

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

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, July 18, 2012, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

**** Members Present:** Pat Curry, Terry Albers, John Lambing, Steve NedreLOW, and Dan Reigstad.

**** Members Absent:** Sandy Gardner, and Don Cole.

**** Others Present:** Charlene Stevens- City Administrator, Megan Sauer- Planner/Airport Manager, Jared Voge- Bolton and Menk, Kevin Carlson- Bolton and Menk, Marcus Watson- Bolton and Menk, Brian Negen- FBO, and Jim Dokken- City Council Liaison.

2. MINUTES: The minutes of the April 18, 2012 meeting were approved as presented.

3. AIRPORT 101 BOLTON AND MENK WORKSHOP PRESENTATION: Kevin Carlson, Jared Voge, and Marcus Watson of Bolton and Menk, the City's Airport Engineering/Planning Consulting firm, presented an Airport 101 Workshop. The Airport Planning and Development overview covered FAA and MNDOT Aeronautics agency contacts, general airport references, airport zoning regulations, AIP (Airport Improvement Program), grant assurances conditioned with funding, ALP (Airport Layout Plan), and the local Willmar Airport project relating to crack sealing and sodding/fertilizing the grass runway.

The presentation included a binder detailing all the processes and requirements from the multijurisdictional agencies.

The Commission thanked them for the presentation making long complex processes understandable and relatable to the Willmar Airport.

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

Respectfully submitted,



Megan M. Sauer, AICP
Planner/Airport Manager