

**BLUE EARTH AIRPORT ADVISORY COMMISSION MEETING  
TUESDAY, OCTOBER 4, 2022, AT 3:30 P.M.**

**MINUTES:**

**Call to Order**

Allen Aukes called the meeting to order at 3:30 P.M. at the Blue Earth Municipal Airport.

**Roll Call:**

Members present: Scott Kramer, Bryce Warner, Ann Hanna, and Allen Aukes.

Members absent: John Lindsey and Doug Nimz

Staff present: Airport Manager Luke Steier, City Administrator Mary Kennedy, Ben Rosol and Ron Roetzel, P.E. from Bolton & Menk.

Public Present: No Public Present

A quorum was determined to be present.

**Approval of Minutes**

Aukes addressed the minutes from the Airport Advisory Commission meeting of November 4, 2021.

***Motion by Kramer, second by Hanna to approve the minutes from the Airport Advisory Commission meeting of November 4, 2021. The motion passed unanimously.***

**Old Business**

Steier brought forth hanger rent and late rent payments. Kennedy indicated that City Hall staff continues to struggle to collect payment from an occupied hangar tenant. Steier indicated he has and would again contact with the renter. A brief discussion of late fees and the amounts that can be charges to delinquent accounts, evictions, and termination of lease agreements was held. Kennedy indicated that she would review the agreements and check into what appropriate amount of late fees is allowable. Steier indicated the need for consequences would be needed to resolve the late payment issues.

***Motion by Kramer, second by Aukes to approve of charging an appropriate late fee. The motion passed unanimously.***

## **Old Business**

Roetzel addressed the \$30,000 CRRSA grant funding, indicating that they are still waiting to get the federal document signed to show that the intended use product is made by America. Steier suggested that this would be for the flooring and furnace for the office building. Roetzel implied that there is no American made flooring made in the United States, and he is pursuing an exemption for the flooring. Roetzel explained that the furnace is valued large enough that the amount needed is 60% of the total grant, explaining that this would cover the grant but because of issues with where the product is made, and the requirement of the program that product is made by America, he has been unable to get a representative to sign the document stating assembled in America. Roetzel explained that there are other uses for the grant such as operations and debt relief.

## **New Business**

Roetzel reviewed the CIP, covering Entitlement and BIL funds, with BIL funds including \$159,000 per year for the next 4 years and Federal Entitlement funds including \$150,000.00 per year, explaining that the BIL funds follow the same guidelines as federal funds. Next, Roetzel addressed the updates, noting the changes to the CIP with 2023 Fuel Facility Upgrade and the White Hanger painting. 2025 calls for no project, implying that 2025 would be the year for saving funds for the 6-unit Hanger in 2026. Projects for 2022 include terminal building paint, 2023 include finish runaway joint repair, 2024 for fuel facility upgrade, and 2025 utilizing entitlement funds for a T-Hangar.

***Motion by Kramer, second by Hanna to approve the CIP as presented. The motion passed unanimously.***

## **Other Business**

Steier addressed a hailstorm that occurred back in June, the hail caused chipping of white paint off the west half of the T hanger roof. Steier indicated that the insurance deductible is \$1,000 and requires three bids.

***Motion by Bryce, seconded by Scott to pursue hail damage coverage. The motion passed unanimously.***

Kennedy advised that Steier contact City Hall for roofing contractors list.

## **Adjournment**

***Motion by Kramer second by Hanna to adjourn. 4:25 pm.***