

City of Winsted  
Winsted Municipal Airport Commission  
Winsted City Hall Council Chambers  
Tuesday, July 13, 2010  
8:30 a.m.

Airport Commission Members Present: Sarah Fasching  
Kevin Kubasch  
Dave Mochinski  
Russ Paschke

Airport Commission Members Not Present: Dave Millerbernd

Staff Present: Deb Boelter, City Clerk-Treasurer  
Dave Meyer, Public Works Lead  
Amanda Zeidler, Utility Billing & Payroll Clerk

1) Call the Meeting to Order

Paschke called the meeting to order at 8:30 a.m.

2) Approval of Minutes

**Kubasch motioned to approve the minutes from May 11, 2010. Fasching seconded. Motion carried 3-0.**

3) Financial Report

Boelter presented the June, 2010 Financial Report.

4) Maintenance Report

a) Airport Maintenance Report

Meyer reported on the following:

- There have been problems with the aviation fuel tank monitor. Zahl Petroleum Maintenance repaired the problem.
- The water softener salt has been replenished, as well as toilet paper, and paper towels.
- Fertilizer has been spread on the runway, but was purchased by a private individual.
- Weed spray has been applied to the runway.

Meyer stated that he obtained a quote for crack filling & seal coating at the airport. Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated, stated that this project may be eligible for a grant in 2011. Meyer stated that the quote amount is \$10,690. This quote includes any tar area that was not repaved during the 2009 Improvement Project, except the airport entrance road.

b) Airport Parking Signage

Meyer stated that a neighboring property owner has been parking a camper on the entrance road to the airport. Meyer stated that the City of Winsted Public Works Department will be painting yellow stripes on each side of the road, and posting signs that state, "No Parking."

Mochinski asked why it is the City's responsibility to post signs and paint yellow striping because of a problem with one individual. Boelter stated that Mike Henrich, City of Winsted Police Chief, requested both items for enforcement purposes. Mochinski stated that a sign should be sufficient. Boelter and Meyer commented that the Police Department cannot take action unless the signage and stripes are both in place. Meyer stated that one (1) "No Parking" sign will be placed at the entrance to the airport property, another sign will be posted on the security fence by the airport parking lot, and the last sign will be posted on the Arrival and Departure building.

5) No Old Business.

6) New Business

a) Winsted Municipal Airport – Environmental Assessment

Watson stated that an Environmental Assessment was considered by the Winsted City Council at the City Council meeting on June 15, 2010. The Environmental Assessment was not approved or recommended by the City Council at that time. The project will have to be pushed back to 2011 or 2012 for further consideration as part of the federal grant funding. Watson also stated that funding from the Federal Aviation Administration (FAA) will not be lost at this time; however, the funding is part of the Airport Master Plan, so over a number of years, if the plan is not being implemented, it may catch up with the City down the road.

b) Airport Engineering and Planning Update

Watson stated that the City Council passed a resolution for Bolton and Menk, Incorporated to complete a Stormwater Pollution Prevention Plan for the Minnesota Pollution Control Agency (MPCA). This is a change in regulation from the MPCA, and the City will be issued a new general stormwater permit, for which airports are required to be in compliance. This plan is developed to prevent or minimize stormwater discharge or pollutants to enter water areas that are near the airport. Watson stated that every airport is required to update that plan, and compliance is required by August 6, 2010. Bolton and Menk, Incorporated will complete and submit the Stormwater Pollution Prevention Plan before the compliance deadline approaches. Boelter added that the City of Winsted has submitted a request for funding from the Minnesota Department of Transportation (MNDot) Aeronautics. Watson stated that this is an eligible item for MNDot Aeronautics, for seventy percent (70%) funding. The total cost of the project is \$3,500.

Watson stated that the 2009 Airport Improvement Project closeout is complete and the City is awaiting final approval, and payment from the FAA. Watson informed the Airport Commission that the 2008 Improvement Project grant has not been closed out, because the Airport Layout Plan is still in the review process with MNDot Aeronautics, and the City is awaiting official comment. Once significant process has been completed on the review process, the grant will be closed out and payment will be made to the City from the FAA.

Kubasch asked Watson what, if anything, is on the improvement list for 2010, since the Environmental Assessment was not approved. Watson stated that the Capital Improvement Plan (CIP) is updated each fall. Some potential improvements include rehabilitation to the terminal building, and some seal coating. Watson stated that the Environmental Assessment is still eligible on the CIP in the future; however, it will push the other projects back.

c) Hangar Construction

1. Burt Ackerman

Boelter informed the Airport Commission that Burt Ackerman will be purchasing Hangar Sixteen (16) from Calvin Brandt and would like to purchase it with the stipulation that he can add-on to the back of the hangar to make it the same length as Hangar Fifteen (15). Boelter has discussed the request with Rob Beckfeld, Building Inspector for the City of Winsted, and Beckfeld does not see any issue with Ackerman's request.

2. Joe Johnson

Watson stated that the City of Winsted received a request from Joe Johnson, of Westside Skydiving to consider allowing construction of a hangar at the Winsted Municipal Airport. Bolton and Menk, Incorporated was requested to evaluate the proposal and provide recommendations for the City of Winsted. Watson stated that they have taken a preliminary look at the proposed location, and how it is compatible with the Airport Master Plan, and what steps the City will need to do to move forward with the process.

Watson stated that Westside Skydiving currently operates in Hangar Thirty (30) (48' x 56') to the south of the public parking lot. Watson stated that according to Johnson, the proposed structure would be fifty (50) feet by one hundred (100) feet to accommodate the needs of the "specialized" aviation service provider. The building would be located to the west of the storage building along the public aircraft apron, and east of the mound septic system.

The building is clear of the airport skydive drop zone. The building would serve as an aircraft storage hangar and office space. The aircraft storage hangar is proposed to have a sixty foot (60) wide door facing the existing aircraft apron to accommodate up to two (2) aircrafts as large as a Cessna Caravan single-engine turboprop. The desire is to have the hangar as close to the drop zone as possible, with easy, visible access for aircraft and passengers.

Watson stated that the office portion of the building would include lobby space, restrooms, and classrooms. The building is proposed to utilize the existing mound septic system. If approved, construction of the building is proposed to begin as soon as fall 2010, as the current lease of Hangar Thirty (30) expires at the end of 2010.

Watson gave highlights of the site review, and stated that the proposed building is located in the future apron expansion area for the Winsted Municipal Airport. The proposed building is within a future site for a new arrival, and departure terminal building along the existing apron. The location of the proposed building would also limit the line-of-site from the terminal building to the runway. As proposed, line-of-sight would be limited to the first 540 feet of Runway Twenty-Seven (27) with the construction of the hangar. The apron expansion would be necessary for additional aircraft tie-down space and space for any future commercial operators. Watson stated that over time as development continues at Winsted, this apron expansion will be necessary to accommodate this development. The apron expansion would likely be a required portion of the Runway Nine (9) / Twenty-Seven (27) relocation and paving project. To accommodate the building setbacks to provide adequate aircraft access to taxi lanes, the future apron area plan would have to be shifted to the west.

Watson stated that the proposed site is located outside of the existing one hundred (100) meter on-airport skydive drop zone. The proposed building door would face east to the existing public aircraft apron. It would require the elimination of one public tie-down to accommodate access to the hangar. Watson also stated that the proposed building as sited is ten (10) feet to the west of the airport storage building. It is estimated that the building site is located east of the mound septic system; however, field verification of the system would be necessary to ensure that the building is not impacting this system. The system would also have to be evaluated to determine if the tank is large enough to accommodate any connection to new building facilities, if desired. Watson also made the recommendation to complete an evaluation of the parking needs for this business to ensure the existing parking lot is adequate to accommodate all airport vehicular parking needs. Watson added that a public versus private parking area should be designated, if necessary.

Watson also stated that any commercial building would require a commercial hangar land lease agreement with the City of Winsted. Rates and charges developed must be fair; however, they may differ from those in private hangar land leases. The public, private, and exclusive-use apron and parking lot areas would have to be defined.

Kubasch stated that the Airport Commission needs to think about this request and the long-term viability of the airport. Kubasch commended Johnson's business, and thinks he is a good neighbor, but wants to watch out for the City and the money that has been spent on engineering, and the comprehensive plan, so far.

Johnson stated that he would like to limit exposure to the rest of the airport. He added that for every person that comes to jump, they usually bring three (3) to four (4) people with them that spend money in Winsted. Johnson stated that he is scheduled to purchase Hangar Thirty (30) on December 31, 2010, and has already outgrown the hangar.

Fasching stated that if there is a business that is expanding, the Airport Commission should look at supporting the business owner, and overlooking the engineering fees.

The general consensus from the Airport Commission was that construction of a building in the proposed location would limit airport runway line-of-sight issue in the current arrival, and departure (terminal) building, and the proposed future terminal building location by the construction of the proposed hangar. Line of site to the airport infrastructure is an important feature of any public terminal building. Various alternatives were discussed, including a combined-use terminal building and hangar, and adding an addition to the hangar Johnson is currently leasing. Bolton & Menk, Incorporated was asked to analyze the feasibility of meeting Federal and State guidelines and funding participation for a combined terminal building and hangar space.

d) Camping and Trailers at the Airport – Joe Johnson

Johnson addressed the Airport Commission and stated that he has had requests from customers who would like to come to Winsted for the weekend and camp at the airport. Johnson stated that the campers are not looking for sewer and water connections, just electric. Johnson mentioned that a typical rental amount for camping at other skydiving locations is three hundred dollars (\$300) for the season. Johnson stated that the revenue would go to the City.

Mochinski stated that the Airport Commission can make a proposal to the City Council and asked Paschke and Kubasch if they had any thoughts on Johnson's request. Paschke stated that he has received negative comments regarding this request. Kubasch stated that he is concerned about the hours of operation for Johnson's business, and added that if camping is approved, the hours of operation would be unlimited because people would be onsite continuously. Kubasch also stated that other hangar owners are concerned about theft, and other problems that may occur, and he is also taking into account the sensitivity of the neighbors.

Johnson stated that when he started his business, he had no intention of offering camping, but as his business changes, he is trying to accommodate his customers and their requests. Johnson asked if he should address the City Council regarding a campground at another location. Mochinski stated that the City would need an idea of where the campground would be located, and if it is on City property. Mochinski added that there is not enough information available at this time to necessitate a discussion with the City Council; however, if Johnson can generate more details, the issue can be re-examined.

7) No Other Business.

8) Adjourn

**Kubasch motioned to adjourn the meeting. Paschke seconded. Motion carried. Meeting adjourned at 10:20 a.m.**

Respectfully submitted,

*Amanda J. Zeidler*

Amanda J. Zeidler  
Utility Billing & Payroll Clerk