WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, AUGUST 28, 2013

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, August 28, 2013, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

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

   ** Members Absent: Sandy Gardner.

   ** Others Present: Brett Hoover, Brian Negen, Eric Rudningen- Eric's Aviation Services, Kevin Carlson- Bolton and Menk, Jared Voge- Bolton and Menk, and Megan DeSchepper- Planner/Airport Manager.

2. BRETT HOOVER- FLAG SCOUT PROJECT: Brett Hoover spoke to the Airport Commission about his Eagle Scout project of getting flags and flag poles for the flag pole slips that are already installed at the F-14 display. The Commission discussed that the flags have to be lit and perhaps the existing lighting system could be used, staff would have to search for plans and specs etc. of the original system. Mr. Hoover has a quote from a flag company and for the poles themselves. He does not have quotes on the proposed three flags cost yet.

   The Commission suggested contacting the American Legion for financial assistance and for flags.

   Mr. Hoover explained that he has to coordinate the project, line up the funding, and complete it prior to his 18th birthday in December.

   Mr. Reigstad made a motion, seconded by Mr. Albers, to support Mr. Hoover's project efforts for all three flags if he is able to acquire the funds etc.

   The motion carried.

3. MINUTES: The minutes of the July 17, 2013 meeting were approved as presented.

4. AIRPORT COMMISSION DUTIES AND GOALS: Staff included a copy of the Willmar Municipal Code Division 6 regarding the Municipal Airport Commission for information as the Commission had inquired about their purpose and duty as a Commission at the previous meeting.

5. MINIMUM STANDARDS-POLICIES AND PROCEDURES: Eric Rudningen discussed the draft list of possible building standards for the Airport. Staff hoped to

amend the existing Minimum Standards for Aeronautical Activity Ordinance to include more details for future growth at the Airport. The minimum standards Ordinance is from 1999 and needs updating to meet the new airport.

Mr. Rudningen said for example, there are private septic holding tanks at the Airport, with no set regulations on how many private hangars can be hooked up to them, lease usage limitations etc.

Dr. Nedrelow made a motion, seconded by Mr. Cole, to consider the number and amount of usage when a holding tank is requested for a new hangar.

Staff explained that that is how development is currently handled now, there was a hope for a plan or set guidelines to follow so everyone is uniformly treated and all has to follow the same rules not to mention to protect the existing facilities and infrastructure.

Dr. Nedrelow withdrew his motion, seconded by Mr. Reigstad.

The Commission discussed that the plan would need further details. They directed Staff to work on the details of utility hook-ups; well regulations etc. and bring it to the Commission at the next meeting for further discussion.

6. QUAM PAVEMENT/DRIVE EXPANSION: Mr. Rudningen explained that Quam Construction owns hangar HG- 4-1 and has requested to expand their hangar apron to the north to allow vehicle parking for employees as well as allow a more fluid turn out of his hangar.

The Airport Commission discussed drainage on site, plowing and improving the area.

Mr. Reigstad made a motion, seconded by Mr. Lambing, to require Mr. Quam to submit drawings to Jared Voge, Interim City Engineer with Bolton and Menk, for review and approval prior to pouring any concrete.

The motion carried.

7. MANHOLE SEALING: Staff explained that the septic holding tank system is inundated with water during the spring and summer months due to infiltration. Pumping water is costly and wasteful. It is believed one of the manholes in the private hangar area is the culprit. Mr. Voge acquired a quote for a manhole chimney seal from a contractor for $900.

The Commission talked about the possibility of there being other leaks in the system, but that this would alleviate one known issue.

Mr. Lambing made a motion, seconded by Mr. Reigstad, to approve the sealing project as quoted.

The motion carried.

8. NOXIOUS WEEDS: The Airport has some areas of thistle that are becoming an issue. A weed spraying program could help the situation, and lesson the need for mowing certain times of year. The application of a broadleaf spray would have to be done after crops are harvested in the fall and prior to crops being planted in the spring.

Mr. Albers made a motion, seconded by Mr. Lambing, to acquire quotes for a weed spraying program of the entire airport property.

The motion carried.

9. EDC GOALS/DIRECTION: Staff inquired if the Commission had any ides or projects to forward to the EDC after their offer of assistance at the previous meeting. The Commission had nothing to pass along at this time.

10. RUNWAY TURF IMPROVEMENT PROJECT UPDATE: Mr. Rudningen explained the turf runway has improved greatly in certain portions; however there are some spots that are not performing as well as hoped. Mr. Voge added that further seeding and fertilization is planned as per the contract this fall and the turf runway will be operational by spring of 2014.

11. COMPASS ROSE: Mr. Curry explained that the compass rose was done July 26th and 27th. The project was a success and the Minnesota 99's did a great job at laying out and painting the compass rose. Special thanks to all that donated time, supplies, and funds to make the project possible.

12. ERIC'S PERFORMANCE REVIEW: Staff explained that Eric's Aviation contract for Airport Operations Supervisor was reviewed at 6 months and thus far Mr. Rudningen has met contractual obligations and it's going well.

13. There being no further business to come before the Commission, the meeting adjourned at 6:21 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager