

City of Winsted  
Special City Council and Winsted Municipal Airport Commission Joint Meeting  
Council Chambers  
June 7, 2011  
4:00 p.m.

City Council Members Present: Mayor Steve Stotko  
Council Member Tom Ollig  
Council Member Bonnie Quast  
Council Member Dave Mochinski  
Council Member George Schulenberg

Airport Commission Members Present: Russ Paschke  
Kevin Kubasch  
Dave Millerbernd  
Joe Johnson  
Glenn Weibel

Staff Present: Brad Martens, City Administrator  
Deb Boelter, City Clerk-Treasurer

- 1) **Mayor Stotko called the meeting to order at 4:00 p.m.**
  - a) **The Pledge of Allegiance was taken.**
- 2) **No Consent Agenda.**
- 3) **No Public Hearings.**
- 4) **No Old Business.**
- 5) **New Business**
  - a) **2011 Winsted Municipal Airport Improvement Projects**

Marcus Watson, Bolton and Menk, Incorporated presented the 2011 Winsted Municipal Airport Improvement projects.

Watson stated that the Winsted City Council authorized Bolton and Menk, Incorporated to proceed with project design for the following Airport Improvement projects for Fiscal Year (FY) 2011:

1. Airport Pavement Maintenance
2. Replace Airport Arrival/Departure (A/D) Building

The preliminary design of the 2011 Airport Improvement projects was presented and discussed with the Winsted Municipal Airport Commission on May 10, 2011 and May 24, 2011. A joint meeting with the City Council was held on May 17, 2011.

Watson detailed the two (2) projects.

**Airport Pavement Maintenance**

Watson stated that the scope of this project is to fill pavement cracks and apply a pavement surface treatment to the entrance road, parking lot, aircraft apron, and twenty (20)-foot wide taxi lane pavement. The scope includes all Federal Aviation Administration (FAA) eligible pavement areas. This pavement preservation project will increase the useful life of the pavement. Restriping the tie-downs and taxi lane centerline will be included in the project scope.

The Airport Commission recommended on May 24, 2011 that the project be split into separate bid schedules to include the following areas:

- Base Bid would include the Airport Entrance Road, Parking Lot, Taxi Lanes Gentry, Delta, Echo (not rehabilitated in 2009)
- Alternate Bid would include the Aircraft Apron, Taxiway, Taxi Lanes Alpha, Bravo, Charlie (areas rehabilitated in 2009).

Modifying the bid schedules will give the City the option to select the alternate bid. Watson stated that Bolton and Menk, Incorporated will proceed with this recommendation.

In addition, after conferring with staff and the FAA, Bolton and Menk, Incorporated recommends a bituminous seal coat to replace the slurry seal surface treatment for the non-airside areas. A bituminous seal coat includes spraying emulsified asphalt material on the surface followed by an application of covered aggregate. A bituminous seal coat will protect the pavement from the deteriorating effects of sun and water, much like a slurry seal treatment. The seal coat will be less susceptible to permanent damage during the curing stages in areas with high amounts of turning traffic such as a parking lot, thus is recommended for the landside areas of the airport (parking lot and entrance road).

Watson stated that the slurry seal product is still recommended on all airside pavements. FAA will not participate in a bituminous seal coat for airside pavements used by aircraft due to the loose aggregate material. City staff should monitor and sweep any loose aggregate that may enter the airside area.

The airport pavement maintenance will be completed before the Arrival/Departure building project to allow time for the product to cure, and to wait until after the peak airport activity months.

Project plans and specifications will be prepared with project bids taken in late June, 2011 and will follow the same timeframe as the A/D building project. The project will be bid separately from the A/D building project to obtain more competitive bids. At this time, the engineer's cost estimate for construction and engineering is \$61,500; therefore, the City's local share would be \$3,075 for the base bid. The Alternate is estimated to be an additional \$21,000 for construction; therefore, the City's local share would be \$1,050.

Watson stated that in addition, the FAA is requesting a copy of the Winsted Municipal Airport's Pavement Maintenance program. Keeping an Airport Pavement Maintenance program is required per FAA Grant Assurance Number eleven (11), and will likely be required to proceed with a grant in 2011. No program is believed to exist for the Winsted Municipal Airport. An appendix to the City's current City-wide program could be made to address the airport. Bolton and Menk, Incorporated will evaluate the effort to create this program and only proceed at the City's direction. Watson stated that it would cost approximately \$3,000 to prepare an Airport Pavement Maintenance program and would be funded ninety-five percent (95%) by the FAA.

#### **Airport Arrival/Departure (A/D) Building**

Watson stated that the proposed project scope includes demolishing the existing terminal building, and constructing a new A/D building in its place. Civil site improvements will include site preparation for the building pad, sidewalk, and connections to existing utilities. The building will generally be located at the location of the existing A/D building. Other site improvements to be included will be sidewalk, modified airport access point, manual access gate, fence replacement, and modified parking lot striping.

At the May 24, 2011 meeting, the Airport Commission discussed the preliminary design of the building.

Watson stated that he continues to work with the FAA on an approved floor plan to maximize FAA funding for the proposed A/D building. FAA has provided additional eligibility guidance. Watson stated that a justification memo was sent to Andy Peek, FAA representative for review. After review of the proposed A/D building, Watson stated that the FAA may decrease the size of the building. Bolton and Menk, Incorporated has scheduled a meeting with Peek to discuss what type and size of A/D building would be

eligible for FAA grant funding. Watson will report to the City Council and Airport Commission on the FAA's determination. Since further modifications or approvals are likely needed to the A/D building layout and floor plan, the project schedule has been modified to accommodate the FAA's requirements for completion of the final plans and specifications.

Watson stated that at this time, the total estimated cost for the A/D building project including the building, site improvements, and engineering is \$362,500; therefore, the City would be responsible for a local share of \$18,125. This estimate assumes full FAA funding eligibility of ninety-five percent (95%).

There will be a period of time during construction where the A/D building and related services will not be available. Construction on the building will not begin until the Airport pavement maintenance work is completed, which is expected to be in September, 2011. This will allow the existing building to be operational through the peak summer months. Building construction is estimated to be a period of up to three (3) months, depending on the construction schedule and weather.

Watson presented the project schedule for the 2011 Airport Improvement projects.

Watson presented the overall design and concept of the building. He again stated that it may be required by the FAA to be designed at a smaller scale.

The proposed A/D buildings architect, Graeme Mahler was in attendance at the meeting and presented the exterior materials. Mahler stated that steel roof shingles will be bid as an alternate.

Ollig asked the Airport Commission if they approve of the proposed A/D building. Millerbernd stated that he does like the building and recommended that the City Council consider approving the steel shingles.

Quast asked Watson how much smaller the FAA may require the A/D building to be. She stated that she is uncertain why the Airport would be building a new building if the FAA is going to require a smaller building than the existing building. Watson stated that he is confident that the FAA will approve a building that will be larger than the existing building.

Kubasch asked Watson if the FAA requirements dictate a smaller A/D building, will it be brought back to the Airport Commission and the City Council for review prior to going out for bids. He continued by stating that if the FAA does reduce the size of the building, the Airport Commission may be able to come up with some creative financing, not using City funds, to pay for the original size building that was presented.

Watson asked the City Council how they would like to proceed. Ollig stated that Watson should present it to the Airport Commission and have them make a recommendation to the City Council.

Paschke asked if outside lighting to the building has been included. Watson stated yes and lights can be added at a minimal cost. Mahler stated that there will be lighting included in the soffits and other motion detection lighting on the building. Watson stated that a light could be included near the runway to light the way from the runway to the building.

Millerbernd stated that if additional light poles will be needed at the Airport they will be made available to the City at no cost.

Millerbernd asked what the City's five percent (5%) local share will be. Watson stated that it will be approximately \$18,000. Boelter stated that there is approximately \$14,000 in the Airport's Improvement Fee fund and the fund has been set up by the City's auditor so it will track the 2012 Improvement Fees if they are needed to help fund the 2011 projects.

Johnson asked if the City would allow him to pre-pay his \$4,500 annual fee to help with the five percent (5%) local share. Boelter stated that it could be considered by the City Council.

**Mochinski motioned to approve bidding of the 2011 Winsted Municipal Airport Improvement projects; the Arrival/Departure Building and Pavement Rehabilitation. Quast seconded. Motion carried 5-0.**

**b) Flight Instruction Business – Mason Air**

Martens presented Darrin Mason's request to have flight instruction and flight simulator businesses at the Winsted Municipal Airport.

Mason presented his proposal to give flight instruction and ground simulator training at the Winsted Municipal Airport. Mason also presented the City Council with his credentials.

Watson addressed Mason's proposal. To protect the interest and the risk that the City may incur, Bolton and Menk, Incorporated recommends that the City enter into a Commercial Operator Lease with Mason Air. Watson also stated that the lease should specify insurance requirements that the City will have of Mason Air.

Mochinski stated that he thinks it is great that Mason wants to bring flight instruction to the Winsted Municipal Airport. He continued by asking for input from the Airport Commission. Weibel stated that he thinks it is great that someone wants to give flight instruction at the Winsted Municipal Airport. Weibel stated that he believes Mason should be required to provide the City with the necessary credentials and insurance documentation as specified in a Commercial Operator Lease. Weibel stated that he did inspect Mason's equipment that he would be using for the flight instruction and they appear to be appropriate and adequate. Weibel stated that he thinks Mason would be an asset to the Airport.

Schulenberg asked what kind of traffic increase it would bring to the Airport's runway. Mason stated that it depends on the weather and the number of students he has.

Johnson stated that he thinks it would be good for the Airport.

Millerbernd stated that his experience with Mason has been very professional and he is in favor of him conducting flight instruction at the Winsted Municipal Airport.

Kubasch stated that he has no problem with Mason's proposal and would be in favor of him conducting flight instruction at the Airport. Kubasch also stated that in the future he would like to see the City continue to work towards a hard surface runway. He stated that Weibel has experience in creating a hard surface runway at an airport in northern Minnesota so he would like to see him assist the City in moving forward to address the hard surface runway.

Paschke stated that he is in favor of Mason's flight instruction and would also like to see the City proceed with the hard surface runway.

Mayor Stotko asked the City Council if anyone was opposed to Mason's proposal to offer flight instruction at the Winsted Municipal Airport. The City Council stated no.

Weibel asked to address Schulenberg's question regarding the increase of traffic to the Airport's runway; he stated that it is difficult to put a number on the runway landings and take-offs because it depends on the weather and number of students.

Weibel stated that he has been contacting Minnesota Legislators to discuss the construction of a hard surface runway at the Winsted Municipal Airport.

**Ollig motioned to have Bolton and Menk, Incorporated draft an agreement between the City of Winsted and Mason Air, to be reviewed by the Winsted Municipal**

**Airport Commission and the City Council, considering Darrin Mason's request to conduct flight instruction at the Winsted Municipal Airport. Schulenberg seconded. Motion carried 5-0.**

**6) Other**

**a) Winsted Municipal Airport Runway Repair**

Millerbernd stated that the runway is again in good shape and very usable. He complimented the City staff and Joe Johnson for the repairs and improvements they made to the runway.

**7) Adjourn**

**Ollig motioned to adjourn. Quast seconded. Motion carried 5-0.**

Respectfully submitted,

*Deborah R. Boelter*

Deborah R. Boelter  
City Clerk-Treasurer