WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 9, 2013

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, October 9, 2013, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

   ** Members Present: Pat Curry, Terry Albers, John Lambing, Steve Nedrelow, and Don Cole.

   ** Members Absent: Sandy Gardner and Dan Reigstad.

   ** Others Present: John Deal, Dan O'Meara, Pete Fransen, Ron Buchanan, Tom Sand, Marney Negen, Eric Rudningen- Eric's Aviation Services, Jared Voge- Bolton and Menk, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the August 28, 2013 minutes were approved as presented.

3. SNOW GUARD QUOTES: Staff presented two quotes for snow guards for over the two terminal building entrances; there is concern that the melting/falling snow that comes down in sheets could be a liability hazard. The lowest bid was West Central Roofing for $657.21.

   Mr. Lambing made a motion, seconded by Mr. Cole, for staff to contact West Central Roofing to award them the contract for putting in the snow guards on the terminal building.

   The motion carried.

4. MANHOLE SEALING: Staff updated the Commission on the farthest east manhole in the private hangar area. The manhole that was known to have water infiltration issues was sealed as per Airport Commission's recommendation on September 12, 2013. It was inspected by Bolton and Menk and stopping the infiltration at that location; however with the amount of water in the system it appears there may be other areas that water is infiltrating. Staff will keep the Commission informed on water issue culprits and solutions.

5. NOXIOUS WEEDS, AG SPRAYING QUOTES: Eric Rudningen reported that to get a commercial Ag sprayer to come in to treat all the Airport property for broadleaf would be approximately $2,500 to $3,000. Another possibility would be for Mr. Rudningen to handle the spraying, he just needs to get the proper applicators license. He has access to equipment and is familiar with the process.

   Mr. Albers made a motion, seconded by Lambing, to have Eric's Aviation perform weed control on the airport once the proper licensure is obtained.

   The motion carried.

6. RUNWAY TURF IMPROVEMENTS PROJECT UPDATE: Jared Voge of Bolton and Menk explained that the turf runway was sprayed for weeds on Monday October 7. The contractor will also be reseeding the turf runway again this fall. They will also be performing some soil testing as there are some areas simply not responding that may need some soil supplements.

7. MISCELLANY: Staff distributed Eric's Aviation monthly report for information only. And let those in attendance know there are forms available on the City Website for those interested in serving on the Airport Commission.

8. MINIMUM STANDARDS-DISCUSSION CONTINUED: As per the Airport Commission's direction Staff went through the Willmar Municipal Airport Minimum Standards for Aeronautical Activity and made suggested edits to bring the document up to current and uniform standards as the original document was adopted prior to the new airport.

One item that Mr. Rudningen made note of is that the single standard operator requirement states the operator whether be it a air craft sales business or flight training school would have to construct a facility to operate out of at the airport and have a five days a week eight hours a day. That requirement in this economic climate and the aviation industry this would be a hardship on any startup business. The recommendation would be to require office/business hours be clearly posted as well as contact information and lease space or use the terminal meeting room when available.

The Airport Commission made recommendations as they reviewed the draft document for wording changes etc. and voted on each draft amendment. It was noted this is by no means the final action of the Commission just an organized process to show consensus for each suggested change to be reviewed again at the next meeting. It was also noted, that certain parts of the current minimum standards document conflicts with the current FBO contract.

Mr. Nedrelow made a recommendation, seconded by Mr. Lambing, to remove the sentence from the draft that requires the FBO have a rental airplane and provide charter service.

The recommendation carried.

The Commission discussed the FBO hours of operations. The minimum standards document lists seven days a week and eight hours a day. They talked about five or six days a week with on-call hours would seem sufficient.

Mr. Lambing made a recommendation, seconded by Mr. Albers, to amend the single service operators to not require construction of a new building and to clearly post office hours and contact information as depicted on the draft.

The recommendation carried.

Dr. Nedrelow made a recommendation, seconded by Mr. Cole, to strike the language about flying clubs prohibiting rental and lessons to club members.

The recommendation carried.

Dr. Nedrelow made a recommendation, seconded by Mr. Albers, that in Section 8 to remove the text regarding branded fuel being required for the FBO.

The recommendation carried with Dr. Nedrelow, Mr. Albers, Mr. Lambing, and Mr. Curry voting aye, and Mr. Cole voting nay.

Dr. Nedrelow made a recommendation, seconded by Mr. Cole, to remove the suggested number 4 language and verify the amount of time a spill would have to react to suggest wording is as soon as possible.

The recommendation carried.

Dr. Nedrelow made a motion, seconded by Mr. Cole, to add in Section 9 the apron width of private hangars to the taxiways should be at a minimum the width of the door.

The recommendation carried.

Dr. Nedrelow made a recommendation, seconded by Mr. Lambing, to verify the sprinkler requirements for commercial hangars and make sure the maximum is under that size, and require that all commercial hangars on the main ramp connect to the ramp and pave ten feet beyond the end of their hangar to ensure connection with the next hangar and connect to the ramp along the entire width of the building. The depth of the apron shall not be as deep as the existing concreted apron.

The recommendation carried.

Staff reminded the Commission that this is a working draft there will be review comments from the airport consultant, a public hearing review and input meeting, as well as FAA and MNDOT Aviation review.

9. MISCELLANY: Staff distributed the 2014 Airport Capital Improvement list for information only.

10. There being no further business to come before the Commission, the meeting adjourned at 6:31 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager