

City of Winsted  
Winsted Municipal Airport Commission Meeting  
Winsted Municipal Airport  
Tuesday, July 10, 2012  
6:30 p.m.

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

Airport Commission Members Absent: Michelle Baird  
Russ Paschke

Staff Present: Brad Martens, City Administrator  
Amanda Zeidler, Utility Billing & Payroll Clerk

## 1) Call the Meeting to Order

Kevin Kubasch, Vice Chairperson, called the meeting to order at 6:30 p.m.

Kubasch stated that Commissioner Weibel has arranged for a free WINGS-Pilot Proficiency Program seminar following the Airport Commission meeting, which will be presented by personnel from the Federal Aviation Administration (FAA). Kubasch added that the seminar is optional for the pilots to attend.

## 2) Approval of Minutes

**Glenn Weibel made a motion to approve the minutes of the June 12, 2012 Airport Commission Meeting. Joe Johnson seconded the motion. Motion carried 3-0.**

## 3) Financial Report

Brad Martens, City Administrator reviewed the June, 2012 Financial Report.

## 4) Staff Report

Brad Martens, City Administrator, reported on the following:

- The beacon is not currently working. Dave Meyer, Maintenance Lead, has contacted the company that installed the beacon and asked them to inspect it.
- Runway lights were not working due to breakers being tripped. This issue has been resolved.
- Fuel tank information has been received from Weibel. Weibel and staff have reviewed and discussed the information regarding the purchase of the used fuel equipment, and the result of the conversation is that the City will not move forward with the purchase at this time. Martens stated that one reason is due to incompatible infrastructure, and further, the Minnesota Department of Transportation (MnDOT) Office of Aeronautics will fund seventy percent (70%) of the purchase of a new fuel system. When that is factored in, the City's share of purchasing a new system would be similar to the cost of purchasing the used equipment that is available.

Weibel asked if he should inform the party that the City of Winsted is not interested in purchasing the fuel farm. Kubasch stated that City staff has discussed this matter, and asked Weibel if it is an in-ground tank. Weibel stated that it is an in-ground tank, and it is approximately thirteen (13) years old. Kubasch stated that due to the age and the underground nature, the City should back out. Weibel stated that he will inform the party that the City is not interested.

## 5) Old Business

### a) Airport Signage

Kubasch stated that with the construction of the new Arrival/Departure (A/D) building, the sign is no longer on the gate to control pedestrian traffic. He added that some investigation has been done to replace the sign on the gate. Martens stated that he has discussed this issue with MnDOT Aeronautics and they have made a recommendation for signs that can be purchased, and the cost of the sign varies from \$20 to \$45 with \$30 shipping. The examples offer options for verbiage; however, MnDOT Aeronautics stated that they can create signs with any verbiage that is determined by the Airport Commission.

The Airport Commission discussed verbiage options for the proposed sign, as well as recognizing who is allowed beyond the gate on the airside of the fence. Kubasch mentioned that an automated gate was discussed during the design of the A/D building; however, there was not enough funding available. Kubasch stated that the installation of an automated gate may be an item for the airport capital improvement plan (CIP), because trying to keep the gate closed with all of the pedestrian traffic would be fighting a losing battle.

Weibel made a suggestion to purchase one (1) sign that reads "Close Your Flight Plan" for the ramp side of the A/D building and one (1) sign that reads "Only Pilots, Passengers, Authorized Persons Beyond This Point" to be installed on the gate structure and leave the rest of the signage for a future discussion.

Johnson stated that he believes that one sign would be appropriate, and he does not have an opinion on any one (1) particular sign. Kubasch asked if Martens could price the signs locally to get a better price, and purchase a bigger sign. Martens stated that he would look into it. The Airport Commission briefly discussed options for the sign materials. The Airport Commission was in agreement to allow Martens to move forward with the purchase of both of the signs that were suggested by Commissioner Weibel and to have them produced in Winsted, if the cost was in line with the examples.

**6) New Business**

**a) Arrival/Departure Building Dedication Plaque – Russ Paschke**

Kubasch gave background information regarding the dedication of the A/D building. Kubasch stated that the Airport Commission made a recommendation to the City Council to dedicate the A/D building in honor of Russ Paschke. The City Council did pass a resolution on June 19, 2012 to recognize Paschke for his years of service at the Airport. At this point, the City needs to purchase some type of plaque to hang in the A/D building, commemorating the dedication of the building.

Weibel suggested that Kubasch work with the City Administrator to decide the verbiage and materials for the plaque. Kubasch asked Weibel and Johnson if they would allow Martens to communicate with the Herald Journal to choose the materials for the plaque. Martens stated that he will email a proof for the plaque to the Airport Commission to get feedback, and once everyone is in agreement, he will purchase the plaque, since the City Council has already approved the purchase.

**b) Open Forum**

Jeff Hagman, Hangar Owner, asked Johnson if he could move his airplane back toward his hangar so there is more room for other airplanes to taxi. Johnson stated that he would the airplane closer to his hangar.

Burt Ackerman, Hangar Owner, commented about a truck that belongs to Joe Johnson, and is driven at the Winsted Airport, as well as the customers of Westside Skydivers.

Eric Peterson, hangar owner, stated that the biggest issue facing the Winsted Airport is the condition of the runway. He stated that if it is going to remain turf, it needs to be maintained. Weibel stated that the Airport Commission is working to create a turf maintenance plan. The condition of the runway was discussed, as well as the possibility of future maintenance and improvements.

**7) No Other Business.**

**8) Adjournment**

**Weibel made a motion to adjourn the meeting. Johnson seconded the motion. Motion carried 3-0. The meeting adjourned at 7:00 p.m.**

*Brad Martens*

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Brad Martens,  
City Administrator  
City of Winsted

ATTEST:

*Amanda J. Zeidler*

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