

City of Winsted
Winsted Airport Commission Meeting
Winsted City Hall – Council Chambers
Tuesday, September 13, 2011
8:30 a.m.

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

Airport Commission Members Absent: Dave Millerbernd

Staff Present: Brad Martens, City Administrator
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 made a motion to approve the minutes of the August 9, 2011 Airport Commission Meeting. Johnson seconded the motion. Motion carried 4-0.

3) Financial Report

Martens presented the financial report for August, 2011.

4) Maintenance Report

Dave Meyer, Maintenance Lead, reported on the following:

- Ordered aviation fuel
- Took phone calls from the contractor regarding the construction of the new Arrival/Departure (A/D) Building
- Regular airport maintenance

5) Old Business

a) 2011 Airport Improvement Projects Update – Bolton and Menk, Incorporated

Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated, gave an update regarding the 2011 Airport Improvement Projects. Watson stated that grant approval has been received from the Federal Aviation Administration (FAA). The grant includes the pavement improvements, and the construction of a new Arrival/Departure (A/D) Building. The FAA will participate in ninety-five percent (95 %) funding for the projects.

Watson stated that the City can begin working with the low bidders on the improvement projects, now that the grant has been approved. A recommendation has been made by Bolton and Menk, Incorporated for the slurry seal and seal coating project to be postponed until the Spring of 2012, since it is already late in the season. Watson stated that the contractor will honor the current bid, and Bolton and Menk, Incorporated will issue a change order for the project. Mochinski asked Watson what date he is referring to by the term “early spring.” Marcus stated that the projected time frame is late May or early June of 2012. Watson stated that the City can stipulate that the latest start date be June 15, 2012, with a close date in September, 2012. In the event that the contractor does not complete the work by the close date, Watson stated that there can be a clause in the contract for liquidated damages.

Watson stated that it is best to have at least two weeks of very little traffic so the slurry seal product can get a full cure. Kubasch asked if the old driveway on the east side of the property would have to be used during the slurry seal project. Watson stated the surface on the entrance road is usable; however, drivers must realize that it is a new surface, and be aware of driving habits for the first few weeks after the slurry seal has been applied. Watson added that the crack fill and slurry seal project will be done with one mobilization in 2012.

Watson stated that the construction of the A/D Building can begin as soon as possible, since the other project has been postponed. Watson noted that a Pre-Construction Meeting will be held on Thursday, September 22, 2011 at the Airport. This meeting will include representatives from the City, the City Engineer, the contractor, and any airport staff. The purpose of the meeting is to make everyone aware of the construction process and coordinate any airport closures. Watson stated that the City will also receive a proposed schedule from the contractor.

Martens stated that he had requested the presence of Gopher State Contractors at this Airport Commission Meeting; however, they had a scheduling conflict and were unable to attend. Martens stated that the Airport Commission will be informed of the outcome of the Pre-Construction Meeting.

Kubasch asked if a portable shelter will be provided for the weather station and fuel system computer equipment. He also asked if a portable toilet will be available. Martens stated that he will look into these issues and see if it is the City's responsibility to provide these items.

b) New Hangar Request – Joe Johnson

Martens stated that the discussion regarding a request for a new hangar from Joe Johnson is a continuation from the discussion that took place at the August, 2011 Airport Commission Meeting.

Johnson distributed a sketched diagram to the Airport Commission members, which illustrates the location where he would prefer to build a new hangar. Johnson stated that he moved the proposed building further to the south on the diagram from where he had originally proposed, which will take up a portion of the existing parking lot, but will not restrict the view of the runway from the A/D Building. He proposed adding new asphalt on the south side of the proposed hangar to add extra parking to make up for what would be used by his hangar. Johnson stated that the mound system would also have to be relocated, which would be at his expense. He stated that the mound system could possibly be moved next to the existing wind sock. He also stated that he would add asphalt to the north side of his hangar to connect to the airport apron.

Mochinski asked how Johnson's proposed location will affect the future Airport Layout Plan (ALP). Watson discussed the area that was proposed by Johnson. Watson stated that the proposed hangar area coincides with a future airport parking expansion area, and future hangar area on the current ALP. Watson added that the proposed location works with the proposed apron expansion area, and the City would be able to include the hangar location on the ALP with minimal updates.

Paschke questioned the need for a new or relocated septic system. Weibel stated that he has concerns about the proposed location of the mound system. Watson agreed and stated that modifications will need to be made if the mound system is relocated. Weibel stated that a hard-surface runway would allow for corporate aircraft to land at the Airport, and he would not support any changes that would deter the paving of the runway, or apron expansion.

Weibel asked if Johnson's proposed hangar will have a fenced area surrounding it to keep the general public from walking into Johnson's loading zone. Johnson stated that bathrooms would be available in his hangar for his customers. Johnson added that the actual hangar area will be off-limits to the public, and he will have a classroom area. The Airport Commission discussed the layout of Johnson's proposed hangar. Johnson clarified that the back half of the hangar would be for packing parachutes, and the front half of the hangar would be for maintenance. Weibel asked if Johnson could bring a more detailed diagram of the proposed hangar area. Watson agreed with Weibel, and added that he would especially like to see a plan for parking spot replacement, since the new parking lot will be striped next year.

Meyer inquired about the future fuel facility and future parking lot expansion. Paschke asked if we could connect to the City sewer system, to avoid the mound system all together. Meyer stated that a lift station would have to be installed at the Airport to pump the sewage to the Vitran Lift Station. Mochinski stated that due to the cost and

limited amount of use, connecting to the City's sewer lines is not something that would need to be discussed for several years.

Kubasch asked Johnson why he does not want to build his hangar where the beacon is currently located. Johnson stated that the cost of hooking up to the mound system, relocating the beacon, and creating a taxi-way would be too great of a cost. Watson stated that one of the problems he sees in locating the hangar in the position of the current beacon, is the fact that a north-south taxi-way would have to be created, and it would prevent any future expansion by placing a building in that area.

Kubasch asked Watson to offer the Airport Commission a proposed course of action relating to Johnson's request. Watson made a recommendation for the Airport Commission to obtain all of the tools and specifics that are needed to make an informed decision regarding Johnson's request. He added that the ALP can be updated as an as-built plan to reflect the potential construction of Johnson's new hangar. Kubasch stated that he had requested a traffic flow map and parking plan at the August, 2011 meeting. Kubasch added that Johnson's plan does not address these issues. Watson stated that another set of criteria could be the addition of more parking or, during the next major improvement project, the City of Winsted could locate Johnson's hangar near the proposed Fixed Base Operator (FBO) hangars, and then expand the apron area.

Watson asked if the proposed building would infringe on the current landing area. Johnson stated that the current proposal does not infringe on the current landing area.

Weibel stated that according to the previous meeting minutes, Johnson was asked to submit a full business plan, and stated that Johnson's sketch does not address the information that was requested at the August, 2011 meeting. Martens stated that he agreed with Weibel, and stated that more information is needed. Martens added that his personal recommendation is to have Johnson work with an architect of his choice, or with Bolton and Menk, Incorporated, at his expense, to come up with a plan, much like the other expansions that are going on within the City.

Weibel stated that he is encouraged that Johnson wants to provide a maintenance facility, and he is not opposed to the expansion, but he needs more details. He added that the delay of the slurry seal and crack seal project should allow Johnson ample time to prepare the information that the Airport Commission has requested. Weibel stated that he would also like to see a future business plan for Johnson, so the Airport Commission can decide if there will be any implications of this decision.

Weibel made a motion to table Johnson's request, review the request at the November, 2011 Airport Commission Meeting, and have Johnson provide a detailed business plan at that time. Kubasch seconded the motion. Motion carried 3-0.

6) New Business

a) Five (5) Year Airport Capital Improvement Plan (CIP)

Watson reviewed a preliminary draft Airport Capital Improvement Plan (CIP) with the Airport Commission. Watson stated that the FAA and the Minnesota Department of Transportation (MNDot) Aeronautics look for airport sponsors to provide annual updates to the Airport CIP. Watson stated that it is his recommendation to table any federal improvement projects in 2012, and then move forward with the Environmental Assessment to plan for the future pavement of the Airport runway. Watson added that it is a long process to move forward with a major improvement when working with the FAA.

Watson suggested that the City of Winsted acquire land in 2015, and then begin construction of the paved runway in 2016. Martens clarified that the update of the Airport CIP is an annual update, and all of the projects need to be shown on the CIP in order to be eligible for federal funding. Watson stated that there has to be a long-term approach to receive funding from the FAA for major projects. Watson added that the City will also be required to complete a zoning update to protect air and land space for the future expansion of the runway. Martens stated that everything that is being considered should be listed on the CIP, so it is eligible for funding in the future.

Kubasch inquired about the cost of the Environmental Assessment. Watson stated that Bolton and Menk, Incorporated has found that this assessment has been broken out into two different phases; the first phase is to

evaluate and the second phase includes writing the document and conducting special studies. Watson added that the Environmental Assessment has been known to cost a little more, and take more effort than previously thought. Watson clarified that the cost estimates are very preliminary and the numbers can be revised from year to year. He added that it is just an estimate to allow the City to budget appropriately for the proposed projects.

Kubasch questioned the need for expansion in the south hangar area. Watson stated that the expansion on the south side of the property is demand-driven and should be on the list, but would not need to be addressed at that time if there is not a need to expand. Mochinski requested that the project be pushed back, since this is not a realistic need at this time. Kubasch agreed and stated that it should be moved to 2016 or 2017.

Watson stated that if there are any other projects the Airport Commission would like to list from a state funding perspective, they are items that MNDot Aeronautics would like to see listed on the CIP in order to be eligible for funding. Kubasch questioned if the National Plan of Integrated Airport Systems (NPIAS) funding is in question due to the lack of projects for 2012. Watson stated that there will be no requirement to spend federal dollars in 2012, because the City's funding is below the maximum amount allowed, and none of the funding is set to expire in 2012.

Kubasch stated that updating the Airport Zoning Ordinance, is the correct thing to do before conducting the Environmental Assessment. Watson stated that this is a required element before construction can begin on the runway. Kubasch asked if the City would support paving the runway in the future and provide the local share. Mochinski stated that it would not be on the City's funding list, unless the fund for Airport Improvement Fees was built up enough to cover the cost of the local share. Watson stated that all of the Airport sponsors that he has worked with have asked Bolton and Menk, Incorporated to assist with the update to the Airport Zoning Ordinance because it is a very intricate process, and it can be customized for the City of Winsted. Watson added that the updates can also be pushed back on the CIP. Kubasch asked if MNDot Aeronautics will participate in funding the project. Watson stated that MNDot Aeronautics will pay seventy percent (70%) of the cost. Watson stated that the local share of the zoning update is estimation.

Martens explained that there will have to be a strong decision regarding the Airport in the near future; however, updating the CIP allows the City to have a good discussion about the future and allows the City to be eligible for funding on the projects that are listed on the CIP.

Johnson made a motion to approve the five (5) year Airport Capital Improvement Plan with an amendment to postpone the North/South Hangar Site Taxi lane extension until 2017. Kubasch seconded the motion. Motion carried 3-0.

Weibel left the meeting at 9:15 a.m.

b) Request for Airport Forum for Township Residents at the October, 2011 Meeting

Martens stated that he received a request from a township resident to address the Airport Commission and let them know how things are going from a township resident's perspective. Kubasch stated that he is concerned about diminishing the feeling of the meeting, since it is supposed to be about getting the hangar owners involved. Martens suggested placing this item as the very last item on the agenda, since it is an evening meeting.

Kubasch and Johnson agreed that the township residents could be placed on the agenda for the October, 2011 meeting. Mochinski asked if the City could update email addresses for the hangar owners as soon as possible, so that they can be updated about meetings and possibly the minutes of each meeting. Martens stated that he would follow-up on Mochinski's request.

7) No Other Business.

8) Adjournment

Johnson motioned to adjourn the meeting. Kubasch seconded the motion. Motion carried 3-0. The meeting adjourned at 9:35 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