



**LE SUEUR AIRPORT COMMISSION
MEETING AGENDA
Thursday, September 5, 2019
203 South Second Street
4:30 P.M.**

1. Call to Order
2. Approval of minutes from June 26, 2019 meeting
3. MnDot Funding of Utilities Fiscal Year 2021 Update – Silas Parmar
4. Airport Manager Report
5. Meeting with EDA
6. Next Meeting: December 5 at 4:30 p.m.
7. Adjourn



Airport Administration Office

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Minutes of the Airport Commission

June 26, 2019

Members Present: Scott Schlueter, Darrell Kolden, Debra Wilbright and Chairperson Krogmann

Members Absent: Jack Roberts

Others Present: Airport & Facilities Manager Andrew Cemenski, Public Services Director Rich Kucera and Silas Parmar, Airport Consultant/Project Manager from Bolton & Menk.

The Meeting was called to order by Council Member Krogmann in the Council Chambers at City Hall.

Approval of Minutes: Motion by Commissioner Schlueter, Seconded by Commissioner Kolden to approve the April 4, 2019 minutes, all voted in favor.

Taxi-Lane Project/Capital Planning: Reported by Silas Parmar, Airport Specialist/Project Manager. Previous Airport Commission discussion of the Federal project was to construct two taxi-lanes to allow for construction of an 8-unit t-hanger and private lots and to extend sanitary and water main utilities to that area.

FAA revised their eligibility guidelines at the end of February, specifically utilities. Utilities run to hangars/buildings not funded with Federal funds are no longer eligible. We would have to solicit State funding at 75% State; 25% Local, whereas with Federal funds it would have been 90% FAA; 5% State, 5% Local.

Discussion was made regarding project changes and use of available funding. Proposed two options:

Option A: Construct East Taxi lanes with Watermain and Sanitary Utilities; South Taxi-Lane Pavement Rehabilitation with a total project cost of \$798,464.40. Cost share would be 52% FFA Share, 34% State Share and 14% City Share.

Option B: Construct East Taxi lanes without Watermain and Sanitary Utilities; South Taxi lanes Pavement Rehabilitation with a total project cost of \$413,581.00. Cost share would be 79% FAA Share, 13% State Share and 8% City Share.

The next step is to contact MnDot regarding funding of utilities in State fiscal year 2021. Silas will report back to the Commission in September with information from MnDot.

Motion was made by Commissioner Schlueter, Seconded by Commissioner Kolden to recommend to the Personnel and Budget Committee to allocate funds for Option A with the City share of \$107,079.41, all voted in favor.

Capital improvement projects and timelines were discussed.

Airport Manager Report: Reported by Andrew Cemenski, Airport & Facilities Manager

- Spring cleanup is about finished a few lawn scars from the final plowing of the winter yet to fill with dirt and grass seed.
- There are 2 washout areas one in the north side of the ramp and one just off the north end of taxi lane A. They were cut in by last fall's heavy rain.
- NorthStar aviation flight school will be storing planes in the City maintenance hangar during the airshow in Mankato June 15th and 16th. **Note:** This event did not happen, they must have found another place to store planes.
- Averaging 2 calls a week from pilots looking for hangar space for both long and short term use.
- This past Friday-Sunday was Marginal Aviation's annual Fly-in gathering.
- We will be offering a sign-up sheet for tenants and others to sign up to receive messages via email or text regarding things that may be happening at the airport. This is to improve our communication with tenants.
- Jaguar internet service at Airport
 - City staff is in communication with Jaguar to have internet available throughout the City which would include the hangers.
- Wash Station
 - Staff has discussed this option and put rough numbers together. The price would be over \$100,000.00 and staff does not see any potential for the return on the investment along with the added maintenance.
- Economic Development at Airport Site and Area
 - Would like volunteers from the Airport Commission to meet with the EDA (Economic Development Authority). Commissioner Schlueter and Chairperson Krogmann volunteered to meet with EDA. Rich Kucera mentioned there is a DEED program available for airport funding to pay up to 50% of airport projects if it creates a job. Samantha DiMaggio, Community Development Director is researching to get more information.
- The Le Sueur Lions Breakfast Fly in and Drive in is September 8, 2019 from 8:00 am through noon.
 - I will be posting this to the MNDOT portal when it is available.
 - I will be lowering the fuel price for the event the same as for the First Dive fly in. City will promote earlier, Lion's Club will also promote the event. The event is the 2nd Sunday in September.

The average price of airport fuel as shown on screen shot of surrounding area is \$4.755. We are at \$4.65; which is about 2.2% lower than the average.

Marginal Aviation Annual Fly in: Reported by Debra Wilbright, Airport Commissioner

Had approximately 65 planes come from all over the United States. Weather was great, gnats were bad. A lot of evening flying. Several stayed at the local hotel. They were appreciative of the courtesy car that was available and discounted airplane fuel for the weekend. Utilized the grass runway and designated safe landing area. This is the 6th year for this event.

Discussion was made to combine with other events like pancake breakfast to get more public interest in the airport events.

Fuel Station Enclosure: Monday evening the Council voted to go with the grant agreement from the State. The new fuel station will have a new card reader system installed and will be funded at 70% by MnDot.

Future Meeting: The next meeting is scheduled for September 5, 2019 at 4:30 p.m.

Motion was made by Commissioner Kolden, Seconded by Commissioner Wilbright to adjourn the meeting, all voted in favor.

Newell Krogmann, Chairman



CITY OF LE SUEUR
COMMISSION UPDATE

TO: Airport Commission

FROM: Andrew Cemenski, Airport & Facilities Manager

SUBJECT: Airport Update

DATE: For the Airport Commission Meeting of Thursday, September 5, 2019

PURPOSE

To give airport commission an update on what is happening at the airport.

SUMMARY

- Fuel card system
 - The fuel card reading system went offline when Chase did an update to their system. We were able to get it up and running the next week. The new system is ordered and I am hoping to see it by the middle of October.
- Lions fly-in/drive-in breakfast
 - The breakfast is this Sunday, September 8, 2019 from 8:00 AM to 12:00 PM. General aviation aircraft get a \$0.40 per gallon fuel discount for the day. This has been listed on MNDOT.
- 5010 inspection
 - We should be getting our onsite airport inspection (5010 inspection) any time now to verify that the airport meets the standards of Federal Aviation Regulations (FAR) Part 77 and the Minnesota airport licensing standards. These standards set minimum safety requirements to be maintained by each airport.
- Need to update based aircraft
 - The Federal Aviation Administration (FAA)'s National Based Aircraft Inventory Program requires the non-Primary NPIAS airports to enter the aircraft that are based at their facilities into this website so the counts of based aircraft can be validated and submitted to the 5010 Inspection data. Only NPIAS airports with service levels of Commercial Service, Reliever, or General Aviation are required to participate. (Non-NPIAS and the Primary airports should report their based aircraft counts directly to their inspectors.) For these non-Primary NPIAS airports, based aircraft counts for single-engine, multi-engine, jets, and helicopters for the FAA's Form 5010-1 (Items 90-93) must come from the data on this site and this site is now a component of their annual inspections. The site is to be used by airport managers, sponsors, and their authorized personnel to review and maintain their lists of based aircraft. State aviation offices and specific FAA personnel are also authorized to use the site for the support of the airports in this purpose
- Snow removal equipment repairs
 - Looking for new blade for snow plow, 1 skid shoe on the blower needs replacing.