

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, JUNE 18, 2014**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, June 18, 2014, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, Don Cole, Richard Kacher, Sandy Gardner, and Dan O'Meara.

** Members Absent: Dan Reigstad.

** Others Present: Steve Renquist- EDC, Eric Rudningen- Eric's Aviation Services, and Megan DeSchepper- Planner/Airport Manager.

2. MINUTES: The minutes of the March 19, 2014 meeting were approved as presented.

3. AIRPORT MINIMUM STANDARDS-DISCUSSION CONTINUED: Staff reviewed the Airport Minimum Standards draft changes as per the direction of the Airport Commission at the previous meeting. Text regarding ultra lights was added, some land use policies, and t-hangar and land lease information. The Commission discussed the repair and maintenance wording under the Fix Base Operator Section and removed wording to make the repairs and maintenance more generalized.

The Airport Commission also discussed private fueling and the fire code that limits indoor fuel storage to no more than 120 gallons in an approved and properly labeled storage container. The Commission talked about storage capacities, fire code, fuel prices, supporting local business, the costs of running a business, hobby flying costs, businesses that fly a great deal, the right to choose where they buy fuel and from whom, and safety/storage concerns and procedures. Staff will further research the fire code and safety requirements and FAA/MNDOT Aeronautics standards. The Commission will continue the private fuel discussion at an upcoming meeting.

4. GATES: Staff updated the Airport Commission regarding quotes to repair both gates. The western gate was damaged by a snow plow and repair costs would be able to be covered by City insurance. The other gate would be an airport cost, but if one gate were to be repaired the Commission felt both should be. Eric Rudningen stated that the gates could be left open during regular business hours and closed during evenings and weekends.
5. FREESTANDING SIGNAGE: Staff informed the Airport Commission that monies had been budgeted for a freestanding sign by the highway as well as highway signage for wayfinding to get to the airport for motorists. The Commission discussed that both of these types of signs are needed.

Mr. Kacher made a motion, seconded by Mr. O'Meara, for staff to obtain various sign designs, quotes etc. for the next meeting. And to work with the County and State Highway Departments for wayfinding signs.

The motion carried.

6. AIRPORT OPERATIONS SUPERVISOR CONTRACT: Staff informed the Commission that the contract for the Airport Operations Supervisor Contract will expire at the end of the year and inquired if they wished the city to negotiate a new contract with Eric's Aviation Services. The Commission discussed that if they open it up for qualifications anyone could submit, whereas if the City negotiates the contract it would be with Eric's Aviation only. Staff added that the agreement has been working well overall with a few job duties added that weren't foreseen during the initial contract creation.

Mr. Kacher made a motion, seconded by Mr. Albers, for the City to initiate negotiations for a new contract with Eric's Aviation Services for the Airport Operations Supervisor.

The motion carried.

7. FLAGS: Staff updated the Commission that the flags and poles that the Eagle Scout installed last year are working well, but that the flags got tattered over the winter and they need to be replaced regularly. The Commission talked about possible flag replacement options including piggy backing with other City entities that order signs every year. They directed staff to budget as needed for future flag replacements.
8. PROJECT UPDATES: Staff informed the Airport Commission that the sod runway is much improved and the turf is plush and weed-free. The runway will be reopened once the contract is up with the project.

The weed spraying of Airport Property will commence as soon as weather and accessibility permits. Eric's Aviation Services will start with 100 acres worth of chemical to hit the worst areas of the airport.

Lighting during one of the past storms hit the taxiway in several spots and blew bits of bituminous out of the taxiway as well as shattering several taxiway light bulbs. Mr. Rudningen will work with Public Works to get the holes patched.

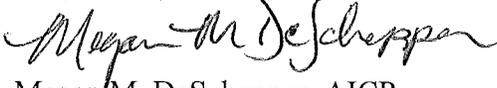
Mr. Rudningen attended a wildlife mitigation class that he found very beneficial which reinforced the work that has been doing as well as gaining some new information regarding record keeping.

Life Link III is still considering various options for a more permanent location for their helicopter storage and office space. One option that is also being considered is retrofitting some t-hangar units for their use.

There will be a seasonal Ag sprayer, Jeff Lux, operating out of the Willmar Airport for a few months. He will be leasing two t-hangar spaces for temporary use.

9. EDC MARKETING: Steve Renquist from the Economic Development Commission asked the Airport Commission to help guide him with how to market the Airport. Pat Curry, Dan O'Meara, and Eric Rudningen volunteered to assist Mr. Renquist with airport marketing.
10. MISCELLANY: The Airport Commission asked that the Council appoint a Council liaison that could more regularly attend the Airport Commission meetings.
11. There being no further business to come before the Airport Commission the meeting adjourned at 5:55 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager