

Airport Advisory Board Minutes February 16, 2022

Pursuant to due call and notice thereof, the Airport Advisory Board of the City of Buffalo, Minnesota, held a regular meeting in the Arrival/Departure Building on the 16th day of February 2022 at 7:00 p.m. Present were:

Board Members: Doug Roush, Bill Hill, Bob Kircher, Jeff Anderson, and Brad Dahl.
Staff: Airport Manager Chris Fredrick

Call to Order

Chairperson Roush called the meeting to order at 7:00 p.m.

Approval of Minutes from December 1, 2021, meeting

Motion to approve by **Bob Kircher**, seconded by **Bill Hill**; motion PASSED.

Advisory Board Member Terms

Airport Manager stated that Eric Kolkind had been reappointed the advisory board at the January 18, 2022, City Council meeting and that Brad Dahl was appointed to the board at the February 7, 2022, City Council meeting.

Mr. Fredrick recognized that long-time board member Steve Blyseth did not seek to be reappointed to the board and thanked Steve for his many years of serving on the board. Mr. Fredrick also passed on his condolences to the family of Rainer Pensky who passed away earlier this year. Rainer served as a member of the advisory board for many years.

FAA Grant Info

A. Airport Rescue Grant

The Buffalo Municipal Airport will be receiving an Airport Rescue Grant in the amount of \$32,000 from the FAA. These funds will provide economic relief to airports around the country affected by the COVID-19 pandemic. Airport sponsors are allowed to use the grant funds for a variety of airport related needs.

After some discussion, the advisory board members thought that some or all the Airport Rescue Grant money should be used to purchase a new airport work vehicle. The vehicle currently being used by Airport Manager Fredrick was purchased with Park and Recreation department funds when Mr. Fredrick was involved with that department. Some of Mr. Fredrick's responsibilities have changed recently and the Parks Department will now need the current vehicle driven by Mr. Fredrick for their employees.

Motion was made by **Bob Kircher**, seconded by **Jeff Anderson**; motion PASSED.

B. Bipartisan Infrastructure Law

The Bipartisan Infrastructure Law provides \$15 billion for airport-related projects as defined under the existing Airport Improvement Grant and Passenger Facility Charge criteria. The money can be invested in runways, taxiways, safety, and sustainability **B.**

Bipartisan Infrastructure Law (BIL) (cont.)

projects, as well as terminal, airport-transit connections, and roadway projects. Buffalo Municipal Airport will be receiving \$159,000 in grant money for the next five years (2022 - 2026). Airports will have five years to spend each year's funds and follow FAA Airport Improvement Program (AIP) funding requirements. There will be more information to come regarding the BIL funding as the FAA has not released all the information surrounding this grant money.

Operations Manual Review

The advisory board reviewed the 2021 operations manual and made the following changes to the manual for 2022:

- NOTAM Section (page 7) updated the Community Planning & Economic Development Director as a NOTAM contact.
- Asst. City Administrator (page 16) name was updated as a contact
- Snow Removal Map (page 18) was updated with new hangars added and the names of the lessees changed for the city-owned T-Hangars.

Airport Manager's Report**A. Fly-In Breakfast and Classic Car Show**

Mr. Fredrick stated that Chapter 878 of the Maple Lake/Buffalo EAA and the Wright County Car Club are planning on holding their annual event on Sunday, June 12, 2022. Details of this event will be discussed more at the next board meeting on Wednesday, May 4, 2022.

B. Great Minnesota Aviation Gathering (GMAG)

The Minnesota Pilots Association is planning to hold their annual event once again (8th Annual and 3rd in Buffalo) at the Buffalo Municipal Airport on May 20th & 21st, 2022. The Gathering will feature educational sessions and a variety of vendors of aviation-related products. Last year the event was attended by approximately 800 people. More details on this event can be found at: <http://www.mnpilots.org/gmag/index.php>

C. Airport Conference

The Minnesota Annual Airport Conference will be returning April 6-8th, 2022 in Rochester, MN at the Mayo Civic Center. This conference is open to the public with more information located at: <https://airtap.umn.edu/events/airportsconference/2022>

D. Airport Website

Mr. Fredrick gave a demonstration to the advisory board of the new City of Buffalo website and especially focused on the Airport Department page.

E. AirTap ZOOM Meeting

AirTap had a ZOOM meeting entitled "Understanding the Airport Manager's Role" that was held on Thursday, March 3, 2022. Airport Manager Fredrick was asked to be a panelist on this call. This call focused on how airport managers at smaller airports manage their airport duties along with other city responsibilities.

Airport Manager's Report (cont.)

F. Flight School

Mr. Fredrick was contacted by the owner of a flight school that is operating their business at another airport within MN. The owner of the business was hoping to attend the meeting and give a presentation to the board on an idea that he had for the Buffalo Municipal Airport but was unable to attend. The board will look to possibly add this back on an agenda in the future.

Old Business

A. Request for Qualification (RFQ) – Airport Planning Services

The Buffalo City Council approved a request to advertise the Airport Planning Services (RFQ) at their meeting held on Monday, February 7, 2022. The RFQ was posted on the City of Buffalo Airport Facebook and Twitter paged on Tuesday, February 8, 2022, along with a NewsFlash posting on the City of Buffalo's website and Airport department website page on Wednesday, February 9, 2022. Deadline for submittals to be received to City Administrator, Lauren Bodin is Wednesday, March 2, 2022, by 3:00 p.m.

B. Tree Obstructions Update – Runway 18

Mr. Fredrick stated the trees located north of the runway on the property owned by Bryon Gustafson are to be trimmed in late February or early March. The project was delayed by approximately one month due to the contractor's vacation schedule and wanting to trim the trees himself as the property owner has been happy with the work performed in the past. The contractor trims the trees by climbing the trees instead of using a bucket truck as this way of trimming usually is less harmful to the tree.

ADJOURN

Meeting was adjourned at 9:10 PM.