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January 19, 2022

Special meeting of the City Council of the City of Two Harbors, Minnesota, held on Wednesday, January 19, 2022, at 5:30 p.m.

The meeting was called to order by President Redden.

Members present, Councilors: Woodruff, Glaser, Rennwald, Swanson, Passe, Redden. 6.

Members absent, Councilor: Erickson. 1.

Others present: Interim Administrator/Finance Director, Pietila
City Clerk, Nordean
Airport Commissioners Gerald Anderson and Dan Murphy

At 5:31 PM, Councilor Erickson joined the meeting.

President Redden announced that the purpose of the meeting was to discuss concerns regarding airport management services and the role of the Airport Commission.

Clerk Nordean reviewed the jurisdiction and duties of the Airport Commission as stated in the City Code Sec. 2.40 Boards, Commissions and Committees under Sec 2.4.1, Subd. 8.

She reminded the Council and Airport Commissioners of the City's Request for Service and Information Policy, which states that the City Administrator serves as the liaison for communication between the City Council and City staff. Requests for staff assistance shall be directed to the City Administrator. The City Administrator will assign such requests to the appropriate staff person(s). The City Administrator will forward requests to the City Council that are of the magnitude, either in terms of workload or policy, that are more appropriately assigned to staff as a matter of Council policy. Non-Emergency citizen requests for service should be directed to City Hall for preparation of a work order for the appropriate department.

She also provided a brief summary of the City's Respectful Workplace & Sexual Harassment Prevention Policy, noting that it applies to all City personnel including regular and temporary employees, volunteers, firefighters and City Council members. She reported that she will be following up on some concerns that have been brought to her attention that are related to the City's Respectful Workplace Policy at the Airport.

Interim Administrator Pietila provided a review of the process to obtain a contract for airport management services which began with interviews with two individuals who had submitted proposals. She reported that the interviews resulted in the selection of an individual with whom to negotiate an agreement with, however, the City failed to reach an agreement with this individual. The City then entered negotiations with the second candidate, a tentative agreement was reached

and a contract with Tally Ho Aviation Consultants LLC, dba TH Aero, was recommended for approval by staff.

At 5:20 PM, Councilor Passe left the meeting.

Airport Commissioner, Dan Murphy, was present and provided a review of concerns by the Airport Commission regarding maintenance at the airport.

Casey Komarek, TH Aero, was present and addressed the Council providing background information about ongoing conflicts with various pilots and commission members.

The group discussed the need to work together for the good of the airport, which begins with following appropriate procedures for addressing concerns and using the City's Work Order System to track non-emergency requests.

Administrative staff was asked to send out a mailer to pilots and commission members regarding the procedures to be used for addressing maintenance issues.

Councilor Glaser requested that meetings of the Airport Commission be held at City Hall for the next few months.

Motion by Woodruff and Erickson that the meeting adjourn. Carried.

Ben Redden, President, City Council

Patricia D. Nordean, City Clerk