

City of Winsted
Winsted Municipal Airport Commission
Winsted City Hall Council Chambers
Tuesday, February 8, 2011
8:30 a.m.

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

Staff Present: Deborah Boelter, City Clerk-Treasurer
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

Kubasch motioned to approve the minutes from December 14, 2010. Millerbernd seconded. Motion carried 4-0.

3) Financial Report

Boelter presented the January, 2011 Financial Report.

Kubasch asked if the Airport mowing contract is bid separately from the rest of the City's mowing. Boelter and Meyer stated that the City receives one bid from Mathew's Lawn Service for lawn mowing. The former City Administrator worked with Mr. Mathews to calculate what percentage of his time was spent mowing each location in the City. A certain percentage was established for the airport, and that percentage is charged to the Airport fund.

4) Maintenance Report

Meyer reported on the following:

- Snow Removal
- Gas pump swivel

5) Old Business

a) Airport Capital Improvement Plan – Marcus Watson, Bolton and Menk, Incorporated

Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated was present to discuss the Airport Capital Improvement Plan (ACIP) with the Airport Commission.

Watson presented background information regarding a meeting that was held on January 26, 2011 and included representatives from the City of Winsted, Winsted Airport Commission, Minnesota Department of Transportation (Mn/DOT) Office of Aeronautics, Federal Aviation Administration (FAA), and Bolton and Menk, Incorporated. The Airport Capital Improvement Plan and proposed future project concepts were discussed at the meeting.

Watson stated that the total federal entitlement funding balance was \$581,484 as of February 2, 2010. Watson stated that Winsted must either spend or loan \$131,484 of non-primary federal entitlement airport funds in Federal Fiscal Year 2011 on eligible projects or the funding will be lost. Watson added that the Airport Commission had previously stated they are committed to utilizing available funds for Winsted.

Watson stated that the City of Winsted and its representatives asked questions of Mn/DOT and FAA representatives regarding several different proposal concepts as a part of the Airport CIP. Watson stated that one concept was utilizing

Mn/DOT, or FAA funding for the construction of a private-public terminal-hangar building. The concept was ranked as a low priority project by the FAA and Mn/DOT because it would be a “revenue-generating” project. The project would also be subject to eligibility rules that could cause the total project cost to be pro-rated, leading to a higher local share. Watson stated that other projects such as airfield pavement maintenance, development, and equipment are rated higher on the funding priority list and would be a better use of federal funding, according to the FAA. Watson added that a combined hangar-terminal project is no longer recommended to be funded with public funds, due to the project’s low priority and funding challenges.

Watson stated that FAA and Mn/DOT representatives encouraged the City to continue to take steps toward implementing the Airport Master Plan for a paved runway. Watson stated that the first steps would be to update Airport Zoning to protect airspace and surrounding land uses, and to begin an Environmental Assessment. Watson added that both Mn/DOT and the FAA are in full support of the runway project and indicated that it would rank very highly for ninety-five percent (95%) federal discretionary funding. Mn/DOT and the FAA also indicated that the five percent (5%) local share for the overall project could come from other funding sources such as donations, economic development funds, or bonding. Watson stated that construction still would not occur for at least five (5) years, even if these steps were taken starting in 2011.

Watson presented project options for the Capital Improvement Plan, which included the following:

- Airport Zoning Update (City was offered funding for July, 2011 by Mn/DOT)
- Crack Seal & Slurry Seal Airport Pavements
- Replace Terminal Building (subject to FAA approval)
- Conduct Environmental Assessment for Runway
- Acquire Snow Removal Equipment
- Purchase a Snow Removal Equipment Storage Building (existing hangar for sale)

Watson presented three (3) options for the revised Winsted Airport CIP. Watson stated that the CIP option that is approved by the Airport Commission will require approval by the City Council for commitment to the 2011 local funding. Watson recommended that the Airport Commission work with the City Council to help adopt an updated Airport CIP and provide direction for future Airport improvements. Watson stated that the CIP for the Winsted Airport must be updated and project programming papers submitted for proposed 2011 projects by early March, 2011, according to the FAA. Watson stated that grants that are based on bids or agreements will be available through August, 2011, pending congressional approval of FAA funding.

Millerbernd asked Watson if he was willing to explain the CIP process at a City Council meeting. Watson stated that he would be willing to do another presentation, and asked for the support of the Airport Commission.

Mochinski asked the Airport Commission if they would like to continue with the runway project, or a new Arrival-Departure building. Millerbernd stated that the runway project may be a necessity, in order to maintain funding.

Mochinski asked if the zoning project could be delayed. Watson stated that the zoning project is a required element, but it would not have to be done in 2011. Kubasch stated that the Environmental Assessment could take up to three (3) years; however, once the Environmental Assessment is in place, the findings expire after five (5) years. Kubasch added that the zoning requirement holds more value than the Environmental Assessment.

Watson clarified that federal funding is for priority, and safety-type projects, not revenue-generating projects at the Airport. Watson added that the FAA would only participate in funding the design of a new Arrival-Departure building.

Paschke stated that the turf runway requires some rehabilitation. Kubasch asked if rehabilitation of the turf runway would be covered by federal funding. Watson stated that from a safety and preservation standpoint, he believes that it would be an eligible project, depending on the scope of the project.

Watson asked the Airport Commission if there is a need for equipment, such as snow-removal equipment, or purchasing an existing hangar. Watson added that these would be eligible projects. Millerbernd stated that he would not list this as a high priority, but added that a front-end loader and a snow blower attachment would be useful.

Millerbernd suggested three projects to utilize the funding that will expire in 2011. The projects included seal-coating, runway repairs, and the design for a new Arrival-Departure building. Kubasch added that the zoning project should be the next item on the Airport CIP.

Watson stated that the FAA has to review the site plan and floor plan for an Arrival-Departure building. Watson stated that the FAA is looking for a 1,000 to 1,200 square foot building with two (2) bathrooms, and a meeting room or classroom. Watson added that the local cost share will differ depending on what portions of the plans are eligible and which portions are not.

Watson stated that lending the funds that will expire in 2011 is still an option for the City. Millerbernd asked how long the National Plan of Integrated Airport Systems (NPIAS) funding program will continue. Watson stated that there is always a risk that the program will end; however, historically, the NPIAS program has been highly supported.

Boelter asked if there is a need for a joint meeting between the Airport Commission and City Council. Mochinski stated that he would like to see a clearer picture of exactly what is needed at the Airport, when is it needed, and how it is going to be funded, and added that the City Council needs to be informed so they can budget properly. Mochinski stated that it is the outlook of the general public, as to whether the airport is an asset to the community, or not. Millerbernd stated that the funding already exists for some of the projects that Watson had listed earlier in the meeting. Kubasch stated that the Airport Commission is trying to be creative to spend the funding on worthwhile projects at the Airport. Watson stated that the Airport Commission has the tools it needs to discuss and decide what the priorities are at the Airport, and ultimately defend this to the City Council, based on the meeting with the FAA and Mn/DOT Aeronautics, as well as funding eligibility requirements.

Johnson stated that he would like to see drainage issues fixed, as well as the rehabilitation of the turf runway. Watson stated that it would be a significant project to rehabilitate the turf runway.

Kubasch asked Watson if he would like to have the Airport CIP developed and ready to present to the City Council on March 1, 2011. Watson stated that the Airport Commission would need to make a decision at this meeting regarding the proposed two (2) year CIP, which includes crack seal and slurry seal of pavement, the design and construction of a new Arrival-Departure building, and the possibility of a zoning update. Watson stated that the CIP can be updated to reflect these projects, and then part of the discussion at the joint session could be for future projects, such as a plan for the runway, and the overall planning direction for the Airport. Watson stated that in terms of 2011 funding, it is critical to establish an updated CIP, have it approved by the City Council, and request the federal funding as soon as possible. Boelter stated that the next regular City Council Meeting is scheduled for March 8, 2011, and suggested that a joint Work Session with the Airport Commission and City Council is a possibility for this date.

Watson stated that an updated CIP for 2011 and 2012 will be prepared based on the discussion at this meeting, and with the understanding that the items thereafter are subject to change. The Airport Commission recapped the project priority list for the CIP. Watson reminded the Airport Commission that the CIP is needed to submit funding paperwork to the Mn/DOT Office of Aeronautics and the FAA.

b) Joe Johnson – Hangar Proposal

Johnson stated that he would still like to address his hangar needs. Johnson stated that he would like to build a new hangar in the current tie-down area, in order to restrict access to the rest of the airport. He stated that he could build a new hangar in the future expansion area; however, this space is near a residential area. Watson and the Airport Commission offered suggestions and discussed various options with Johnson.

- 6) No New Business.
- 7) No Other Business.
- 8) Adjourn

Kubasch motioned to adjourn the meeting. Johnson seconded. Motion carried 4-0.

Respectfully submitted,

Amanda J. Zeidler

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Utility Billing & Payroll Clerk