

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, OCTOBER 19, 2016**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, October 19, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

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

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

**** Others Present:** Ryan Nelson, Silas Parmar, Melissa Underwood, Jared Voge, Tim Lundquist, Brian Frost, Cody Miller, Eric Rudningen- Eric's Aviation Services, Bill Fry, Andrew Plowman, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the September 21, 2016 meeting were approved as submitted.

3. MASTER PLAN UPDATE PRESENTATION: Melissa Underwood and Silas Parmar, of Bolton and Menk, presented introductory information regarding the Master Plan and Airport Layout Plan Update. There will be a Master Plan Advisory Group (MPAG) that will work with the Airport Consultant throughout the year long update process. Ms. Underwood explained that the MPAG consists of Airport Commission members, airport users, airport businesses, local businesses, economic development staff, surrounding neighbors, city staff, and community leaders to plan the next 20 years of the airport. Several Commission members and people from the audience volunteered to be part of the MPAG. Staff will contact the Economic Development Commission and some other suggested persons to join the group.

Mr. Parmar updated the Commission about the design work being done for the east taxiway rehabilitation project. Mr. Parmar explained with drawings the slope and inverted crown of the taxiway. Ryan Nelson, an airport user present, asked about drainage around the private hangars and improving that with drainage tile at the same time as the taxiway. Mr. Parmar responded that they can look into it during the design phase as this would be the time to make improvements.

4. MINIMUM STANDARDS-INSURANCE REQUIREMENT UPDATE AND PENALTIES SECTION DISCUSSION: Staff shared suggested updates regarding the insurance requirements in the Airport Minimum Standards document as per the City Attorney. Staff also asked the opinion of the Commission regarding the penalties section. The City Attorney said there are two options. Either list violations resulting in a misdemeanor with fines and possible jail time, or simply state that violations of state or

federal regulations will result in prosecution and rely on the City lease agreements (which the minimum standards are incorporated) already in place to deal with violations and possible lease termination.

Mr. Kacher made a motion, seconded by Mr. Little, to use the administrative route for penalties, and to not list misdemeanors and to use police power as a last resort.

The motion carried.

William Fry, an airport user present, inquired about Section 4-1 # 9 of the insurance requirements in regard to vehicle insurance levels of operators and questioned if that applied to all users of the airport. The Commission asked staff to clarify that with the City Attorney and report back at the next meeting.

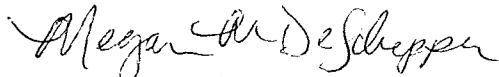
5. AIRPORT UPDATES: Staff updated the Commission that the replacement windsock has been ordered. The Jet-A credit card reader had been installed. It caused some issues with the 100LL as different Windows compatibility issues arose on the new computer. FBO negotiations have continued hopefully to be moved to City Council consideration soon. Staff attended the AIRTAP Fall forum put on by MNDOT Aeronautics and the FAA.

Mr. Rudningen added that Oasis Aero has been selected to be a Mooney Service Center. And that 10-12 gulls have been killed in attempts to keep birds at bay.

There were inquiries about frequency on the ground, and lights on private hangars, and beacon relocation/paint. Mr. Rudningen will contact MNDOT about frequency on the ground. Staff added that the beacon cannot be relocated, it's in a permanent historical easement and cannot be moved from its location, but will look into painting it. The F-14 loan renewal document will go before the City Council at their next regular meeting for authorization and signatures.

6. There being no further business to come before the Commission the meeting adjourned at 5:26 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager