

**WILLMAR MUNICIPAL AIRPORT COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 18, 2012**

**MINUTES**

1. The Willmar Municipal Airport Commission met on Wednesday, April 18, 2012, at 5:10 p.m. at the Willmar Municipal Airport Conference Room.

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

\*\* Members Absent: Sandy Gardner, Dan Reigstad, and Steve Nedrelow.

\*\* Others Present: Megan Sauer- Planner/Airport Manager, Jared Voge- Bolton and Menk, and Jim Dokken- City Council Liaison.

2. MINUTES: The minutes of the November 16, 2011 meeting were approved as presented.
3. RE-ORGANZIATION: Mr. Albers made a motion, seconded by Mr. Lambing to nominate Pat Curry as Airport Commission Chair.

The motion carried.

Mr. Albers made a motion, seconded by Mr. Cole, to nominate John Lambing as Airport Commission Vice Chair.

The motion carried.

4. AIRPORT MARKETING: The Airport Commission talked about marketing of the Airport that it's something the Mayor and City Council know is an asset and needs to be made more visible in the community. Mr. Curry talked about help of the EDC and Bolton and Menk on pamphlets. Staff suggested each Commission member go to an area airport prior to the next meeting to see what marketing techniques they use and perhaps doing something similar in Willmar. The Airport Commission will be prepared to brainstorm at the next meeting.
5. AIRPORT ENGINEERING/PLANNING SERVICES CONSULTANT SELECTION UPDATE: Staff introduced Jared Voge of Bolton and Menk as the newly selected Airport Consultant for the City for Engineering and Planning Services for Airport projects. Staff explained that as the City is nearing compliance with FAA and MNDOT Aeronautics, and in order to move forward with any airport related projects, a consulting engineer is needed to draw specs and assist in funding processes. Staff posted an SOQ (Solicitation for Qualifications) in the local paper, online, and mailed notices to known firms. Specific projects were listed from the Capital Improvement five year plan and desired qualifications, skills etc. were listed. Five firms submitted approvals. A staff review committee reviewed the five submittals, and scored/ranked them based off the

desired skill sets and knowledge base etc. The two highest scoring firms were then interviewed by the same staff selection committee as well as Commission Chair Pat Curry. Finally Bolton and Menk was recommended and approved by the City Council for consulting services.

Council Person Jim Dokken, said how disappointed he was that he and other Council Persons weren't involved in the consultant selection process. He would have like to see the process more open and public but was not aware of it until it was brought to the Council for action.

6. BUDGET UPDATE: Staff explained to the Commission that two projects are available for MnDot grant funds this year, crack sealing the paved runway and fertilizing/seeding the sod runway. To ensure the City meets the required grant assurances and stays in compliance, it is crucial to keep things maintained. This past year the runway was inspected by MNDOT and the City received a report on runway conditions/deficiencies and suggested maintenance areas.

Also, the City Administrator, Charlene Stevens, has a new budgeting process for the 2013 fiscal year and budget request have already been submitted. The Commission is hopeful that the new scoring system for City Wide projects helps the Airport receive operating funds as needed.

7. PRIVATE HANGAR SALES/PUBLIC HANGAR RENTALS UPDATE: Staff updated the Commission on some recent private hangar sales. TerWisscha's sold their hangar HG-3 1 to Curtis Newberg, who will be operating a crop dusting business out of the hangar. And Bruce Jaeger sold CH 3 to Duininck Corporation for private plane storage.

The City owned T-Hangars are also full, and there is a waiting list. Two hangars are empty due to pavement heave issues, but if they were fixed would likely be rented as well.

8. MISCELLANY: The Commission asked Mr. Dokken, if the City Council would reconsider having a courtesy car at the Airport for public use. The Airport had two courtesy cars available for pilots use. When the Council reduced the fleet to reduce vehicle and insurance costs both Airport courtesy cars were removed from the Airport. According to Mr. Curry, Brian Negen, owner of the FBO Maximum Cruise Aviation, has a vehicle for pilots to use but does charge for it. The FBO contract does state he shall provide transportation for pilots, but does not state he can't charge them for the service. Staff had contacted five Airports in the state of similar size to Willmar, and they all provide at least one courtesy car for pilot use.

Mr. Lambing made a motion, seconded by Mr. Albers, to recommend to the City Council to allow at least one courtesy car to be returned to the Airport and not be sold at auction.

The motion carried.

9. There being no further business to come before the Commission, the meeting adjourned at 6:01 p.m.

Respectfully submitted,

Megan M. Sauer, AICP  
Planner/Airport Manager