

City of Winsted
Winsted Municipal Airport Commission
Special Meeting
Winsted City Hall-Council Chambers
Tuesday, June 28, 2011
8:30 a.m.

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

Airport Commission Members Absent: Dave Millerbernd
Glenn Weibel

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) Old Business

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

Marcus Watson, Bolton and Menk, Incorporated, gave an update regarding the 2011 Airport Improvement Projects. Watson stated that it was important to make sure both projects will be funded at ninety-five percent (95%) funding by the Federal Aviation Administration (FAA), so a meeting was held on June 16, 2011 with the FAA and the Minnesota Department of Transportation (MNDot) Office of Aeronautics to discuss the proposed projects. Attendees included Dave Mochinski, City Council Member; Marcus Watson and Matt Johnson of Bolton and Menk, Incorporated; Dan Boerner of MNDot Aeronautics; and Andy Peek of the FAA. Watson stated that the project schedule has been revised. Project bidding will begin July 11, 2011, and the FAA grant request will be submitted shortly after the bid opening.

Airport Pavement Maintenance

Watson stated that the scope of this project includes all FAA eligible pavement areas. The pavement preservation project will increase the useful life of the pavement. Restriping the tie-downs and taxi lane centerline will be included in the project scope. Watson stated that the project will be bid into separate schedules to include the following areas:

Base Bid: Airport Entrance Road, Parking Lot, Taxi lanes Genty, Delta, and Echo
(not rehabilitated during the 2009 Airport Improvement Project)

Alternate Bid: Aircraft Apron, Taxiway, Taxi lanes Alpha, Bravo, and Charlie
(rehabilitated during the 2009 Airport Improvement Project)

Watson stated that modifying the bid schedules will give the City of Winsted the option to select the alternate bid.

Airport Parking Lot

The Airport Commission discussed the proposed layout of the parking lot. Watson stated that the general consensus was to see angled parking lot striping. Watson added that the existing fence must be moved to the west to meet FAA guidelines, there will be one pedestrian fence on the northeast side of the parking lot, and the vehicle access gate will be installed on the southeast corner of the parking lot, which will be a manual gate for future use with a key pad.

Mochinski asked if it is possible to have one-way traffic through the parking lot, and add an extra row of parking. Marcus stated that eighteen (18) parking stalls are available with a regular parking layout, whereas only fourteen (14) parking stalls are available with the angled parking plan. Watson stated that the parking lot can be designed to maximize parking if it is the commission's desire to do so. Watson added that the entrance gate and parking lot can be modeled with concern for the fuel truck entering the main airport area. Martens stated that he could vision a two-way traffic pattern on the south side of the parking lot; however, a one-way traffic pattern on the north side might work. Kubasch and Mochinski stated that the objective should be to maximize parking.

Kubasch asked how much space there is from the proposed gate to the hangar that Johnson is operating out of; and if a fence will be installed from the gate, south to Johnson's hangar for security. Watson stated that the distance between the proposed gate and Johnson's hangar is approximately twenty (20) feet, and clarified that the gate will begin where the bituminous begins on the south end of the parking lot, and a fence will be installed from the bituminous to the north end of Johnson's hangar. Meyer stated that it will be difficult for snow removal; however, the Public Works Department can modify their snow removal procedures.

After some discussion with the commission members, Watson stated that the engineers will create a one-way traffic pattern on the north side of the parking lot, and a two-way pattern on the south side. Kubasch asked for clarification regarding the number of handicapped stalls that will be available. Watson stated that every portion of this project will be compliant with the Americans with Disabilities Act (ADA).

Airport Arrival/Departure (A/D) Building

The Airport Commission moved on to discussion regarding the proposed Arrival/Departure (A/D) building. Watson stated that the City is looking for a building layout that would maximize FAA funding. He added that the common area of the building was in question with the FAA. At the meeting with the FAA and MNDot Aeronautics on June 16, 2011, the group reviewed the floor plan for the proposed building to identify what is eligible and what is ineligible.

Watson stated that the FAA questioned the need for dual restrooms. The Minnesota Building Code was reviewed to find that dual restrooms were needed and are eligible for federal funding. The common area and vestibules will also be eligible for federal funding. Watson stated that the FAA will participate in the purchase of a conference table as long as it is fixed to the floor and a permanent feature of the building. The FAA will also participate in funding an area for vending and a separate fuel room. The fuel room is ADA compliant, and secure for the fuel and credit card reader system. Kubasch asked if the fuel room is required. Watson clarified that it is eligible, but not required.

Watson stated that an updated floor plan was developed based on the comments from the FAA and MNDot Aeronautics and FAA eligibility rules; however, it does not have full approval from the FAA. The total gross square footage is 1,176 square feet, and the common area is 630 square feet. All of the utility rooms are located on the south side of the building to allow for any future expansion to the west without the need to relocate utility rooms. Watson stated that the new proposal is approximately 100 square feet smaller than the original proposal.

Paschke asked if the storage building will still be relocated. Watson stated that the storage building will have to be moved approximately ten (10) to fifteen (15) feet to the west to accommodate the new A/D building. Martens asked if the relocation of the storage building was included in the scope of the project, and eligible for ninety-five percent (95%) federal funding, and also asked about the demolition of the existing building. Watson stated that both items are included in the original bid. Kubasch stated that the gentleman who was going to purchase and move the original building fell through. Mochinski asked if moving the building to another part of the city would be federally funded. Watson stated that he will check into this scenario and inform the Airport Commission of the result.

Watson stated that the engineers and architects will keep within the rules of the FAA, and make sure the building design is a fully-eligible funding project. Kubasch asked Watson to inform the City Administrator and Airport Commission if a scaled-down project is required by the FAA.

Watson stated that the kitchenette and drinking fountain are eligible for funding; however, furniture would have to be provided by the City, with the exception of the conference room table, countertops, and sinks.

Mochinski asked if window size is an issue at this point in the design process. Mochinski requested a larger window to be placed between the north vestibule and pilot briefing area. Watson stated that a three (3) pane window could possibly be added to the design for this area, as it is on the west side of the proposed building.

Watson discussed the elevations with the Airport Commission. The Commission also discussed a sign for the south side of the building, on the left side of the proposed entry door. Watson stated that landscaping would be added to help cover the meters and vents on the south side of the building. A steel roof will be listed as an alternate estimate.

Martens stated that he will update the City Council on the revised schedule. Kubasch asked if the weather tracking capabilities will be available during the construction phase. Watson stated that there will be a period of time during construction where the A/D building and related services will not be available. Construction on the building will not begin until the airport pavement maintenance work is completed, which is expected to be in late September, or early October, 2011. Watson stated that this will allow the existing building to be operational through the peak summer months. Building construction is estimated to be a period of up to three (3) months, depending on the construction schedule and weather. Kubasch asked if it would be possible to have a portable building onsite during construction. Watson stated that he would research this request to see if it is eligible for funding. Kubasch also asked about the closure of the runway. Watson stated that the only time runway closure would be an issue is if the outermost taxi lane would be slurry sealed, and he added that the building construction will not cause the runway to be closed.

3) New Business

a) Camping Request – Joe Johnson

Johnson stated that ten (10) teams will be coming to the Winsted Municipal Airport from other drop zones and locations to participate in the Northern Plains Skydiving League (NPSL) meet. Johnson added that the meet also brings other individuals to watch the meet and participate. There will be approximately seventy-five (75) people, and about half of them will be camping at the Airport, according to Johnson.

Johnson stated that the camping area will be located in the grass area south of the airport hangars along the tree line, or second driveway on the east side of the Airport grounds. Paschke asked if Johnson would provide portable toilets for the campers. Johnson stated that he would provide a couple of portable toilets.

Martens asked if the event will be for one evening. Johnson stated that the meet is scheduled for Saturday, July 16, 2011 and Sunday, July 17, 2011; practice will take place on Friday, July 15, 2011.

Martens stated that he spoke with Glenn Weibel, Airport Commission member who was unable to attend this meeting. Martens stated that Weibel feels that camping at the Airport should bring some sort of revenue to the airport fund. Weibel also mentioned the need for bathrooms, one of them being handicapped. Weibel also stated that he had some concerns regarding security.

Martens asked for Johnson's past experience in regards to fees. Johnson stated that typically a fee is charged for a pass to camp for the summer, otherwise it is generally part of the business to offer camping at no extra charge.

Kubasch stated that he is not opposed to granting the camping request and asked Johnson if he plans to offer camping on any other dates during the summer. Johnson stated that another meet will take place on July 30, 2011, and he would like to have camping available on this date, as well.

Paschke stated that he is concerned about having campers by the airport hangars and on the taxi lanes. Johnson stated that the individuals would not be involved with general airport operations.

Kubasch stated that the idea that Johnson is proposing is different from the use of the grounds during the Winstock Country Music Festival because Johnson is a resident business owner at the airport. Mochinski stated that the Airport Commission should grant the request for the dates Johnson has asked for, get an idea of how the events work, and then revisit the issue next year to discuss any fees. Kubasch stated that this will probably be a learning experience for everyone involved.

Martens informed the Airport Commission that a recommendation is needed for the City Council at their regular meeting on Tuesday, July 5, 2011.

Kubasch made a motion to allow Westside Skydivers the opportunity to offer camping at the Winsted Municipal Airport on a trial basis, for two events that will occur in July, 2011; the Airport Commission will review this item at a later date; Westside Skydivers will have the understanding that they will provide portable toilets for each event; Westside Skydivers will locate the camping area on the east side of the grass area that is on the south side of the airport hangars; and upon review, there may be a fee imposed for future use. Paschke seconded the motion. Motion carried 2-0. Johnson abstained from voting.

4) Maintenance Report

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

- Removed boards at the end of the taxi lane
- New fuel pump hose has been installed
- New static reel has been installed on the fuel pump
- Purchase limit on the fuel system: Zahl Petroleum Maintenance stated that they can raise the limit; however, the bank that handles the system uses the limit to prevent fraud. Meyer will speak with Deb Boelter, City Clerk-Treasurer, and ask her to contact the bank for permission to raise the purchase limit on the fuel system.
- Electricity was turned off to the windsock, beacon, fuel pump, and mound system by an unknown party prior to the Winstock Country Music Festival and needed to be turned on again.
- Cleaned up dirt around the well
- The computer program for the fuel pump was experiencing problems again. Zahl Petroleum Maintenance was contacted to repair the system.

5) No Old Business.

6) Adjournment

Kubasch motioned to adjourn the meeting. Paschke seconded the motion. Motion carried 2-0. The special meeting adjourned at 9:30 a.m.

Brad Martens

Brad Martens
City Administrator
City of Winsted

ATTEST:

Amanda J. Zeidler

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Utility Billing & Payroll Clerk
City of Winsted