

City of Winsted  
Winsted Municipal Airport Commission Meeting  
Winsted City Hall – Council Chambers  
Tuesday, April 10, 2012  
8:30 a.m.

Airport Commission Members Present: Michelle Baird  
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

Kevin Kubasch made a clarification that the minutes from the March 13, 2012 Airport Commission Meeting should reflect that he stated that the City of Winsted should explore other options regarding funding for the Airport, rather than withdrawing from the National Plan of Integrated Airport Systems (NPIAS) funding program.

**Kubasch made a motion to approve the minutes as amended for the March 13, 2012 Airport Commission Meeting. Joe Johnson seconded the motion. Motion carried 5-0.**

### 3) Financial Report

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

**Glenn Weibel made a motion to approve the March, 2012 Financial Report as presented. Johnson seconded the motion. Motion carried 5-0.**

### 4) Staff Report

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

- Fertilizer has been applied to the runway
- The tractor has been delivered to the Airport for rolling the runway
- The barrel for used oil and filters has been removed from the Airport
- The light on runway has been repaired
- Another stormwater sample has been submitted to the Minnesota Pollution Control Agency (MPCA)
- Long distance service has been blocked on the phone in the Arrival/Departure (A/D) Building

Meyer stated that a few of the hangar owners expressed an interest in slurry sealing their portion of the taxiway. Meyer stated that he has given the contractor's contact information to the interested hangar owners; however, the contractor informed City staff at the pre-construction meeting that he does not want to do work beyond the scope of the contract. Martens added that slurry sealing requires long, smooth strokes on the pavement, and a short distance is not an effective use for the slurry seal treatment because it will create lines and will not look very smooth.

Brad Martens, City Administrator, reported on the following:

- Welcomed Michelle Baird as the newest member of the Airport Commission
- The Federal Aviation Administration (FAA) has commented on the proposed hangar by Joe Johnson. The official response discouraged the construction of a hangar in the proposed location due to several items, including the need for the City to pay back federal funds. The City has informed Mr. Johnson that if he wishes to move forward with the process, a lease agreement would require him to pay back any and all federal funds that are reimbursed by the City. The process is stalled until Johnson chooses to move forward with a new proposal.
- City Staff met with representatives from the FAA and the Minnesota Department of Transportation (MnDOT) Office of Aeronautics regarding the possibility of paving the runway apart from the NPIAS program. The FAA would require the repayment of one hundred percent (100%) of any funds that were used toward items at the Airport within the last twenty (20) years if the City withdraws from the NPIAS program. The City can withdraw from the NPIAS program if it no longer accepts any funding now and then removes itself from the program twenty (20) years from now. MnDOT Aeronautics will not allow a turf runway directly adjacent to a paved runway, and a three hundred (300) foot buffer would need to be maintained.
- In regards to the Zoning Ordinance updates, it was discovered that MnDOT Aeronautics will pay for seventy percent (70%) of the cost, not fifty percent (50%) as mentioned at a previous meeting.

- Staff will update the Airport Commission regarding the balance in the Improvement Fee fund after the pavement rehabilitation project is closed out. The fund will be close to a zero balance, due to the A/D building project and pavement rehabilitation project.
- The pavement rehabilitation project is scheduled to begin the week of April 9, 2012, with crack sealing. Slurry sealing and chip sealing will take place the week of May 14, 2012 or May 21, 2012, and painting will take place in June, 2012.
- Staff has spoken with MnDOT Aeronautics regarding mowing procedures. There is no requirement for the City to file a Notice to Airmen (NOTAM) or close the runway during mowing. There is also no requirement for the individual mowing to wear a radio headset; however, it is recommended.
- Staff has received a sign permit application from Westside Skydivers to place a sign at the Winsted Municipal Airport. An unapproved sign was placed on a City sign without the City's approval. The sign permit is currently being reviewed.

**5) No Old Business.**

**6) New Business**

**a) Temporary Structure Approval – Joe Johnson**

Martens stated that Mr. Johnson requested permission at the February, 2012 Airport Commission meeting to park construction style trailers next to his hangar to create extra space for his business while he attempts to expand into a larger hangar. Martens added that City Staff informed Johnson that he would need to submit a plan to the Airport Commission for review and would also need City Council approval. Mr. Johnson has submitted a plan and is requesting approval for the temporary structure.

Martens reviewed a sketch that was submitted by Johnson, photos of the proposed construction trailer, and the future parking plan. The Airport Commission discussed the future parking plan and access for emergency vehicles.

Martens stated that if the Airport Commission approves the request, the following requirements are recommended:

1. Staff recommends renting the area to Mr. Johnson at a rate of \$0.18 per square foot, which is the same lease rate for hangar space.
2. Staff recommends allowing a term from May 1, 2012 to September 30, 2012 for the temporary facilities.
3. Staff recommends a four (4) foot buffer from the entrance road and parking lot; and that the parking lot remain unobstructed at all times.
4. Staff recommends that no parking be allowed in the areas directly north and west of the hangar.

Martens stated that from a City standpoint, Staff wants to make sure that Johnson's operation is successful, and in an approved area. Martens stated that he is hoping to find a short-term solution with the existing airport traffic, and he believes that Johnson is committed to finding a longer term solution with a larger hangar system.

Weibel questioned the purpose for the additional structures and asked if the trailers will be adjacent to the west side of the existing hangar. He also asked if the two (2) trailers will be attached. Weibel stated that he has great concern about the parking and traffic flow and added that he questions whether there is sufficient parking in the parking lot. Weibel stated that the Winsted Police Chief should be consulted regarding traffic flow, and the line-of-sight around the northwest corner of the temporary structure. Weibel made a suggestion to provide alternative parking at the south end of the hangars and create an entrance and exit area from this parking area to eliminate congestion.

Johnson stated that the purpose of the temporary structure is to add a proper classroom and a manifest area that is currently housed inside the hangar. He added that the hangar will then be used for gearing students up, packing parachutes, and the storage of airplanes. Johnson stated that the trailer would be as close to the existing hangar as possible, and it would not be attached in any way. He stated that the trailer is a double-wide trailer that is twenty-eight (28) feet wide by seventy (70) feet long, that was previously used for temporary classrooms, and it will be moved in one (1) piece). Johnson clarified that it is one (1) structure that will be moved in one (1) piece.

Martens stated that there are a couple of considerations regarding parking and traffic flow. He stated that the request for a temporary structure is separate from addressing access for emergency providers, because it may be an issue that exists either way. Either way, the City will have to address how emergency vehicles will move through the parking area. Mochinski stated that the temporary structure could propose a problem on the northwest corner of the structure. The Airport Commission continued to discuss the proposed hangar, access for emergency vehicles, and parking lot striping. The consensus was that parking lot striping and emergency access is an issue, but it is a separate issue from Johnson's request for a temporary structure.

Kubasch asked for clarification regarding the measurements given on Johnson's sketch. Johnson stated that his hangar is fifty-eight (58) feet long from North to South. Kubasch asked the distance from the north side of the hangar to the parking lot pavement. Martens stated that it is twenty-six (26) feet from the north side of the hangar to the pavement.

Mochinski stated that it was very fortunate to have additional parking for Johnson's customers in this area in 2011; however, that area may now be consumed with a temporary structure. Mochinski asked where extra parking will be available, since those parking spaces may be eliminated. Johnson stated that customers will park on the west side of

the hangars and will move farther to the south. Mochinski stated that parking is an issue. Johnson stated that he and Martens have been discussing other hangar locations and parking areas. He added that he is currently addressing the issues that were raised by the FAA, and the FAA will allow the business to use the parking lot for now, as long as it is working toward a goal that will resolve the issues.

Weibel stated that parking should be established on the south side of the hangar area, and cars should be kept off of the grass on the west side of the hangars along the entrance road. Johnson stated that he would be happy to address any additional parking once there is a plan and a permanent location for his business. He added that he is looking at several different locations, as well as parking, and a proposal will be coming forward, after some of the details have been worked out.

Kubasch was in agreement with Weibel in regards to the parking issue. He added that part of the intent of the new A/D building was to make the Airport more user-friendly for the general public and Winsted residents. Kubasch stated that when the weather permits, the area south of the hangars could be utilized for overflow parking, and asked Johnson if he would be willing to consider this option. The Airport Commission discussed the possibility of creating a parking area and approach on the south side of the hangars, as well as potential drainage issues. Mochinski stated that adding parking on the south side is a good idea; however, there would have to be a way to direct the customers to park there. Johnson stated that if the City would install an approach, Johnson would be willing to place some cones and temporary signage stating that overflow parking is available in this area. The Airport Commission discussed the means and cost involved to create a parking area.

Kubasch stated that the Airport Commission would essentially create a variance for Johnson because the land lease states that there is no outside storage allowed around the hangars, and added that this is the time to address any parking issues. Johnson stated that his first choice is to purchase the old set of hangars along taxilane Bravo, tear them down and build a new facility, which would allow room for parking, a septic system, and a well. He would increase the size of his structure to eighty (80) feet by one hundred twenty (120) feet. Mochinski asked if this option would create customer parking inside the Airport, and asked if this is a good idea. Johnson stated that customer parking would be available inside the Airport. Kubasch stated that his only concern is in regards to the FAA's requirements for "Through-the-Fence" operations. Weibel stated that there may be some question about allowing parking inside a fenced aviation area. Johnson responded, stating that these items are being addressed.

Mochinski asked if the seasonal stipulation that is listed in the contingencies for the temporary structure poses a problem for Johnson. Johnson stated that he would like the structure to stay in place until the new facility is built, and added that it is cost prohibitive to move the structure back and forth. He stated that he would still need the extra space if a new facility is not completed by the spring of 2013. Mochinski stated that if there is a question as to whether a new facility is built or not, this temporary structure could be there for several years. Johnson suggested a yearly contract that could be reviewed annually to avoid moving the trailer out each season. Mochinski stated that the hangar owners may not be happy with the temporary structure, but they will understand that his business is growing, and added that a timeline on the temporary structure could make the other hangar owners more content.

Weibel made a suggestion to place the temporary structure at the south end of the hangar row, so it could be extended to 2013, and it would not become an issue with other hangar owners. Johnson stated that the front hangar is used for everything else related to the customer, and he does not feel that this option would flow very well in regards to customer traffic. Johnson stated that the structure would be used for one classroom and one manifest area. Johnson added that Weibel's option would be like operating out of two (2) locations, and he is trying to keep everything in one (1) area to maintain efficiency and effectiveness.

Kubasch asked if the approval process involves a conditional use permit, and if that ordinance pertains to Johnson's request. Martens stated that the Airport Zoning Ordinance was not set up to handle this type of request, so it would be an approval with conditions. Kubasch stated that the Airport Commission would like everything to look somewhat uniform at the Airport, and there are several different issues being discussed. Kubasch stated that the Airport Commission and Johnson have to agree on the terms and limitations. Martens stated that a City Council resolution could be drafted with the formal conditions, and create a formalized document. Kubasch stated that he did not receive any negative comments from hangar owners regarding the request for a temporary structure; however, the Airport Commission needs to decide how long temporary will be. Kubasch stated that Johnson should be willing to address the parking issues if this request is approved.

Weibel stated that he would go along with the request as proposed with the staff recommendations, as well as adding the following requirements: that the Winsted Chief of Police must review the traffic and safety issues; overflow parking must be addressed; a fence must be added for public flow between the hangar and the temporary structure to enhance safety to the extent reasonably possible; and cease use of the structure on September 30<sup>th</sup>, which must be removed within seven (7) days, depending on the weather. Weibel stated that the structure will create a challenge with snow removal, and having it removed within seven (7) days will also negate some of the adverse comments from the other hangar owners. Johnson stated that he would like the agreement to have a longer term than just one (1) season, and if it is a matter of moving the structure in and out, it is cost-prohibitive, so he would find another option. Mochinski and Johnson discussed the viability of a new facility for Johnson's business, as well as setting a date to review the agreement for the temporary structure. Kubasch stated that he does not think that there is opposition to Johnson's request; however, the Airport Commission has to decide on a timeline and address the parking issues, since parking spots will be lost on the west side of the hangar.

Weibel and Johnson discussed the cost of relocating the structure. Weibel stated that placing the structure on the south end of the hangars would be inconvenient, but it could be the best alternative to the original proposal, and at that time, the Airport Commission could discuss extending the term of the agreement for the temporary structure.

**Weibel made a motion to approve the request as proposed with the staff's recommendations, and adding that the Police Chief review the request for traffic flow; that overflow parking on the south end of the hangar area be addressed as discussed with Public Works; a fence must be placed in the traffic area between the existing hangar and temporary structure; and active operations must cease September 30, 2012 and the structure must be removed within seven (7) days.** Weibel withdrew this motion.

Mochinski asked who would be responsible for covering the cost of an approach to a parking area south of the hangars. Weibel stated that he would propose that Johnson reimburse the City for those expenses in order to accommodate overflow parking. Meyer asked if the FAA will allow parking in the area south of the hangars, since it is reserved for hangars and taxilanes on the Airport Layout Plan (ALP).

Kubasch stated that there is a question regarding the cost of building an approach for overflow parking, and the Airport Commission is having a hard time defining what temporary is. Kubasch asked if Westside Skydivers is willing to pay the land lease amount for the temporary structure, as the other hangar owners do. Johnson stated that he is willing to pay the lease amount; however, he does have an issue with moving the structure several times. Kubasch stated that he understands that it is cost prohibitive to move a facility in and out, and added that if the approval was made from now until January 1, 2013 and then reviewed each January, he would support a resolution or agreement. Johnson stated that his original plan was to have a new hangar up and functional by the start of the 2012 season, and added that this is just a temporary fix until there is approval for a new hangar facility and location.

Mochinski stated that he understands where Weibel is coming from, but creating an agreement for a year at a time allows Johnson to operate in the months of September, October, and November, and if it is found in January that it is not a good idea, the Airport Commission can request that the structure be removed by April 1<sup>st</sup>, and then Johnson can move forward with the planning process. Mochinski stated that it seems that a decision cannot be made during this meeting, and added that he would like to see a better sketch with actual distance and numbers, as well as other information. Mochinski asked the Airport Commissioners if they would like information brought back to the next Airport Commission meeting. Mochinski noted that this process may be inconvenient for Johnson; however, it is the way things operate when trying to place a building on City property.

Kubasch suggested holding a special meeting at the airport, prior to the next regular meeting so the Airport Commission can review the proposed area and have an on-site meeting. The Airport Commission discussed options for a special meeting, and the next regular meeting. Johnson stated that the sooner a decision can be made, the better, because he suspects that he will have a busy year. Martens reviewed the list of items that require information and discussed the time needed to generate answers. Johnson and Martens stated that the FAA did not have any issues with the temporary structure, and did not have any comments. Martens noted that the proposed approach to an overflow parking area would have to be discussed with the FAA. Mochinski made a suggestion to place stakes where the building is going to be at the Airport, in the exact location.

**Weibel made a motion to delay the decision for Johnson's request until the information is gathered, at which time the Chairperson would call a special meeting; direct City Staff to research questions that have been raised, such as traffic flow, and bring the information back to the May, 2012 meeting; and request that the Airport Commission members receive a copy of the FAA response referencing Johnson's original hangar request. Kubasch seconded the motion. Motion carried 5-0.**

Meyer offered a suggestion to open the yellow gate for the construction road on the east side of the Airport property and then direct traffic to the area south of the hangars for overflow parking, rather than creating a new road approach off of the entrance road to the Airport.

#### **b) Airport Commission Meeting Schedule**

Martens stated that in December, 2011 the Airport Commission reviewed a proposed meeting schedule which included a meeting at the Winsted Municipal Airport in April, 2012. He stated that due to a staff conflict that meeting has been delayed, and made a suggestion to conduct the Airport Commission meeting at the Airport in May, 2012 and reviewed a list of possible dates.

**Baird made a motion to reschedule the regular meeting scheduled for May 8, 2012 to Wednesday, May 9, 2012 at 6:00 p.m. at the Winsted Municipal Airport at a hangar to be determined. Weibel seconded the motion. Motion carried 5-0.**

#### **7) No Other Business.**

#### **8) Adjournment**

**Weibel made a motion to adjourn the meeting. Johnson seconded the motion. Motion carried 5-0. The meeting adjourned at 10:15 a.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