

City of Winsted
Winsted Municipal Airport Commission Meeting
Winsted City Hall – Council Chambers
Thursday, March 14, 2013
8:30 a.m.

Airport Commission Members Present: Brad Borrell
Sue Busse
Kevin Kubasch
Glenn Weibel
George Schulenberg (Council Liaison)

Airport Commission Members Absent: Michelle Baird

Staff Present: Brad Martens, City Administrator
Dave Meyer, Maintenance Supervisor
Amanda Zeidler, Utility Billing & Payroll Clerk

1) Call the Meeting to Order

Kevin Kubasch, Chairperson, called the meeting to order at 8:30 a.m.

Brad Martens, City Administrator, introduced the two (2) new members that have been appointed to the Airport Commission: Brad Borrell and Sue Busse.

2) Approval of Minutes

a) February 12, 2013 – Regular Airport Commission Meeting

Glenn Weibel made a motion to approve the minutes of the February 12, 2013 Airport Commission Meeting. Sue Busse seconded the motion. Motion carried 4-0.

3) Financial Report

Brad Martens, City Administrator, reviewed the February, 2013 financial report.

Weibel made a motion to approve the February, 2013 financial report. Kubasch seconded the motion. Motion carried 4-0.

4) Staff Report

a) Dave Meyer, Maintenance Supervisor

Dave Meyer, Maintenance Supervisor, reported on the following:

- Public Works plowed snow at the Airport
- Another “Close your Flight Plan” sign has been ordered and will be installed on the Arrival/Departure building when it arrives.

Weibel stated that he has received comments about snow around the fuel pump. Meyer stated that the Public Works department usually shovels the snow around the fuel pump prior to plowing snow at the Airport.

b) Brad Martens, City Administrator

Brad Martens, City Administrator, reported on the following:

- The City received an informal complaint regarding snow removal at the Airport. The complaint was due to the timing of snow removal at the Airport. Martens spoke with the Federal Aviation Administration (FAA) regarding the snow removal policy.
- In response to the questions regarding maintenance and operations expenses that were posed by Kevin Kubasch at the February, 2013 Airport Commission Meeting, Martens stated that the State Airports Fund has a program to assist airports with their maintenance and operations expenses. This program matches local funds at the ratio of 66.7% state funds to 33.3% local funds. This match is for eligible expenses paid by the airport sponsor for a given fiscal year. In the past there was a formula to cap the amount of State funding for maintenance and operations expenses at any one (1) airport. This formula was based on the size of the airport and the amount of infrastructure at the airport. This cap was recalculated for every airport every year, until a few years ago when it was decided to fix the amount given to each airport, based on the formula calculation at that time.

Martens added that the Maintenance/Operations forms are utilized when Winsted submits their reimbursement requests. Winsted also sends in a “Revenue/Expenditure Audit Detail Brief” for back-up documentation. All

airports have had their maintenance and operation grant agreement dollar amounts frozen for some time now. The Minnesota Department of Transportation (MnDOT) Office of Aeronautics understands that maintenance and operational costs have increased for airport sponsors, but they do not have any additional funds to increase airport maintenance and operation grants.

- Luce Line State Trail – The City of Winsted is working on a plan to move the trail out of the Airport's Runway Protection Zone
- Commercial Operation Agreement – Joe Johnson
Martens stated that the City Council approved a motion to retract the agreement with Joe Johnson/Westside Skydivers if it is not signed by April 1, 2013. He added that Mr. Johnson has requested that the contract be amended to reduce insurance requirements. Martens reviewed the current coverage requirements versus the requested coverage amendments with the Airport Commission.

5) Old Business

a) Sign Ordinance

Martens gave an update regarding the proposed sign ordinance for the City of Winsted and Winsted Municipal Airport. Martens stated that the Planning Commission is currently reviewing draft replacement language for the City's sign ordinance. Within this draft language is a section related to signs at the Winsted Municipal Airport. The Sign Ordinance would regulate signs in the following manner:

- Airport tenants would be allowed one (1) sign per tenant space on the exterior wall of the tenant space no larger than one hundred (100) square feet.
- One (1) freestanding sign is allowed to be placed on Airport property. This would allow for a City-owned sign at the Airport entrance which could advertise businesses at the Airport.
- All signs require a Sign Permit.

Martens stated that he is requesting that the Airport Commission review the language and provide any additional comments regarding the ordinance.

Kubasch asked for clarification regarding the size of a sign that is allowable on a hangar according to the proposed ordinance. Martens stated that a hangar owner can place a sign on the exterior of the hangar that is a maximum of one hundred (100) square feet in size. Kubasch stated his concern regarding a sign that Darrin Mason currently has setting on the ground along the exterior of his hangar. Kubasch stated that the size of Mason's sign should be under the maximum size allowed by the ordinance. Martens stated that Mason will have to mount the sign on the exterior of the hangar to be compliant with the proposed sign ordinance.

Weibel asked for the schedule that the Planning Commission is working with to finalize the proposed ordinance and take it to the City Council. Martens stated that he will be presenting the proposed ordinance to the Winsted Area Chamber of Commerce on Tuesday, March 19, 2013; the Planning Commission will review the ordinance again in April, 2013; and the ordinance will most likely be presented to the City Council at a meeting in May, 2013.

Joe Johnson, Westside Skydivers, asked if an entrance sign would be erected by May, 2013 at the Airport entrance. Martens stated that it would be up to the City to place a sign at the entrance that people could choose to either rent or lease space for a sign. Martens added that the Airport Commission could choose to make a recommendation to the City Council to erect an entrance sign.

Kubasch asked Mr. Johnson if he currently has a sign located at or near the entrance to the Airport. Johnson stated that he does currently have a sign in that location, and he is required to take it down, according to the new contract with the City of Winsted for his skydiving operation. Johnson added that he would like to place a sign on an entrance sign to the Airport, and have the sign available as early as possible, so it is available for his business. The Airport Commission discussed options for signage for Westside Skydivers. Martens stated that if the Airport Commission would like to make a motion to ask the City to install some sort of signage opportunity for existing tenants, that is something he can bring forward to the City Council.

Weibel stated that he believes that a single, professional-type sign should be erected at the Airport entrance, then the businesses that are there have the ability to put a sign on their hangar within the size requirements. Weibel made a suggestion to allow Johnson to leave the existing sign for Westside Skydivers that is attached to the Airport entrance sign until the new sign ordinance is approved to avoid incurring any additional costs to the City or to the business. Kubasch stated that he agreed that Westside Skydivers should be able to leave the existing sign for now, and when the new ordinance takes effect, Johnson would be required to remove the current sign and place a new sign with the new entrance sign. The Airport Commission discussed options for Joe Johnson's sign, as well as the placement of the current sign.

Martens stated that it was his request when the contract was written for Johnson to remove the existing sign because it does not comply with the current sign ordinance. He added that there could be no action at this time; however, if there is a complaint, the sign would have to be removed. Kubasch stated that at the Commission level, they feel that the existing Westside Skydivers sign can remain, but when the new sign is installed, the existing sign must come down, and if Westside Skydivers wants to be advertised, it would be on the new sign, without affecting the ordinance.

Martens stated that he was unsure of when there would be enough funding to budget for a new entrance sign and funds to get a sign that is tasteful. Steve Stotko, Mayor, stated that he would like to see a continuation of the signs that have been installed at the City parks, so the theme is tied in and follows throughout the community. He would like all of the City signs to be uniform.

Weibel suggested that the Airport Commission members bring back their comments or drawings of what they think might be good at the next Airport Commission meeting, and from that, a recommendation and compilation of all of the information to be approved by the Airport Commission and sent on to the Planning Commission.

Schulenberg asked if the Planning Commission has come up with a schedule of uniformity. Martens stated that the ordinance regulates the size, more than the look of the sign. Martens added that the City would most likely work with Millerbernd Systems and the Herald Journal to create a sign that is similar to those that were created for the parks. Kubasch reiterated that the Airport Commission is okay with Johnson's sign for now, and the group will be working toward the installation of a sign that is compatible with the existing City signs.

6) New Business

a) April Airport Commission Meeting

Martens stated that at the February, 12, 2013 meeting of the Airport Commission, it was stated that two (2) meetings per year should be scheduled to take place during the evening at the Winsted Municipal Airport. Martens stated that the Airport Commission should review possible dates and consider make a motion to reschedule the April, 2013 meeting. He reviewed a list of possible dates with the Airport Commission.

Weibel stated that he has spoken with Rick Stodola regarding the use of his hangar for an Airport Commission meeting at the Airport. Weibel stated that Stodola's hangar is available for use on Monday, April 15, 2013, and made a suggestion to start the meeting at 6:30 p.m. on this date.

Weibel made a motion to conduct the April, 2013 Airport Commission Meeting at the Winsted Municipal Airport on Monday, April 15, 2013 at 6:30 p.m. in Rick Stodola's hangar, number thirty-one (31). Kubasch seconded the motion. Motion carried 4-0.

b) Unpaid Invoices for Land Lease Fees

Martens stated that there was a request for the Airport Commission to consider action in regards to collecting past due fees from a hangar owner. Martens stated that since the time this request was made, the fees have been paid, so no action on the specific hangar owner is needed. Martens added that City staff, however, would still like the Airport Commission to review a recommended *Lease Fee Collection Procedure* process to avoid this scenario in the future.

Martens reviewed the proposed schedule and process to collect unpaid invoices for land lease fees:

| | |
|---------------------------|--|
| April 30 th : | Land Lease Fee bills mailed |
| May 31 st : | Lease Fees due for current year |
| June 30 th : | Mail certified letter to past due accounts with monthly late fee of ten dollars (\$10). |
| July 31 st : | Mail certified letter to past due accounts with monthly late fee of ten dollars (\$10). |
| August 31 st : | Mail certified letter to past due account with monthly late fee of \$10 and notification of pending action to be taken by Airport Commission and City Council. |
| September: | Refer past due accounts to the Airport Commission for recommended action to be taken up to and including termination of the lease agreement. |
| October: | City Council to take action on past due accounts up to and including termination of the lease agreement. |

Martens stated that he was looking for comments regarding the proposed timeline. Weibel stated that he would like to educate the masses, and let the hangar owners know that a lease may be in jeopardy if payment is not received for the land lease. Kubasch stated that he believes this timeline gives ample time to pay the land lease. Kubasch stated that if a late payment is causing additional cost, then whoever is responsible for that cost should be paying for it. Martens clarified that this would apply to the Land Lease Fees and Improvement Fees for hangar owners.

Weibel proposed that action on this item be delayed until the April, 2013 Airport Commission Meeting and pursue a motion on the proposed process during the meeting that is held at the Airport.

A motion was made by Weibel to table this item until the April, 2013 Airport Commission Meeting. Brad Borrell seconded the motion. Motion carried 4-0.

7) Other Business

Weibel informed the Airport Commission of an issue regarding aircrafts parked at the fuel pumps. He proposed that each airplane fuel and then move the airplane away from the pump, so it does not inconvenience anyone else. The Airport Commission briefly discussed this issue.

Weibel stated that there are two (2) tie-downs on the north side of the hangars by the fuel pump that can be used for airplanes after fueling. Meyer confirmed that there are still tie-downs in that location.

8) Adjournment

Weibel made a motion to adjourn the meeting. Kubasch seconded the motion. Motion carried 4-0. The meeting adjourned at 9:20 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