES FROM THE OCTOBER 29, 2019 AIRPORT COMMISSION MEETING

Vice-Chairman Hample called for a motion to approve the October 29, 2019 Airport Commission meeting minutes.

ELLA/CLYMER moved and it was unanimously carried to approve the October 29, 2019 minutes as mailed.

AIRPORT RUNWAY UPDATE WITH ERIC HANSON OF HDR

City Administrator Matt Skaret said he and Engineer Eric Hanson have both met with Knute Meneely and Craig Fransen who have land adjacent to the airport.

Skaret reported Meneely's biggest concern is how tall any replanted trees could be on his property north of the airport. He said Hanson told Meneely the maximum height for the replanted trees could be about 30 feet. Skaret said Hanson checked the requirements for trees and emailed Meneely that technically the trees could be up to 40 feet in height, but to be safe probably 35 feet.

Ella asked if Meneely could replant trees where the current trees need to be removed.

Hanson said he could.

Ella said he told Meneely the current trees could just be topped.

Hanson said the trees could be topped.

Ella noted the trees could be topped and still look good if they are trimmed correctly. He said it's up to Meneely if he wants to take the current trees out or not. Ella asked Hanson if Meneely has agreed to sign an easement.

Hanson said Meneely has not. He said Meneely and his wife are discussing the proposed easement agreement.

At this point, Hanson said Meneely and Craig Fransen have not said "no" to a proposed airport easement on their property.

Skaret noted Hanson has sent Meneely a map and tree height information. Skaret said he spoke with Meneely and Fransen on January 28th and there was nothing new to report.

Hanson noted in the meetings with Meneely and Fransen, it was reiterated that the City is trying to be a good neighbor and trying to maintain the vitality of the airport. He said it was explained what the easement would mean for the airport.

Hanson said the City will need to have appraisals done and a legal survey completed as part of the easement agreements. He said once the appraisal and review appraisal are done, then an offer can be made to both entities and they can negotiate from that. Hanson said if Meneely and Fransen want to pay for their own appraisal, that's up to them. He said it's required by the FAA that two separate appraisal firms conduct two separate appraisals.

Sanders asked if the City has to pay for both of the appraisals.

Hanson said the City does have to pay for both but the appraisals are eligible for FAA grant funding.

Skaret noted in the last conference call with the FAA, there was some indication that the FAA might participate in funding for the easement.

Hanson said if it's protecting a runway approach, there's precedence that the FAA has participated with funding in that type of thing. He said there's a chance there may be FAA funding participation.

Stoner asked how many total acres would be involved if the land was purchased for the airport.

Hanson said if the City would purchase everything, including the MnDOT Clear Zone, it would probably be about 18 or 20 acres. He explained buying the building restriction line would be 12 acres, which is the biggest area, plus a little bit more than one acre on the ends of the runway for the Runway Protection Zones. He said those are the FAA required acres.

Hanson explained the reason the Runway Protection Zone and the MnDOT Clear Zone are different is because of the displaced thresholds.

Clymer asked what kind of time frame there is to try and get the appraisals done and get some answers from the property owners.

Hanson said the first thing that needs to be finished is the environmental assessment that is actively underway at this time. He said one report has been completed showing there are no artifacts on the property.

Hanson said the goal was to have a grant application for the land in 2020. But to do that, he said the Environmental Assessment needs to be done and there needs to be a purchase agreement for the land. Hanson said the field work for the Environmental Assessment has been completed and the paperwork is currently being processed. He said a conference call is scheduled with the FAA on February 11th and questions on how to proceed can be asked at that time.

Skaret noted Hanson attended the December 17th Jackson City Council meeting to explain the airport project.

Hanson said the City Council is fine with the process that the Airport Commission is following.

Skaret said the City Council is fine with the project contingent on an agreement with the landowners.

Hanson said work will continue on the process. He said there's a lot of moving parts to the project. Hanson said it was hoped to purchase land in 2020, design the project in 2021 and do construction in 2022.

BRAD FRECKING SNOW REMOVAL COMPENSATION/HANGAR RENT DISCOUNT

FBO Paul Sanders explained on Sunday, January 28th, the wind was blowing and the Airport's snowplow truck jelled up and the City Street Department was tied up plowing snow in the City.

Sanders said Brad Frecking was trying to land at the Jackson Airport with a King Air from Colorado. He said Frecking offered to help. Sanders said Frecking had a person who could come and plow the runway. He said at the time, there was nothing said about wanting compensation for plowing snow. Afterwards, Sanders said Frecking wanted to know if the City would be willing to help out.

Sanders explained Frecking is willing to pay the wages of the person who was running their snowplow equipment if the City would give him a discount off of his hangar rent. He said Frecking figured the time his employee spent plowing snow at the airport and the equipment cost would be about \$450. Sanders said that would be roughly equal to one month's hangar rent and a little bit more for Frecking's hangar rent for his King Air. He said it would be basically be one month's rent for the hangar space, plus \$50.

STONER/ELLA moved and it was unanimously carried to recommend to the City Council to approve waiving a full month's hangar rental fee plus \$50 off the next month's hangar rental fee for Brad Frecking's snow removal compensation at the airport.

Other:

Airport Fuel System Tank Repair

Stoner asked if the problems with the Airport's fuel tank have been repaired.

Sanders said the tank has still not been repaired.

Skaret said he has received past due invoices from Westmor for the tank repair. He said he has called Westmor and informed them the airport still has a problem with a riser that's leaking water into the tank and the airport didn't have that problem before.

Sanders said there's still a problem with water getting into the space in between the walls of the fiberglass outer tank and the steel inner tank. He said the water continues to trip the tank sensors. Sanders said Westmor came to fix a fill-port that had been damaged. He said the damage was repaired but now it's leaking water into the main tank.

Sanders said the airport didn't have a water leakage issue into the main tank prior to Westmor working on repairing the damage. He said the crew that worked on the repairs looked at the situation and said they would have to send information about the issue to their main office. However, Sanders said he and Skaret haven't heard anything back from Westmor other than receiving a bill. Sanders said the airport has never had water in that tank before. He said water is getting into the actual fuel tank. Sanders said the water separates from the jet fuel.

Skaret said the City is not paying the bill until Westmor returns to make the needed repairs.

Hample asked Skaret if he has sent Westmor a letter.

Skaret said he has.

Hample said he would like to have a copy of the letter so he can talk to a Westmor representative at the upcoming Minnesota Airport Symposium in April.

Skaret said he would provide a copy to Hample of the email he sent to Westmor if the problem isn't solved by then.

ADJOURNMENT

With no further business, ELLA/STONER moved and it was unanimously carried to adjourn the Airport Commission meeting at 5:38 p.m.



David A. Maschoff, Recording Secretary

