



Minutes

AIRPORT ADVISORY BOARD MEETING

July 16, 2019
6:00pm
Albert Lea Airport

In attendance were:

Board Members

Jerry Morstad
Larry Wangen
Larry Anderson
Craig Ludtke
Darren Schone
Chuck Sandager
Paul Stieler

Ex-Officios

Steven Jahnke, City Engineer/Director of Public Works
Jill Steinhauer, Public Works Office Specialist
Jim Hanson, Airport Manager
Robert Rasmussen, Councilmen

1. Approve Past Minutes

Past minutes were approved.

2. Hangar Agreement

“Section 6.1 Liability Provisions: Indemnification Insurance” of the agreement continues to be a discussion. At the last meeting the board asked the City to check with the League of MN Cities to draft a policy that covers both the City and tenants. Jim Hanson was also appointed to check with a few agencies (Wings, AOPA) about a joint policy. As previously relayed to the board, both the City and Jim reported no joint policy can exist. A private airport or Airport Authority, like some surrounded airports, are able to insure both parties because they are both private parties but the Albert Lea Municipal Airport is not a private entity.

There are 28 hangars available for rent. Of those 28 there are 21 being rented. To date the City has received 9 completed hangar agreements. This agreement has been reviewed and revised several times throughout the last three years. The attached copy is the final agreement. Another letter will be sent to the tenants that have not submitted their agreement. If agreements are still not completed the City will need to start the eviction process.

3. Master Plan Update

Mead & Hunt has drafted the Master Plan Agreement. This draft agreement has been reviewed by the City and airport staff as well as the FAA. Federal, State and local funds will be used to complete the Master Plan. The Master Plan is created to layout the future needs and long-term development of the airport. This funding should be available in August and planning can start shortly after.

5. New Business

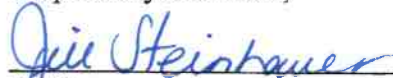
The Young Eagles event was held Saturday, June 8th from 8-11am. The event offered free airplane rides for kids ages 8-17. Sixty-five rides were given as part of this years event.

The Department of Homeland Security's Federal Emergency Management Agency (FEMA) reached out to the City of Albert Lea to request use of part of the airport property for a staging area during an emergency or major disaster. The area would be used as a Federal Staging Area to stage federal equipment, supplies, and personnel in support of state and local response and recovery operations as part of a President's declaration of an emergency or major disaster. The staging area would likely involve use of the eastern end of the cross wind runway as the staging area. The main runway would remain open during the operations. The City will have say in what area can be used and will also be able to issue a 60 day Notice of Vacate if needed. The City Council will be approving this agreement at the next council meeting (July 22, 2019).


The next meeting date was set for **Tuesday, September 17, 2019 at 6:00 p.m. at the Airport.**

Larry Anderson made motion to adjourn, seconded by Larry Wangen. The meeting was adjourned.

Respectfully submitted,


Jill Steinhauer
Public Works Office Specialist

Approved:


Craig Ludtke
Airport Advisory Board Secretary