

City of Winsted
Special Airport Commission Meeting
Winsted City Hall Council Chambers
Tuesday, May 24, 2011
8:30 a.m.

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

Airport Commission Members Absent: Dave Millerbernd

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) Old Business

a) 2011 Airport Improvement Projects – Marcus Watson, Bolton and Menk, Incorporated

Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated and Graeme Mahler, Mahler and Associates Architecture, were present to discuss the 2011 Airport Improvement Projects. Watson stated that the hope is to finalize the preliminary design and major items related to the Arrival/Departure (A/D) building, and to finalize the scope of the slurry seal and crack filling project.

Slurry Seal and Crack Filling Project

Watson stated that having the contractor on site at one time will save the City of Winsted some money on mobilization charges. The slurry seal product will offer benefits for extending the useful life of the pavement. Watson stated that one of the concerns with applying the slurry seal to the parking area and entrance road is allowing construction traffic to use these areas.

Watson made a recommendation to complete the slurry seal project on all areas of the airport after grant funding has been received for the 2011 Improvement Projects, wait thirty (30) days, and then proceed with the construction of the A/D building. By following this recommendation, Watson stated that the slurry seal will be completed during the prime season, and it will help conserve the slurry seal project during the construction phase of the A/D building.

Kubasch questioned the preliminary project cost of the slurry seal, based on the fact that three (3) taxi-ways and the apron were recently paved, and asked if these areas could be postponed. Watson stated that taxi lanes Delta and Echo are the most critical areas in need of the slurry seal. Watson stated that it is more cost-effective to do the entire airport. Watson added that Genty Lane is in need of crack filling. Kubasch asked Watson to provide a ballpark figure to slurry seal and crack fill everything except the areas that were completed during the 2009 Improvement Project. Watson gave an estimated cost, and stated that the pavement will need the improvement in the future, and since the contractor will already be at the airport, it would be cost-effective to do the project at one time. He added that the entrance road and parking lot are in good shape as far as cracks, but the typical schedule for the slurry seal is every five (5) to seven (7) years. Kubasch stated that he is worried about the adhesion of the slurry seal to the relatively new pavement. Johnson stated that the City should do at least a portion of the crack filling and slurry seal project.

Kubasch made a motion to move forward with the 2011 slurry seal and crack filling project, and bid the pavement areas that were completed during the 2009 Airport Improvement Project as an alternate bid. Johnson seconded the motion. Motion carried 4-0.

Terminal Building

Watson reviewed the floor plan layout for the A/D building and stated that it had been revised since the last discussion. The Airport Commission reviewed the square footage, room locations, and the overall building layout.

Mochinski asked how the square footage has changed compared to the original design. Watson stated that the square footage has grown to 1,200 square feet. Mahler stated that the south vestibule has been recessed, the support spaces have been moved to the south, and the vestibule is nested between the support spaces. The west side of the building has also been squared off.

Boelter asked which entrance will be considered the main entrance. Mahler stated that there will be a fly-in entry on the north side of the building, and a parking lot entry on the south side. Mahler also stated that there is a space for a computer for the gas system. Mahler and Watson discussed the possibility of a security system for the A/D building. They suggested having an access code to enter the building, otherwise the building would have to be opened and locked on a daily basis by the Public Works Department.

Mahler commented on the general set-up of the interior of the building. Johnson asked if the entire building will be federally funded. Watson stated that he will have to forward the proposed layout to the FAA for final approval. The FAA stated that they will fund up to 1,200 square feet. Kubasch asked if the FAA will approve the kitchenette area and added that it could be funded locally, or donated, if needed. The Airport Commission stated that they liked the proposed layout.

Mahler asked if the facility should have air conditioning. The Airport Commission stated that the building should have air conditioning. Mahler discussed options for the heating and ventilation system with the Airport Commission. Watson made a recommendation to make the south side of the building more appealing. Mahler stated that larger sidelight windows could be installed near the entrance door, and he could add a window on the south wall of the kitchenette area. Another option would be to place a sign on the east side of the south entrance.

Mahler handed out roofing samples, and the Airport Commission discussed the cost and options of different roofing materials, as well as the design of the roof. Mahler reviewed the window materials and stated that vinyl windows are fairly efficient, and recommended using vinyl windows, rather than commercial windows. The consensus of the Commission was to use vinyl windows. The Airport Commission discussed the exterior finish of the building. Mahler stated that the plan includes maintenance-free exterior, with the possibility of fiber cement siding.

Kubasch asked for a timeline to choose colors and materials for the A/D building. Mahler and Watson stated that minor changes do not typically need to be approved a second time by the FAA. Boelter stated that a joint meeting can be scheduled with the Airport Commission and City Council to make final decisions on color choices and minor details. Watson assured the Airport Commission that there should not be any obstacles as long as the design and location of the building do not change. Mahler told the Airport Commission that he had received the direction he needed to proceed with the design of the A/D building. Watson stated that the object was to finalize the major aspects of the design, so it can be sent to the FAA for approval.

Watson reviewed the proposed site changes with the Airport Commission. Watson stated that the A/D building will be generally in the area of the current building. Concrete sidewalk and handicapped parking will be installed near the south entrance, and the parking lot will be striped as part of the project. Watson stated that the design will maximize the parking area to approximately twenty-five (25) stalls.

Watson reviewed the proposed fencing for the east side of the A/D building. Watson stated that the proposed layout is to run a fence from the edge of the building to the south, and the gate would move from the northeast portion of the parking area to southeast portion, and would include a gate. Boelter stated that the proposed fence and gate will discourage a lot of traffic from driving on the airport apron as it currently does. Weibel asked if diagonal parking would be a good idea. Watson stated that diagonal parking does work; however, a few spaces will be lost. Kubasch asked if the size of the existing parking lot will change. Watson stated that the proposed parking area will have the same footprint as the existing lot, and in general, there will be a solid fence running from the building to the edge of the parking lot. Watson stated that a gate allowing access to the main part of the airport is highly recommended by the Minnesota Department of

Transportation (MNDot) Office of Aeronautics, rather than leaving the space open. Kubasch stated that some airports have a keypad and security for an access gate. Watson stated that a swing gate is currently included in the proposal. The Airport Commission asked to add a sliding gate to the project instead of a swing gate. Watson stated that a sliding gate would still be funded, as long as it is being added without electricity and security. Watson stated that the opening for the gate will be moved to the south end of the parking lot, and the sliding gate would slide to the north. A section of fence will be run from the edge of Johnson's hangar to the pavement, and the gate will be installed to the north of that area.

Watson stated that the preliminary design for the A/D building has concluded, and made a recommendation for the Airport Commission to meet with the City Council on Tuesday, June 7, 2011 for a joint work session at 4:00 p.m. Watson stated that the City Council will need to approve project bidding, and that is scheduled to take place at the July 5, 2011 City Council meeting, if the schedule continues as planned. Watson added that in terms of timing, the City should be able to have a grant in hand by mid-July, 2011.

Kubasch discussed the demolition of the existing A/D building. He stated that there may be someone interested in moving the existing building. Mahler stated that the specifics will need to be given to the contractor, so they know exactly what needs to be demolished. Watson stated that any funding that is not used for the 2011 Airport Improvement Projects, would effectively go back into the City's entitlement fund with the FAA.

3) No Other Business.

4) Adjournment

Kubasch motioned to adjourn the meeting. Johnson seconded the motion. Motion carried 4-0. The meeting adjourned at 10:00 a.m.

Deborah Boelter

Deborah Boelter,
City Clerk-Treasurer
City of Winsted

ATTEST:

Amanda J. Zeidler

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