

City of Winsted  
Winsted Airport Commission Meeting  
Winsted City Hall – Council Chambers  
Tuesday, July 12, 2011  
8:30 a.m.

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

Airport Commission Members Absent: Joe Johnson

Staff Present: Brad Martens, 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 made a motion to accept the minutes of the May 10, 2011 Airport Commission Meeting. Kubasch seconded the motion. Motion carried 4-0.**

**Kubasch made a motion to accept the minutes of the June 28, 2011 Airport Commission Meeting. Weibel seconded the motion. Motion carried 4-0.**

**3) Financial Report**

Martens reviewed the financial report from January, 2011 to June, 2011.

**4) Maintenance Report**

Dave Meyer, Maintenance Lead, reported on the following:

- Increased the fuel purchase limit for the Airport fuel system to \$500
- Working with Paschke to order lights and supplies for the runway
- Weeds have been sprayed by Mathews Lawn Service, who was hired by a private party for this work

**5) Old Business**

**a) 2011 Airport Improvement Projects Update**

Martens gave an update regarding the 2011 Airport Improvement Projects. He noted that the design and layout for the Arrival/Departure (A/D) Building has been scaled down to meet the standards of the Federal Aviation Administration (FAA) and the Minnesota Department of Transportation (MNDot) Office of Aeronautics. Martens also noted that the FAA will not provide funding to move the existing A/D building, and in fact, they will subtract that amount from the funding, if the existing building is moved. Martens stated that despite the changes, the A/D building project is still on schedule.

Millerbernd and Kubasch inquired about other options for the existing A/D Building. Mochinski stated that the FAA seemed like they would like to see the building torn down, not moved, and added that any consideration of moving the building could delay the project. Martens stated that the next opportunity to discuss this option is after the successful bid has been awarded. Weibel asked if there have been any inquiries as to how much it would cost to move the building. Weibel stated that he could research the cost of moving the

building. Mochinski asked Martens to confirm the guidelines for moving the existing building with Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated.

Kubasch asked for an update regarding the bid process, and the approval of bids for both projects. Martens stated that bids have been advertised, and submitted.

**6) New Business**

**a) Fuel Sale Rate Discount for Large Quantities**

Martens stated that a question was brought to his attention regarding the implementation of a discount on the price of fuel that is purchased in large quantities. He stated that he has been studying the fuel sales at the Airport, and the sales are not meeting the amount that was budgeted for 2011. Martens added that there are some airports that offer discounts for the purchase of large quantities of fuel.

The Airport Commission discussed the current fuel price at the airport, as well as other airport fuel prices. Millerbernd stated that a discount would create more work for the City, and Kubasch added that Joe Johnson is not purchasing as much fuel because he is using a caravan plane, which requires a different type of fuel. Kubasch stated that the Winsted Airport should remain competitive, and try to increase the fuel sales in this way, because pilots are beginning to shop around more for lower fuel prices. Meyer stated that he checks a website, [www.airnav.com](http://www.airnav.com), to check area airport fuel prices. Meyer added that the Winsted Airport is charging approximately \$.50 over the cost of fuel.

**b) Use of Arrival/Departure (A/D) Building for Pilot Training and Clubs**

The Airport Commission discussed a proposal to allow pilots, clubs, and other groups to use the Arrival/Departure (A/D) building for training and activities. Martens stated that the City would essentially develop a rental fee for the building as a possible revenue source for the Airport. Martens added that Watson had informed him that as long as the primary use of the building is for pilots, and as long as the use of the building does not affect the pilots, it can be rented to other groups.

Mochinski stated that the City should give priority to the pilots first, and make sure that they are able to use the building. Martens stated that the rental fee would not be a huge revenue source, but it would raise the amount of revenue. Kubasch stated that the Airport Commission should revisit this issue if they find that some groups begin to use the building on a regular basis.

The Airport Commission discussed some concerns regarding the need for janitorial services and noted that the new A/D building will be larger. Weibel stated that any additional use of the A/D building should be put on hold until the new building is complete.

**c) Future Meeting Schedule**

Martens reviewed a future meeting schedule with the Airport Commission. Martens stated that Johnson will come to the Commission with a formal proposal for a new hangar on Tuesday, August 9, 2011. Mochinski asked if the Commission will receive paperwork regarding Johnson's proposal. Martens stated that there will be documents to review in the agenda packet and will be sent out prior to the meeting. Kubasch stated that the Capital Improvement Plan (CIP) and Airport Layout Plan would be helpful to have on hand for the August, 2011 meeting.

Weibel made a request to have a meeting scheduled in the evening so hangar owners and pilots can attend. Martens stated that he spoke with staff and they felt that an open house would be accommodating for hangar owners to meet the Airport Commission members and discuss any issues. Weibel stated that it is important to have a meeting at the Airport to involve the hangar owners, create interest, and gain participation to get some positive results. Mochinski clarified that Airport Commission meetings used to be held at the Airport prior to the construction of the new City Hall.

Mochinski stated that it is a good idea to seek more involvement and participation from the hangar owners and pilots. He added that the disappointment in the past has been that there has not been as much involvement as one would hope. Weibel stated that the meeting or open house could also be used to gain

interest with younger people, and to try to make the airport more self-sufficient. Millerbernd stated that it would be a good idea to get younger generations involved with the airport, and believes that the new aviation instructor will help get this started. Martens stated that he will put together some options for the Airport Commission to choose a date for an open house or evening meeting. Kubasch stated that the City should try to arrange a meeting in the fall of 2011 to include the hangar owners and pilots. Weibel stated that it could be an introduction meeting and let the hangar owners and pilots know that if they do not participate, the regular meetings will not be held at the Airport in the future.

7) **No Other Business.**

8) **Adjournment**

**Kubasch motioned to adjourn the meeting. Millerbernd 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