

City of Winsted  
Winsted Municipal Airport Commission Meeting  
Winsted City Hall – Council Chambers  
Tuesday, June 12, 2012  
8:30 a.m.

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

Airport Commission Members Absent: Russ Paschke

Staff Present: Brad Martens, City Administrator  
Dave Meyer, Public Works Lead  
Amanda Zeidler, Utility Billing & Payroll Clerk

**1) Call the Meeting to Order**

Kevin Kubasch, Vice Chairperson, called the meeting to order at 8:30 a.m.

**2) Approval of Minutes**

**Glenn Weibel made a motion to approve the minutes of the May 9, 2012 Airport Commission Meeting. Joe Johnson seconded the motion. Motion carried 4-0.**

**3) Financial Report**

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

**4) Staff Report**

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

- Martens, Meyer, and the City Engineers have reviewed the slurry seal project at the Airport.
- Sod has been installed and watered at the Arrival/Departure (A/D) building.
- The air conditioning unit was down and has been repaired in the A/D building.
- The Public Works Department watched over the seal coating of the parking lot entrance.
- There are five (5) rough areas in which the slurry seal treatment will be reapplied at the Airport in late August, 2012.
- The contractor will guarantee any portion of slurry seal treatment that is peeled off with snow removal equipment.

Weibel thanked the Public Works Department for watering the new sod at the A/D building.

Brad Martens, City Administrator, reported on the following:

- A working group has been formed to work on the most recent proposal from Westside skydivers. The plan is currently being reviewed, and the group is hoping to bring the proposal back to a joint meeting with the City Council and Airport Commission in August, 2012.
- Any complaints or issues regarding the Airport should be issued in writing to the City so the issue can be investigated.

**5) No Old Business.**

**6) New Business**

**a) Airport Commissioner Requests – Glenn Weibel**

- *Turf Maintenance Plan Update* - Weibel asked for an update regarding the status of the proposed Turf Maintenance Plan. Martens stated that it has been added to the City's 2012 Work Plan and the goal is to present a plan in 2012. Martens added that the original plan is quite outdated and needs to be updated. It will likely affect the 2013 budget.
- *Posting Minutes at the A/D building* – Weibel stated that he would like to post the minutes of the Airport Commission meetings on the bulletin board in the A/D building after they have been approved at a meeting. Johnson stated that it is a good idea to post the minutes for anyone that is unable to attend the meetings. Weibel stated that he will take responsibility for posting the approved minutes.
- *Policy for Closing the Ramp Gate* – Weibel reviewed concerns about leaving the ramp gate open, and gave an example of unsafe activity on the ramp. Weibel stated that the gate should be closed, with a sign posted allowing only pilots, aircraft owners and hangar owners to enter and reminding them to close the gate after they have

entered. Weibel stated that allowing the general public on the ramp is unacceptable from a safety standpoint. Martens asked if the Airport Commission would support investing in a sign directing people to close the gate behind them. Kubasch stated that the Airport Commission had originally discussed installing an automated gate during the design phase of the A/D building; however, there was not enough funding to install an automated gate. Kubasch stated that he would hate to form a policy that cannot be enforced right now, and believes that an automated gate is slated for a future purchase. Johnson stated that he would close the gate when it was first installed, and people would leave it open. Mochinski stated that with this particular issue, a gate is not going to correct the issue, and added that it would be hard to enforce the proposed policy. Weibel stated that making an attempt to protect those at the Airport is important. Kubasch made a recommendation to hang a sign on the gate and a notice in the A/D building stating that there is no unauthorized movement allowed past the gate, or something similar. Mochinski stated that a sign may be a start to covering the City's risk on this issue. Weibel suggested asking Commissioner Baird to create some sample signs and bring them back to the next Airport Commission meeting for review. Baird stated that she would bring some examples of signs.

- *Refuse Container Placement* – Weibel stated that the refuse container near the fuel pump needs to be tied down after the ramp maintenance has been completed, because it keeps blowing over. Meyer stated that replacing the barricades after the ramp maintenance is complete should resolve the issue.
- *Fuel Farm Purchase* – Weibel stated that an underground fuel system is being removed from another airport where a tenant purchased a hangar and the system must be removed as part of the purchase. The system has all of the monitoring devices, hoses, pumps, etcetera, and a 10,000 gallon storage tank. The system is approximately thirteen (13) to fifteen (15) years old, and has an estimated cost between \$6,500 and \$7,500 for the entire system. Weibel stated that if there is any interest in this system, it would appear to be a reasonable cost, if it is determined to be in good shape after it is inspected. He added that the system is approximately sixty (60) miles away from Winsted at the Crystal, Minnesota airport. Johnson stated that fuel tanks tend to suffer damage when they are removed, so it would have to be inspected after it is removed from the ground. Kubasch asked Weibel what kind of fuel would be utilized in this system. Weibel stated that he is looking to sell Jet A fuel at the Airport. Johnson stated that Westside Skydivers burned 20,000 gallons of fuel in 2011, and he would really like to have Jet A fuel available at the Winsted Airport. Johnson stated that he supports this project. Weibel stated that he will inform the Airport Commission when the tank is out of the ground, and then anyone that is available can inspect it. Meyer stated that the existing fuel system is expandable, so only certain parts would be needed if it is compatible. Meyer asked Weibel to find out what kind of fuel system it is and the brand name of the pump. Mochinski asked if the owner would be willing to piece the system out. Weibel stated that it may be more cost effective to purchase the entire system, and then sell any items that are not needed. The Airport Commission gave Weibel permission to continue on and gather more information regarding the purchase of the proposed fuel system.
- *Federal Aviation Administration (FAA) Safety Discussion at the Airport* – Weibel suggested hosting a program at the Airport for the hangar owners regarding aviation safety, and inviting a safety instructor from the Minneapolis FAA office to lead the program at the July, 2012 Airport Commission meeting. Weibel stated that it would be approximately thirty-five (35) to forty (40) minutes, and could take place after the Airport Commission meeting. Baird supported the idea. Kubasch asked if the program would qualify for the FAA's WINGS – Pilot Proficiency Program. Weibel stated that he would see if it would qualify for the WINGS program. Martens asked if Weibel would be coordinating the safety talk. Weibel stated that he would follow-up and coordinate with Martens to schedule the safety talk.
- *Minutes of the November 8, 2011 Airport Commission Meeting* – Weibel stated that in the November 8, 2011 Airport Commission Meeting minutes, the City referred to the drop zone fees for Waseca, and it should have been Milaca instead of Waseca. Martens stated that since the minutes have been approved, they cannot be changed; however, the correction can be noted in the minutes for this meeting that Weibel was speaking of the Milaca airport, not Waseca. Kubasch asked Baird and Johnson if they had any objections to Weibel's request, and they did not have any objections.
- *Airport Event* – Weibel stated that he has been placing notices regarding an event at the Airport, and asked if the Airport Commission is interested in sponsoring an activity or event at the Airport. Weibel stated that there was discussion of changing the chili feed to October, rather than January, and some of the Airport tenants have expressed interest in participating. Johnson stated that the tenants would prefer something easier than a chili feed, and added that they would like to do something like bratwursts. Johnson stated that it is a good idea to have some kind of fly-in. Kubasch stated that an event was held in October in the past, and there was a very good turn-out. Baird agreed that a fly-in event is a good idea. Kubasch stated that it would be a good idea to bring this item up at the July, 2012 Airport Commission meeting, since it will be held at the Airport with the hangar owners. Martens stated that if there is a small group that would like to hold an event, they should work out the details, and move forward with the event, and make sure they keep the City informed as to what the plans are for the event. Weibel stated that he will gather information and bring it back to the July, 2012 Airport Commission meeting.

#### **b) A/D Building Dedication – Russ Paschke**

Kubasch stated that Russ Paschke, Airport Commission Chairperson has been diagnosed with a medical condition, and is currently residing in a nursing home. He added that he had a discussion with Martens in regards to naming the A/D building in honor of Russ Paschke.

**Weibel made a motion to name the A/D building in honor of Russ Paschke as soon as possible. Baird seconded the motion.**

Martens stated that he has been in contact with the FAA, and they did not have any issues with the request. He added that he would like to have a resolution approved at the June 19, 2012 City Council Meeting, so it is formalized. Martens stated that he would like a recommendation from the Airport Commission as to what the acknowledgment should be, where it should be placed, what materials it should be constructed of, and the verbiage. Kubasch asked for ideas from the Airport Commission. Johnson stated that the City should dedicate the building to him and place a plaque on the building.

Commissioner Weibel departed at 9:15 a.m.

Martens stated that dedicating the building to Paschke would allow for more verbiage, and the ability to list the things Paschke has done for the Airport. Johnson stated that hanging a plaque on the inside of the A/D building would allow people to know who Russ Paschke is, rather than just a name on a building, and in the future, people will know what Paschke has done for the Airport. Baird suggested adding a picture of Paschke to the plaque. Martens stated that he could write a resolution and work with the Airport Commission. Johnson stated that time is of the essence.

Kubasch stated that a new motion is needed, since Weibel was no longer in attendance at the meeting.

**Johnson made a new motion to dedicate the A/D building in Russ Paschke's honor with a bronze plaque, for all of his years of service to the Winsted Municipal Airport. Baird seconded the motion. Motion carried 3-0.**

7) **No Other Business.**

8) **Adjournment**

**Johnson made a motion to adjourn the meeting. Baird seconded the motion. Motion carried 3-0. The meeting adjourned at 9:20 a.m.**

*Brad Martens*

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Brad Martens,  
City Administrator  
City of Winsted

ATTEST:

*Amanda J. Zeidler*

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