

City of Winsted
Winsted Municipal Airport Commission Meeting
Winsted City Hall – Council Chambers
Tuesday, March 13, 2012
8:30 a.m.

Airport Commission Members Present: Joe Johnson
Kevin Kubasch
Russ Paschke
Glenn Weibel
Dave Mochinski (Council Liaison)

Airport Commission Members Absent: Michelle Baird

Staff Present: Brad Martens, City Administrator
Amanda Zeidler, Utility Billing & Payroll Clerk

1) Call the Meeting to Order

Russ Paschke, Airport Commission Chairperson, called the meeting to order at 8:30 a.m.

2) Approval of Minutes

Kevin Kubasch made a motion to approve the minutes of the February 14, 2012 Airport Commission Meeting. Joe Johnson seconded the motion. Motion carried 4-0.

3) Financial Report

Brad Martens, City Administrator reviewed the February, 2012 Financial Report.

Glenn Weibel made a motion to approve the February, 2012 Financial Report. Johnson seconded the motion. Motion carried 4-0.

4) Staff Report

Dave Meyer, Public Works Lead, reported on the following:

- Public Works plowed the taxi lanes one (1) time. The runway was not plowed during the winter months, due to very little snowfall.
- The runway was closed Friday, March 9, 2012, due to soft conditions and orange markers were placed on the runway.
- One (1) stormwater sample has been taken to comply with the industrial stormwater permit.
- General maintenance has been conducted at the Airport.

Johnson asked when the collection barrel for used oil will be removed from the Airport. Meyer stated that the barrel is cemented in the ground, so it will be removed when the frost has left the ground. Kubasch asked when the tractor will be delivered to the Airport for rolling the runway. Meyer stated that the Public Works Department will deliver the tractor within the week. Kubasch asked if long-distance service has been blocked from the telephone in the Arrival/Departure (A/D) building. Meyer stated that city staff has contacted TDS, Incorporated to block long-distance service on the phone line at the Airport.

Brad Martens, City Administrator, reported on the following:

- The maximum building occupancy load for the A/D building is thirty-five (35) persons
- The warranty period for the A/D building begins two (2) years from date of final payment for construction. Individual items have separate manufacturer's warranty period, such as the roofing materials.
- The telephone has been activated in the A/D building.
- Gopher State Contractors has made the necessary corrections to the countertop in the A/D building.
- A janitorial sink was not included in the A/D building plan; however, a sink can be installed in the maintenance room if it is requested.
- A Turf Maintenance Plan will be drafted for review at the April, 2012 Airport Commission meeting.
- The Airport Land Lease with Winstock Country Music Festival has been approved for 2012 in the amount of \$1,000. The lease will need to be renegotiated for 2013 and beyond.
- McLeod County is aware of the existing airport zoning and surrounding township land, and they will notify the City of any conditional use permits, variances, rezoning, or platting applications that are submitted to McLeod County for properties that are located within two (2) miles of the Airport.
- The City Council appointed Michelle Baird to the Airport Commission. She has a significant background in airport engineering that will benefit the City of Winsted. Baird was unable to attend this meeting due to a prior commitment.

Kubasch noted that he has contacted the Minnesota Department of Transportation (MnDOT), Office of Aeronautics to request an aeronautical map for the A/D building. He stated that the map has been ordered but will not be available for sixty (60) days, and it will be mailed to City Hall. Kubasch stated that Rick Stodola, hangar owner, has offered to frame the map and hang it in the A/D building.

5) Old Business

a) Proposed Meeting – City of Winsted and Surrounding Communities

Martens stated that a meeting was proposed at the February, 2012 Airport Commission meeting for the City of Winsted and surrounding communities to discuss the future of the Winsted Municipal Airport. Martens stated that the members of the Airport Commission asked if a draft agenda could be created and reviewed at a future Airport Commission meeting.

Weibel reviewed a draft agenda and stated that the estimated cost for a hard surface runway is between five (5) and seven (7) million dollars according to the five (5) year Capital Improvement Plan (CIP) for the Winsted Municipal Airport. Weibel stated that the intent of the proposed meeting is to find out if there is support from the surrounding communities, in order to continue with the existing five (5) year plan. He added that he does not want the City of Winsted to spend the money for zoning updates and added that the Airport needs to be taken in a new direction if there is no support for a hard surface runway.

Johnson stated that the CIP has to be documented, and the City has to be working toward the objectives in the CIP in some fashion, in order to receive funding from the National Plan of Integrated Airport Systems (NPIAS). Martens agreed, stating that the City needs to decide if it is going to work toward a hard surface runway or not. Kubasch made a clarification regarding the zoning updates for the Airport, and stated that he understands that there is a clear zone on either side of the runway. He added that airport zoning is an issue that has been present in the past, and not addressed.

Weibel stated that it is a shame to have an Airport CIP that is not utilized, and the Airport Commission owes the Airport tenants and Winsted taxpayers some direction for the future of the Airport. He added that a meeting would hopefully provide information to move forward with. Johnson stated that he believes that a meeting with the surrounding communities is putting the cart before the horse until the City decides which direction it would like to move in. Kubasch asked Martens if the airport zoning update is the next scheduled project on the Airport CIP. Martens stated that the airport zoning update is scheduled for 2013. Kubasch agreed with Johnson and stated that the more people that are added to the decision process can sometimes make it a more difficult process.

Kubasch asked if it is Weibel's intent for the surrounding cities to have a financial interest in the Winsted Municipal Airport. Weibel stated that he has only asked the surrounding cities if they are interested in a hard surface runway at the Winsted Municipal Airport, and added that he did not ask any questions regarding financial support.

Weibel asked Johnson what should be accomplished before a meeting is scheduled with the surrounding communities. Johnson stated that the City should move forward with the zoning updates, since it is the next step on the Airport CIP. Martens stated that the City of Winsted has an airport zoning ordinance on file with McLeod County. Johnson stated that the current zoning ordinance protects the existing airport land; however, the City should protect the land for future expansion, and protect the potential for a hard surface runway forever. Weibel stated that to successfully plan for the future, the City cannot promote the Airport without some outside help. He added that he will contact the surrounding cities and inform them that there will not be a meeting.

Mochinski stated that the zoning update that is scheduled for 2013 has not been approved, and if the City does not have the funding available for the project, it may not transpire. This would not be a federally funded project. Kubasch stated that he believes that it should be a top priority for the City and the Airport Commission to address the zoning for the Airport. Johnson stated that two (2) years worth of improvement fees that are collected from the hangar owners should pay for the zoning project. Johnson asked how much money is currently in the improvement fee fund. Martens stated that he would look into Johnson's request and let the Airport Commission know the amount.

Mochinski asked what the process would be to initiate the zoning project. Martens stated that he would involve Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated, and he would also ask representatives from the Federal Aviation Administration (FAA) and MnDOT Aeronautics to attend a future Airport Commission meeting.

Mochinski asked Weibel if he would agree with moving forward with the zoning updates. Weibel asked if it would be possible to start the process in 2012. Johnson stated that the City should maintain the schedule that is currently in the Airport CIP, proceed with the zoning updates in 2013, and see what funding is available at that time. Martens stated that the City of Winsted does not have to hire the Airport Engineer to conduct every aspect of the zoning project.

Kubasch suggested that the City of Winsted should withdraw from the NPIAS funding program, and approach funding for the hard surface runway at a very local level, and look at bonding. He added that the City would greatly reduce the project timeline and the funding amount that would be needed to complete the project. Johnson stated that if the

City continues to accept federal funding, the local share will be doubled if new legislation passes that requires the FAA to fund ninety percent (90%) of a project, and the local cost share is ten percent (10%).

Weibel suggested that the City should organize a workshop to compare the advantages and disadvantages of the available funding options for a hard surface runway, and distinguish the final result. He added that he would really like to see a hard surface runway at the Winsted Municipal Airport. Johnson stated that MnDOT Aeronautics will support the funding of a hard surface runway with an adjoining turf runway, that is paid with a fifty percent (50%) local share, and that is his first choice. Kubasch agreed with Johnson's comment and stated that the hard surface runway is an item that has been looked at several times over the last few years. Kubasch stated that he believes it is time to take a different approach to funding for the Winsted Municipal Airport. He added that it may be time to look at bonding and other forms of funding.

Weibel asked Martens if he could schedule a special work session for the Airport Commission to discuss the future plans for the Airport. Kubasch stated that this may be a question for MnDOT Aeronautics, before the Airport Commission tries to address these items at a workshop. Mochinski asked if the Airport Commission has a direction they would like the City Administrator to follow. Martens stated that he understands where the Airport Commission is going with the comparison of the runway projects. He stated that the current FAA funding program is a great funding source. Martens stated that the FAA knows everything that the City is considering, and the FAA should know that the City of Winsted wants to have the best quality runway possible, at the lowest price. He added that the City needs to be researching all of its funding options, and that is part of what government needs to be doing, and will need to continue to do in the future.

Johnson stated that he is currently working with an asphalt company and added that for curiosity's sake, he will ask for a quote for a hard surface runway at the Airport. Mochinski stated that the more information that is available, the better. Mochinski asked Martens what steps should be taken at this point. Martens stated that he would like to invite representatives from MnDOT Aeronautics to attend a future Airport Commission meeting and present some funding scenarios and project options that are available to the City of Winsted. Martens added that he does not believe that the FAA will remove the City from the NPIAS program for researching other funding options.

Kubasch asked what major projects are being considered for the Airport after the slurry seal project is completed. Johnson stated that the next major projects would include the construction of a hard surface runway, or extending the existing taxi-ways to the south for future hangar expansion. Martens stated that he will approach MnDOT Aeronautics and proceed from that point. Kubasch stated that it has always come down to the installation of a crosswind runway, and he does not believe that this is an option. Martens stated that he understands that a crosswind runway is not feasible with the existing plan. Kubasch stated that the City should work with what is already available.

6) New Business

a) Slurry Seal Project – Proposed Schedule

Martens stated that a pre-construction meeting has been scheduled for March 20, 2012 to discuss the Airport slurry seal project. He stated that the crack filling is estimated to begin the week of April 9, 2012. Martens informed the Airport Commission that the crack filling work will take one (1) to two (2) days to complete. The slurry seal project is scheduled to begin the end of May, 2012, and will take approximately one (1) day to complete.

Johnson asked if the taxiways will be closed completely during the slurry seal project, and asked if he could be notified before they are closed, so he has ample time to move his airplane. Martens stated that Johnson will be notified in advance of any closures.

7) Other Business

Johnson asked if the striping of the parking lot can be delayed if his hangar construction project moves forward for Westside Skydivers. Martens suggested discussing this item when the slurry seal project is complete, and review his project status at that time.

Johnson asked if he could have permission to park construction trailers next to his existing hangar to create extra space for his business to operate in. Martens informed Johnson that he would need to submit a plan for the Airport Commission to review.

8) Adjournment

Kubasch made a motion to adjourn the meeting. Johnson seconded the motion. Motion carried 4-0. The meeting adjourned at 9:30 a.m.

Brad Martens

Brad Martens,
City Administrator
City of Winsted

ATTEST:

Amanda J. Zeidler

Amanda J. Zeidler,
Utility Billing & Payroll Clerk
City of Winsted