WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, MARCH 20, 2013

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, March 20, 2013, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

   ** Members Present: Pat Curry, Terry Albers, John Lambing, Don Cole, and Dan Reigstad.

   ** Members Absent: Sandy Gardner, and Steve Nedrelow.

   ** Others Present: Megan Sauer- Planner/Airport Manager, Eric Rudningen- Eric's Aviation Services, and Jared Voge- Bolton and Menk.

2. REORGANIZATION: Mr. Albers made a motion, seconded by Mr. Cole, to nominate Mr. Curry for Chair.

   The motion carried.

   Mr. Curry made a motion, seconded by Mr. Reigstad, to nominate Mr. Lambing for Vice Chair.

   The motion carried.

3. MINUTES: The minutes of the December 12, 2012 meeting were approved as presented.

4. AIRPORT OPERATIONS SUPERVISOR UPDATE-ERIC RUDNINGEN: Eric Rudningen of Eric's Aviation gave an update of operations at the Airport since the beginning of the year. Mr. Rudningen said it's been a rough winter, but the Public Works Department has done a great job of keeping the runway clear and open. Pilots from other parts of the Country come in and comment on the Willmar Municipal Airport runway. The runway was inspected by the FAA and due to snow piles some instrument readings weren't giving proper signals, Mr. Rudningen will work with Public Works to get the issue alleviated. He is at the Airport weekdays from 6 a.m. to 5:30 p.m. and most Saturdays as well. There has been 32 NOTAM'S (Notice to Airmen) issued in the month of March. They've had to apply granular chemicals to the runway once this season due to ice. The Terminal building gets cleaned once a week on Fridays. And Mr. Rudningen stated that at the next Airport Commission meeting he will present a compiled list of maintenance issues and items to put on a maintenance list to plan for repairs service agreements etc. for the facility into the future.

5. MAXIMUM CRUISE AVIATION 2012 ANNUAL REPORT- FOR INFORMATION ONLY: Staff included the Maximum Cruise 2012 Annual Report in the Commission packets to coincide with the 2012 annual report presentation Brian Negan of Maximum Cruise Aviation gave. As Mr. Negan was unable to attend the meeting, Mr. Rudningen added that they are giving flight instructions and have a new part time flight instructor. He said they have been performing firefighting annuals. 100 low lead fuel sales are down over the winter. And will be working on Air Tractors in April.

6. JOHN L. RICE FIELD SIGNAGE DISCUSSION: Chair Curry discussed that the official name of the Airport is Willmar Municipal Airport- John L. Rice Field. And as such the John L. Rice Field should be signed somewhere on the property, perhaps the FBO. Mr. Rudningen added that for vehicular traffic and general wayfinding signage a monument sign near Hwy. 40 and the driveway access would be ideal. Staff commented that there are no monies in the 2013 budget for the signage. Perhaps in the mitigation of the old airport terminal and historic designation there would be funds that could be outsourced if mandated by the mitigation, but that is unknown at this time as it is in the hands in the hands of the FAA.

   Mr. Cole made a motion, seconded by Mr. Lambing, to look into the possibility of some sort of signage for the John L. Rice Field and budget or acquire funding to do so accordingly.

   The motion carried.

7. PROJECT UPDATES: Jared Voge of Bolton and Menk updated the Commission on the grass and paved runway projects slated for spring of 2013. Right now the project timing is completely based off of the weather and when the ground will be ready for the projects. The MALSR project, which is a MNDOT project and funded by MNDOT will be done sometime late summer early fall.

   Staff stated that the EDC had originally planned to speak to the Commission regarding marketing the airport. However, they were unable to attend the meeting. They asked that a subcommittee of the Airport Commission get together to discuss marketing and then work with the marketing committee of the EDC. Mr. Curry and Mr. Reigstad volunteered to work on the airport marketing subcommittee with Mr. Rudningen as a resource regarding onsite information.

8. COMPASS ROSE: Pat Curry presented that he's working with the MN 99's a female aviation group in Minnesota that paints compass roses at area airports. The compass rose is used by pilots and mechanics to verify all the instruments are operating accurately to magnetic north for their annuals. Mr. Curry spoke to John Schroeder with MNDOT and was able to acquire free paint needed for the compass. The only cost to the City is the tape, brushes, and supplies etc. The City will have to maintain it in the future when the paint chips or fades. The City will have to have it surveyed and exact north notated. Mr. Voge stated that Bolton and Menk could survey those coordinates for the project.

Mr. Lambing made a motion, seconded by Mr. Reigstad, for the City to continue with the MN 99's compass rose project with the compass to be in the center of the ramp.

The motion carried.

9. MISCELLANY: Staff was approached by someone interested in doing an Eagle Scout project at the Airport, the project will be updated with the Commission as it progresses.

10. There being no further business to come before the Commission, the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Megan M. Sauer

Megan M. Sauer, AICP
Planner/Airport Manager