

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JULY 17, 2013**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, July 17, 2013, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, John Lambing, Steve NedreLOW, and Sandy Gardner.

** Members Absent: Dan Reigstad, and Don Cole.

** Others Present: Frank Yanish-Mayor, Steve Renquist, Ron Christianson, Eric Rudningen- Eric's Aviation Services, Jared Voge- Bolton and Menk, and Megan DeSchepper- Planner/Airport Manager.

2. EDC MARKETING DISCUSSION: Steve Renquist of the Kandiyohi County and City of Willmar Economic Development Commission offered his assistance to help promote and grow the Airport. He reviewed the 5-year goals for the EDC one of which is to achieve 25% increase in local airport utilization by 2015. Mr. Renquist stated that they do not have a specific marketing plan for the airport but with the assistance of the Airport Commission they certainly could formulate one or assist airport efforts in other ways.

Mr. Curry thanked Mr. Renquist and the EDC with their monetary support of painting supplies and a supper being provided for the MN 99's airmarking group that will be painting the compass rose the weekend of July 26th.

The discussion then focused on LifeLink III choosing to operate out of the Willmar Airport. They moved operations from Hutchinson as of July 1, 2013. They are temporarily operating out of a modular home trailer as an office/rest quarters for their three person team. Even more temporarily the Airport Terminal Conference room has been used for about three weeks until the trailer was fully functional with utilities and internet. They are weighing out their options to build a hangar as a permanent base or to lease an existing hangar space.

Mr. Curry expressed disappointment for not involving the Airport Commission in the process of Life Link III moving to Willmar. Mr. Rudningen and Staff explained that Life Link III was weighing various locations to relocate to Willmar and the selection process was confidential. Willmar was not sure the deal was going to occur until late April. Staff then quickly dealt with temporary siting issues etc. to meet the very short timed July 1 move date.

Mr. Rudningen stated that he and Staff were planning on working on a building guidelines proposal for the private hangar area to present to the Airport Commission to set a policy for all future development so when there is interest there is a plan.

The Commission talked about further defining their roles as a Commission. Mr. Rudningen said the Commission could formulate the 5 year Airport Commission project list etc. To help support the Airport budget and 5 year Capital Improvement plan with MN/DOT and the FAA.

The Commission discussed being kept more in the loop about projects etc. And it was suggested to meet more frequently to keep the important issues current and relaying those messages onto the City Council for action. The Commission set the next meeting for August 28th at 4:30 p.m.

3. COMPASS ROSE: Mr. Curry updated the Commission on the compass rose project the MN 99's will arrive on Friday July 26th at 2:00 p.m. to begin the project. Due north will be marked by Bolton and Menk on Monday July 22nd. Mr. Curry lined up the paint, painting supplies, meals etc. for the volunteer women's aviation group. The Commission thinks this project will be a great addition to the Airport and thanked him for his efforts.
4. JOHN L. RICE FIELD SIGNAGE: Mr. Curry updated the Commission on the John L. Rice Field signage that has been installed on the FBO building above the large door facing the runway. The 1' high letters were installed by Public Works Staff and the Commission thanks them for their efforts.
5. MINUTES: The minutes of the March 20, 2013 meeting were approved as presented.
6. T-HANGAR HG-6 UNITS 7 & 8 RENTAL COST: Staff asked the Commission to consider leasing the two vacant (unrentable) units in the six unit T-Hangar building that have pavement heaving issues along the doors making them difficult to get planes in and out of. There has been some interest in renting out the spaces by people that have lighter planes and it's not as difficult to get them over the bump, but they do request a lesser rate for the trouble.

Dr. Nedrelow made a motion, seconded by Mr. Lambing to allow the rental of the units with a reduction in rent up to Staff.

There was further discussion about the cost of the end storage units which are half of a regular T-Hangar and that staff was looking for a dollar amount from the Commission.

Dr. Nedrelow made a motion, seconded by Mr. Lambing to amend the motion as follows: to allow the rental of the units that have been vacant due to heaving for rent at a reduced rate of \$90.00.

The motion carried.

7. RUNWAY TURF AND CRACK SEALING IMPROVEMENTS PROJECTS UPDATE:
Jared Voge, of Bolton and Menk, updated the Commission on the crack sealing project and turf runway restoration project. The crack sealing work has been completed with minimal disturbance of flight traffic. The seeding is mostly complete, but there are some areas that require reseeding as per the contract.
8. There being no further business to come before the Commission, the meeting adjourned at 6:31 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager

Willmar, Minnesota, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE III. - BOARDS, COMMITTEES AND COMMISSIONS >> DIVISION 6. - MUNICIPAL AIRPORT COMMISSION >>

DIVISION 6. - MUNICIPAL AIRPORT COMMISSION

Sec. 2-123. - Purpose created, composition, appointment and term of office.

Sec. 2-124. - Organization and procedure.

Sec. 2-125. - Duties and responsibilities.

Sec. 2-123. - Purpose created, composition, appointment and term of office.

- (a) It is the intent of the Willmar City Council to provide for a municipal airport facility that operates in a safe and efficient manner while enhancing the economic viability of the community. In order to educate and inform the council and general public on aviation matters and to assist with management decisions and operations of the airport, there is hereby created and established a commission to the city council to be known and designated as the Willmar Airport Commission.
- (b) The commission shall consist of seven (7) members appointed by the mayor with the consent of a majority of the city council. Members of the commission shall be residents of the City of Willmar. At least two (2) of the seven (7) members of the airport commission shall be licensed pilots whose primary base of operation is the Willmar Municipal Airport.
- (c) The members shall serve terms of three (3) years, except for those initially appointed to the commission whose terms shall be staggered so that two (2) original appointees shall serve terms of one (1) year, two (2) shall serve terms of two (2) years, and three (3) shall serve terms of three (3) years.
- (d) Commission members shall serve without remuneration for their service, but may be reimbursed for expenses incurred in the performance of commission duties.

(Ord. No. 1113, § 1, 1-11-99; Ord. No. 1236, § 1, 5-1-06)

Sec. 2-124. - Organization and procedure.

- (a) At the organization meeting of the commission held in January of each year, the commission shall elect a chairperson, vice-chairperson and secretary from its membership whose term in office shall be for a period of one (1) year.
- (b) The commission shall establish a regular time and place of meeting. All meetings shall be conducted in accordance with Roberts Rules of Order Revised. The commission may make or alter rules and regulation governing its organization and procedure in a manner not inconsistent with this Code or other ordinances of the city.
- (c) A majority of all members of the commission shall constitute a quorum, and all business may be transacted by a majority vote of a quorum.

(Ord. No. 1113, § 2, 1-11-99; Ord. No. 1236, § 2, 5-1-06)

Sec. 2-125. - Duties and responsibilities.

- (a) The commission shall serve as a recommending body to the city council concerning all improvements, maintenance, equipment and regulations.
- (b) The commission shall develop and recommend airport operation and maintenance standards.
- (c) Recommend an annual budget and capital improvement program in such form as required by the city council which must contain provisions for an airport manager, capital outlay, maintenance expenses, and all other expenses and income including the establishment of appropriate rental and sales charges and rates.
- (d) Recommend and participate in promotion activities and programs, economic development, and marketing for the airport.
- (e) Within a reasonable time after the end of each calendar year, the commission shall make a written report of its activities during the preceding year and file the report with the city administrator. The commission shall also submit to the city council minutes of each regular and special commission meeting.

(Ord. No. 1113, § 3, 1-11-99; Ord. No. 1236, § 3, 5-1-06)

Willmar Airport Policies and Procedures

New Hangar Construction

New hangar development is encouraged, and will be divided into three groups:

1. Single Standard hangar.
2. Multiple T-hangar units.
3. Commercial hangar.

Single Standard hangar

Lots available in the south-east hangar area.

First come first serve.

Land lease duration and rates

Construction materials (steel or wood or both, steel siding etc.)

Apron requirements

Taxiway requirements

Water Well Options

Sanitary Sewer Options

Hangar use regulations

Multiple unit T-hangars

Location

Size options

Revolving hangar fund

Private or Public built

Commercial Buildings

Location

Size

Office requirements

Water

Sewer

Apron

Land Lease

Duration

Rules on storage (require aircraft)

Rules on fueling

Businesses on field

Aviation only?

Insurance requirements

Retail Options

Food Service Options

FBO's?

Snow Removal

Priority for plowing
When should plowing start/stop
Airport Closure

Fuel Farm

Can anyone else construct one
Flowage fees
Accessibility
Maintenance
Upgrades/improvements

Vehicles on Airport

Restrictions/Signage
Authorization
Penalties

Farm Land/Use

Rent
Acceptable crops
Haying