

**WILLMAR MUNICIPAL AIRPORT COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, SEPTEMBER 21, 2016**

**MINUTES**

1. The Willmar Municipal Airport Commission met on Wednesday, September 21, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

\*\* Members Present: Don Cole, Dan Reigstad, David Little, and Richard Kacher.

\*\* Members Absent: Sandy Gardner, Pat Curry, and Dan O'Meara.

\*\* Others Present: Eric Rudningen- Eric's Aviation Services, Wayne Rudningen-LifeLink III, Bill & Tracy Fry, Gary Hach, and Megan DeSchepper- Planner/Airport Manager.

3. MINUTES: The minutes of the May 24, 2016 meeting were approved as submitted.

4. AIRPORT UPDATES: Staff updated the Commission about several items that have occurred since the previous meeting summarized as follows: LifeLink III paved their parking lot so gravel tracking will no longer be an issue, credit card reader machine has been ordered for Jet-A pump should be installed beginning of October, new computer and modem have been installed for the fuel system, the City has begun negotiating an FBO contract with Oasis Aero and hope to have that in place by the end of October, the City received the MNDOT/FAA Grant for the Master Plan Update and design for east taxiway improvements, the windsock was knocked over August 6, 2016 and staff is working to order a replacement, MNDOT selected the Willmar Airport to test a new technology GARD (General Audio Recording Device) program that compiles data on operations, fuel filters were changed out on both fuel pumps, and Public Works operators have meet at the airport to solidify the winter snow removal plan for this season.

Staff inquired if the Commission had interest in changing the day of the week or meeting time as obtaining a quorum has been an issue, the majority felt the current time worked best for their schedules and should remain as is.

Staff added that as the grant has been issued for the Master Plan Update that process will commence in October. Bolton and Menk will have a kick-off to the process at the next meeting on October 19, 2016. They will be looking to put together a Master Plan Advisory Group (MPAG) comprised of airport commission members, airport users, local business owners, economic development staff, City and County representatives etc. The goal is to get a varied group from the Community to plan for the Airport for the next 20 years.

And finally, Eric Rudningen announced that Oasis Aero has been approved to be a Mooney Authorized Service Center. The Commission congratulated Oasis Aero and said what an asset that will be to the Airport and Community.

5. TEN YEAR AIRPORT ANNIVERSARY CELEBRATION RECAP: Approximately 1,000 people attended the celebration. The organization and layout worked well. The boy scouts made \$1,600 off of the event. The lanyards went well. Planning however should have started earlier, or entities should have been approached earlier to have full participation from all interested. City Budgeting should be increased if the event is going to occur annually. The Commission thanked all the volunteers and businesses that helped make the day possible. The Commission could even consider have an annual fly in breakfast type of event, on a smaller scale then this event.
6. There being no further business to come before the Commission the meeting adjourned at 5:01 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager



**BOLTON  
& MENK**

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## MEMORANDUM

**Date:** October 19, 2016  
**To:** Airport Commission Members  
**From:** Melissa Underwood, Aviation Planner  
**Subject:** Airport Master Plan Goals & Objectives  
Airport Master Plan Update

### Airport Master Plan Goals & Objectives

#### Purpose:

An Airport Master Plan is a comprehensive study of an airport. It describes the short, medium, and long-term development plans to meet existing and future facility requirements and design standards. The airport master plan assesses these needs and will provide direction and guidance to the airport owner, the City of Willmar, regarding future airport preservation and development steps. It will become the City's realistic strategy for airport improvements and funding.

#### Goals:

The Master Plan Goals will drive airport development alternatives and serve as the basis for decision making throughout the Master Plan process. The goals for the Master Plan are:

1. To enhance the safety of aircraft operations and people and property on the ground;
2. To evaluate airport activity and types of aircraft currently and projected to use the airport;
3. To understand the facility needs of local business users;
4. To evaluate facility needs to meet applicable airport design standards;
5. To develop a realistic plan that is responsive to local aviation demands yet utilize the existing Airport Layout Plan as much as possible;
6. To select a preferred airport development alternative that considers all potential impacts, including operational, financial, social, and environmental costs,
7. Justify improvements for funding and;
8. To coordinate this Master Plan with the general public and local, regional, state, and federal resource agencies.

#### Objectives:

The specific objectives of the Master Plan identified help attain the study goals.

1. Determine the existing and projected aviation activity and identify needed facility requirements;
2. Develop a User Survey to evaluate the use and facility needs of local pilots and business users;
3. Identify an existing and future critical design aircraft and determine the required airport design standards to accommodate that family of aircraft;
4. Identify hazards to existing and future navigable airspace;

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5. Identify the need, feasibility, and impacts of maximizing the existing runway length to accommodate all aircraft types using the airport for business and recreational purposes;
6. Formulate a future building area development plan that accommodates aviation needs;
7. Recommend airport improvements that will enhance safety, meet capacity needs, and are compatible with the surrounding built & natural environment;
8. Evaluate consequences to the built & natural environment associated with proposed airport development alternatives;
9. Develop a plan that will maximize on-airport land use and protect off-airport land uses that ensure compatibility with future airport and community development plans;
10. Evaluate strategies to maximize airport land and financial resources through the development of an airport business plan focused on business development;
11. Establish a step-by-step realistic implementation plan for the proposed improvements based on planning level project cost estimates and available funding, and;
12. Provide an opportunity for all airport stakeholders, including users and surrounding landowners, to participate in the process and provide valuable input at public informational meetings.

**Specific Areas of Emphasis:**

1. Evaluate opportunities to maximize the existing runway lengths and/or reduce impacts to certain surrounding land owners given the physical constraints around the airport;
2. Conduct a detailed planning-level obstruction analysis for mitigation of existing airspace obstructions through aerial imagery;
3. Develop a long-term plan to accommodate hangar storage and aviation business development in the four quadrants around the runways;
4. Maximize on-airport land uses to attract business development with direct airport access;
5. Completion of a financial feasibility analysis to better position the airport to finance the projects recommended in the master plan and to demonstrate the financial feasibility of the recommended capital improvement program;
6. Engage airport stakeholders and the general public throughout the master plan process.



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## MEMORANDUM

**Date:** October 19, 2016  
**To:** Airport Commission Members  
**From:** Melissa Underwood, Aviation Planner  
**Subject:** Master Plan Advisory Group (MPAG) member roles  
Airport Master Plan Update

The goal of the Master Plan Advisory Group (MPAG) is to provide input and feedback on the current and future operations and development of the Willmar Municipal Airport. The committee will be made up of individuals with expertise in economic development, safety, active pilots, and community members. The Willmar Municipal Airport is an important part of the community and the City is interested in the long term future and vitality of the airport as a critical piece to the local and regional economy.

The MPAG will meet six times over the course of 12 to 18 months to discuss the project. MPAG members may be asked to review Master Plan documents and meeting materials prior to each of the six meetings. We will schedule meetings using an online survey system to allow the meetings to be scheduled at a time when most members can be present.