

City of Winsted  
Winsted Municipal Airport Commission  
Winsted City Hall Council Chambers  
Tuesday, May 11, 2010  
8:30 a.m.

Airport Commission Members Present: Sarah Fasching  
Russ Paschke  
Kevin Kubasch  
Dave Millerbernd  
Dave Mochinski

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

1) Call the Meeting to Order

Paschke called the meeting to order at 8:30 a.m.

2) Approval of Minutes

**Millerbernd motioned to approve the minutes from April 13, 2010. Kubasch seconded. Motion carried.**

3) Financial Report

Mareck presented the April, 2010 Financial Report.

4) Maintenance Report

Meyer reported on the following:

- New gas swivel installed.
- Picked up tractor and roller.
- Zahl Petroleum is responsible for checking the gas tank filter.

Paschke noted that there was one broken light on the runway, and he repaired it. Millerbernd stated that the flag is looking rough, and should be replaced.

5) Old Business

a. Skydiving Agreement – Joe Johnson

Mareck stated that Johnson has signed all of the necessary paperwork, paid the lease in full, and has submitted his insurance information.

b. John Busse – Hangar Purchase

Mareck stated that John Busse has purchased an existing hangar at the airport. He has signed the Lease Agreement and it is paid in full, along with the Improvement Fee.

c. Scott Lindquist – Camper Parking

Mareck stated that Scott Lindquist has been parking his camper in the Airport parking lot. Mareck has contacted Lindquist and asked him to remove the camper from the Airport property.

d. Skydiving Drop Zone

Mareck stated that the Federal Aviation Administration (FAA) has not made any comments regarding the Skydiving Drop Zone. Since no comments were received, the drop zone is considered suitable.

6) New Business

a. Rose Compass Symbol

Paschke stated that he is working with the Ninety-Nines Organization of Women Pilots to have a rose compass symbol painted on the blacktop parking area. The symbol will be approximately sixty (60) feet in diameter and will require approximately thirty (30) gallons of paint. Paschke also noted that there is an option to paint the City of Winsted logo in the middle of the symbol. This work is done at no charge; however, the organization asks that the City of Winsted supply the paint.

b. Gas Price for Joe Johnson

Millerbernd asked if the City could lower the gas price for Joe Johnson, to show good faith in his endeavor. Paschke stated that this is a good idea and will create an incentive for Johnson.

Mareck stated that there would have to be a clear set of criteria, so that anyone can apply for a reduced gas price. Mochinski suggested offering a quantity discount. Mareck stated that a system for tracking gas sales would have to be developed. Meyer stated that the gas pump cannot be programmed for individuals. Another suggestion was made to have the operators who purchase gas save receipts from each gas purchase and give them to the City and the City will then cut a rebate check based on the number of gallons of gas purchased. Kubasch suggested offering an annual rebate, so City Staff does not have additional work.

Mareck stated that the Airport Commission should create some program guidelines, and have the FAA review the proposal before presenting the program to the City Council. Mochinski agreed that the program details should be determined prior to an evaluation by the City Council.

c. Runway Improvements

Millerbernd stated that a few hangar owners would like to apply fertilizer on the runway, approximately forty (40) feet from the center, in each direction. Millerbernd asked if the hangar owners could get permission to do the application, if there is no cost involved for the City. Mareck gave permission to apply fertilizer, as long as the runway is closed during the application.

d. Airport Maintenance

Millerbernd asked if seal coating is considered routine airport maintenance. He noted that the blacktop areas that were not included in the 2009 Airport Improvement Project need cracks filled and seal coating. Meyer stated that he would obtain a quote for crack filling and seal coating from Bagen, Incorporated.

e. Airport Master Plan

Millerbernd asked for an update on the list of Airport Development Projects. Mareck stated that the project list for 2010 has been approved, and a schedule has not been created for updating the Airport Master Plan. Mareck stated that an Environmental Review for the runway is proposed for 2010, and land appraisals will be conducted for all area properties.

Mareck stated that grants do not cover maintenance expenses at the Airport, only improvements. Mareck also stated that the City has met expenditure guidelines, so the City will maintain National Plan of Integrated Airport Systems (NPIAS) funding. The Environmental Review must be completed in order to move forward with the proposed blacktop runway. The cost of the study is \$115,000, and

the City would have to provide a reason for not approving the Environmental Review. Mareck stated that the study must be completed, or the City would jeopardize future NIPIS funding. Millerbernd and Paschke requested a summary of Airport funding for 2010, and the proposed projects for 2010. Mareck stated that he would provide the reports to the Commission members.

7) No Other Business.

8) Adjourn

**Kubasch motioned to adjourn at 9:30 a.m. Millerbernd seconded. Motion carried. Meeting adjourned at 9:25 a.m.**

Respectfully submitted,

*Amanda J. Zeidler*

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Utility Billing & Payroll Clerk