

City of Winsted  
Winsted Municipal Airport Commission Meeting  
Winsted City Hall – Council Chambers  
Tuesday, February 14, 2012  
8:30 a.m.

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

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

### 1) Call the Meeting to Order

Russ Paschke, Airport Commission Chairperson, called the meeting to order at 8:30 a.m.

### 2) Approval of Minutes

Weibel made a correction that Kevin Kubasch was elected Vice Chairperson under item 6.d. on the agenda.

**Glenn Weibel made a motion to approve the minutes of the January 10, 2012 Airport Commission Meeting as amended. Kevin Kubasch seconded the motion. Motion carried 4-0.**

### 3) Financial Report

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

### 4) Staff Report

Dave Meyer, Public Works Lead, reported on the following:

- Public Works conducted a walk through with the janitor at the Arrival/Departure (A/D) building and gave her the security code for the building.
- Public Works plowed snow on the runway and taxi-ways one (1) time.
- Public Works will begin repairs to the broken lights on the runway when the weather conditions are improved.
- The collection barrel for used oil will be pumped out and removed from the Airport to maintain compliance with the Airport's Stormwater Pollution Prevention Plan (SWPPP). In the future, pilots and hangar owners will have to find a different location to dispose of oil.
- The price of aviation fuel at the Airport is \$5.10 per gallon and the fuel tank is almost full.

Brad Martens, City Administrator, reported on the following:

- The water softener for the A/D building has been connected.
- The janitor has resumed cleaning the A/D building every other week.
- The security code for the A/D building entrance is the same code as the previous building; however, it has a pound sign (#) at the end of the code. The pound sign (#) must be used in order to utilize the security system.
- The \$4,500 Airport Access fee is deposited into the general operating fund for the Airport.
- The annual \$200 Improvement Fee that was adopted on April 1, 2008 is reviewed annually in the City's fee schedule and does not expire.
- Airport fly-in events are covered under the City's insurance umbrella, and if it is a simple fly-in with food being served, there are no additional insurance requirements.
- The City received a request to allow public access to the wireless internet at the Airport. The City does not pay for the wireless internet access, and cannot allow access, since it is paid for by the Minnesota Department of Transportation (MnDOT), Office of Aeronautics.
- A furniture donation has been made for the A/D building and a conference table will be delivered soon.
- Interviews will be conducted on Wednesday, February 22, 2012 to fill the open Airport Commission position.

5) **No Old Business.**

6) **New Business**

a) **Arrival/Departure Building Update**

Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated was present to update the Airport Commission on the progress of the A/D building at the Airport, and stated that the A/D Building is substantially complete. Watson stated that the prime contractor is Gopher State Contractors, Incorporated, and everyone is generally happy with the quality of construction done by the contractor. There are a few outstanding "punch-list" items that remain and will be completed in the spring of 2012. He added that the contractor has addressed many of the punch-list items identified at the early January, 2012 site meeting and the items are non-essential for the intended use of the building, but need to be completed before the contract can be wrapped up. The outstanding punch-list items include:

1. Provide airport wall signage (Completion in the Spring, 2012)
2. Paint exterior unpainted trim and nail heads (Completion in the Spring, 2012)
3. Final brick work and cleaning (Completion in the Spring, 2012)
4. Exterior site cleaning, final grading, top soil work, seeding, mulching, and watering (Completion in the Spring, 2012)
5. Provide conference room table (City will select the style). Any surplus funds from the purchase of the table will be credited to the overall contract.
6. Provide handicapped signage (Completion by another contractor)

Watson stated that he had visited the A/D building this morning, and found that there are portions of the laminate countertop that are peeling. He also stated that he was informed by some pilots and Commissioner Weibel that a telephone is not installed in the building. Watson stated that he will follow up on these items and he will also request a price for a water spigot for cleaning services as requested by the Airport Commission.

Watson also summarized the issue regarding the substantial completion date and liquidated damages. He stated that the substantial completion date was identified in the contract as December 31, 2011, which acknowledged an amount of \$500 per day for each calendar day that the building was not substantially complete. Watson stated that there was a dispute in the interpretation of the contract regarding "ready for final inspection" and the ability to accomplish substantial completion according to the contract. Watson stated that the contractor had the building inspected and was granted a temporary ten (10) day occupancy permit on December 30, 2011, as long as the most critical items were addressed. Watson added that these items were addressed by the contractor within the ten (10) day period. Watson stated that the City contends that the most critical items for building occupancy were not completed by December 30, 2011, and stated that from a non-legal perspective, it is his understanding that if the issue went to court, the City would have to claim actual losses for the building opening late. He added that the process to prove liquidated damages is quite difficult, and the City would have to prove that there was lost revenue during that period.

Martens stated that a resolution was made between the City and Gopher State Contractors, and Gopher State Contractors has offered in-kind labor in lieu of a liquidated damage claim. In addition, Martens added that if liquidated damages were assessed, they must be addressed directly against the contract, so the City's share would only be five percent (5%) of the claimed amount of \$4,500, which is \$225.

Weibel stated that some of the items the contractor could complete are the installation of a telephone and a janitorial sink. Kubasch asked if the maintenance room is locked and inaccessible to the janitor. Meyer stated that the janitor has a key to the maintenance room and it is accessible.

Watson stated that the next steps include issuing a final change order, which is required by the Federal Aviation Administration (FAA). The final change order will document any final as-built quantity changes from the original plan, which includes:

- A credit for the pressure tank and additional outlets
- A reconciliation of the cost of the conference room table, which was budgeted at \$12,000

- A credit for any other City-incurred costs, including work to re-establish temporary utilities and fuel service

Watson stated that the FAA will have to review and approve the final change order. He added that the contract will be closed once the punch-list items are completed, then the final payment can be made. The contract should be closed around June, 2012. Watson stated that the grant closeout will begin once the A/D building contract and pavement maintenance work is complete and closed.

Kubasch asked if Martens and the Airport Commission could be informed of the cost involved with the installation of a sink in the maintenance room. Kubasch stated that it is possible to have it done on a volunteer-basis. Watson stated that the sink could be an item that is eligible for federal funding. Watson added that he has been working very closely with Andy Peek, FAA Program Manager and Martens, in order to make sure that every part of the construction process is eligible.

Martens asked the Airport Commission if there are any other items that they would like to see done with the A/D building. Paschke noted that the security lock code for the entrance door needs to be advertised for out-of-town pilots. Watson stated that the code should be published in the Minnesota Aviation Handbook, or the City can publish a NOTAM with the Unicom code for out-of-town pilots. Weibel stated that there are several airports that publish their code in the handbook.

Weibel stated that typically, a phone is available on the ramp side vestibule of an airport's A/D building, and suggested installing the phone in the vestibule of the Winsted A/D building. Martens stated that the phone should probably be installed inside the building, near the computer.

Paschke asked if funding is still available for the crack seal and slurry seal project. Watson stated that Struck and Irwin Paving, Incorporated, is the prime contractor to complete the crack sealing and slurry seal project at the Airport. The work has been delayed until spring, 2012, due to the September, 2011 FAA grant offer. The project is under grant and is fully eligible for FAA funding. Watson added that he will contact the contractor to discuss the proposed start date for the project.

Watson also provided an FAA funding update. He stated that in the last four (4) years, the FAA budget has been approved with a series of short-term resolutions; however, a final bill has been presented to President Obama for his approval. Watson stated that the proposal is for a four (4) year funding project in the amount of 3.35 billion dollars. Watson stated that the City of Winsted will continue to receive \$150,000 in federal funding each year and will be eligible for federal grants. Johnson added that the local share as proposed in the bill will increase from five percent (5%) to ten percent (10%).

Weibel asked if the Airport Commission is interested in securing a flat screen television for the A/D building. Johnson stated that he does not see a need for it.

Watson also reviewed the Airport Layout Plan (ALP). He stated that the review process for the ALP has concluded with the FAA and MnDOT Aeronautics. Final copies of the ALP will be sent to the FAA and MnDOT Aeronautics for final approval. Kubasch asked if the Capital Improvement Plan (CIP) is considered part of the process when the ALP is being reviewed. Watson stated that the CIP comes forth from the ALP, and added that the CIP is more fluid, and the ALP is a more of a long-term document.

#### **b) Arrival/Departure Building Use Policy**

Martens asked the Airport Commissioners if they see any reason to develop a use policy for the A/D building. Watson stated that the A/D building must be used for public-use at all times. He added that the primary purpose is for pilots to obtain a weather briefing, conduct flight planning, seek shelter, and use restrooms, and it can also be used for meetings. Watson stated that the building can be used by anyone, provided that the use is not for exclusive use, or leased to one (1) party.

Watson stated that a group of people can sit in the A/D building every day and have coffee. He added that some airports have groups or individuals that hold meetings on a regular basis. Watson also stated that Joe Johnson's customers can use the A/D building for restroom facilities and as a waiting room as long as the City is content with the increased usage, and access to the facilities is maintained at all times, such as the restrooms and flight planning

areas. Watson made a recommendation to establish a meeting or gathering schedule to demonstrate that the building is for public use. Martens asked if it made sense to create a use policy, since most of the current uses are allowed.

Weibel asked for the capacity of the A/D building. Watson stated that he believes the total capacity for the building is between fifty (50) and sixty (60) people. Weibel stated that the policy would have to address every organization, and the total capacity allowed, and offered to sit in with City staff to develop a use policy. Weibel stated that he would like a sign in a display case that states the capacity of the building and also states that all uses must be approved by the City Administrator. Weibel also noted that the minutes of the Airport Commission meeting could be posted after they are approved in a glass display case, so pilots and hangar owners can be aware of what is going on.

Kubasch stated that the Airport is in a state of flux, and if one group is eliminated, then other groups would be as well. Kubasch stated that Johnson is in the process of constructing a corporate hangar, which includes a bathroom, and after this hangar is built, the bathroom in the A/D building will not be an issue. Kubasch suggested that the Airport Commission wait, and not create a formal document at this time. Johnson stated that he agreed with Kubasch. Kubasch added that he agrees with Weibel's suggestion to post the maximum occupancy of the A/D building. Weibel asked that it be reported that the consensus of the Airport Commission is to take no formal action, do not prepare a formal document at this time and wait and see.

Kubasch noted that the current septic system is not big enough to support the A/D building and Johnson's proposed corporate hangar. Johnson stated that the company who inspected the septic system for the A/D building will be doing the work for any septic system changes or improvements. Martens stated that the City has not been approached regarding the septic system.

#### **c) Turf Maintenance Plan**

Martens stated that the Turf Maintenance Plan document that was distributed to the Airport Commission is used by the Montana Department of Transportation, and was provided by Commissioner Johnson and Commissioner Weibel. Martens stated that the consensus prior to this meeting was that the City has not been adequately maintaining a solid turf runway. Martens stated that if there is a general agreement among the Airport Commission that the items in the plan make sense, then City staff would develop a turf maintenance plan and bring it back to the Airport Commission for approval.

Johnson stated that there is a minimal cost to update and properly maintain the current turf runway. He added that this plan is especially important with the prospect of an increased local share for federal funding.

Weibel commented on a hydro seeding technique for the runway. Johnson stated that slit seeding is a better technique to use on an active runway. Martens stated that the document suggests broadcast seeding. Johnson stated that slit seeding would keep the seed from blowing away, or being eaten by birds. Mochinski stated that the City should talk to a professional who handles different kinds of seeding. He added that slit seeding would involve breaking up the topsoil, and asked if the air traffic would have to be reverted to a different area of the runway. Johnson stated that slit seeding creates minimal impairment to the topsoil.

Kubasch stated that he and Johnson had discussed allowing half of the runway be fixed, and leaving the other half alone, without closing the runway for a long period of time. Kubasch added that transient pilots could be allowed to land, but suggested that local pilots only use one half of the runway. Kubasch asked if it is a local cost to complete the proposed maintenance plan. Watson stated that minor maintenance is a local cost and is not eligible for funding. Johnson stated that the runway repairs should be funded by the City to keep it maintained, just as it would for any City street. Paschke mentioned using the \$200 improvement fee to maintain the runway. Martens clarified that the \$200 improvement fee is currently used for capital improvement projects, and added that there is a maintenance budget available for the Airport.

Kubasch stated the areas where take-offs and landings take place should be addressed. He added that the runway no longer has a crown, and this is something that can be done at a local level, with the understanding that the airplanes stay off of that portion of the runway.

**Johnson made a motion to direct City staff to develop a Turf Maintenance Plan for the Winsted Municipal Airport. Weibel seconded the motion. Motion carried 4-0.**

**d) Proposed Meeting – City of Winsted and surrounding communities**

Martens briefly stated that any requests to represent the City would require a formal request of the City Council.

Weibel stated that for the longevity of the Airport, a hard surface runway is a plus factor. He stated that previously he had met with the City of Howard Lake and the City of Lester Prairie. He stated that both cities are interested and support a hard surface runway in Winsted. Weibel made a suggestion to have representatives from the FAA and MnDOT Aeronautics come to Winsted and explain what a paved runway would or could do for the City and surrounding area. Weibel stated that he does not believe that the sod strip is a good position in the long term, and if the City of Winsted wants to expand commercial and industrial development, a paved runway is the next step, or it needs to throw the plan away, because it addresses a paved runway. He also added that the cost will grow to be more expensive, and an informational meeting is a place to start. Weibel made a suggestion to invite other local cities and see how a paved runway would affect their city, and then make decisions after that.

Kubasch stated that he thinks the zoning issues are the biggest stumbling block for the Airport. Watson stated that airport zoning updates are scheduled for MnDOT Aeronautics 2013 funding, which begins July 1, 2012. Kubasch stated that before the City can move forward with any changes to the runway, the zoning has to be in place. Watson stated that the airport zoning has to be in place before the paved runway opens, and the other item is the environmental assessment, and that is where the skeletons could come out.

Kubasch stated that he is supportive of Weibel, but feels that the zoning updates and environmental assessment need to be addressed first. Weibel stated that it could affect some of our neighbors, and it would be an informal, informational gathering to gather information and to see what MnDOT Aeronautics and the FAA have to say. Mochinski stated that the Airport Commission has to start somewhere and whether or not the proposed meeting is the place, it makes sense and it is the cheapest way to have a group come together and see if this project could be viable down the road. Mochinski added that it might be good to get comments and direction from a larger group and it is an inexpensive way to see if this project should be a go.

Kubasch asked Weibel if he had a vision that the other cities would share a financial interest in the Winsted Municipal Airport. Weibel stated that he asked each of the cities if a paved runway would help their economic status and would they be willing to support it.

Kubasch asked for the approximate cost to construct a paved runway, and suggested that it will probably cost around seven (7) or eight (8) million dollars. Watson stated that he does not have an exact number for the cost, but is willing to forward the amount to the City. Kubasch stated that he is not opposed to Weibel's proposal; however, he thinks there needs to be some cost discussions at the meeting to decide what goal the City is aiming for. Kubasch stated that the local cities have incurred more taxes, and wonders what the reception will be of the local communities and taxpayers. Weibel stated that he has not put together any numbers, but he believes that MnDOT Aeronautics may have some estimated numbers for the construction of a paved runway.

Weibel stated that it should be decided if the runway should be paved or sod and start at that point. Kubasch stated that to protect the current asset, the zoning project is a good project to undertake. Kubasch stated that there should be some cost estimates presented, if a meeting is going to happen, and added that the Airport Commission has been working on this project for several years, and it is in the same position. Watson stated that Bolton and Menk, Incorporated can provide some updated costs for planning purposes, and once the current ALP is approved, he will forward copies to the City to distribute.

Kubasch asked what the City and Airport Commission are looking for and added that he does not want to walk into a meeting without the proper information. Watson stated that it was concluded that there were no locations for a cross-wind runway relocation that was feasible, so a single-runway scenario is in the plan.

Martens stated that he would like to know if the City is promoting a hard-surface runway, and if the City receives any support from the surrounding communities, he would like to know what the City would gain from the meeting. Weibel stated that the meeting should be held in five (5) to six (6) weeks in order to gather information, and build an agenda. Kubasch asked Martens what the City Council would think of Weibel's proposal without a formal

recommendation or request from the Airport Commission. Martens stated that the Airport Commission should make a motion to request permission from the City Council, and see what their response is.

Kubasch asked how long it will take before the City has the results of the zoning project. Watson stated that the zoning project will take a minimum of six (6) months to complete, and typically there are certain extra steps, so it usually takes from nine (9) to twelve (12) months from start to finish. Kubasch asked when the City will know if the zoning project is an eligible funding project. Watson stated that the City of Winsted was included in the last report, so MnDOT Aeronautics may be approaching the City of Winsted regarding the funding. Watson added that the Airport zoning was amended in 2002, and it protects the existing runway; however, the zoning update is needed to protect the proposed adjusted, paved runway. Watson stated that he will provide a digital ALP for the City to distribute.

Weibel suggested that the Airport Commission start the process now, and if there is interest from the surrounding cities, the City can take baby steps to move forward with the project. Kubasch stated that he would like Weibel to develop some criteria of how he sees this progressing. Johnson stated that throwing three (3) communities in a room and letting them talk will not accomplish anything. Weibel stated that the purpose of the meeting is only to find out if there is interest in a hard-surface runway at the Winsted Municipal Airport, and added that he could bring some information back to the March, 2012 Airport Commission meeting. Johnson stated that the City should hold off on Weibel's meeting proposal for now. Weibel stated that he will bring back a draft agenda for a meeting with the cities of Winsted, Lester Prairie and Howard Lake, and the bullet points that would be presented in the agenda.

**7) No Other Business.**

**8) Adjournment**

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