

WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, SEPTEMBER 24, 2014

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, September 24, 2014, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

** Members Present: Pat Curry, Terry Albers, Dan Reigstad, Richard Kacher, and Dan O'Meara.

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

** Others Present: Jim Dokken, Paul Macheledt, Nathaniel Lebeck, Brian Negen-Maximum Cruise Aviation-FBO, Eric Rudningen- Eric's Aviation Services, and Megan DeSchepper-Planner/Airport Manager.

2. MINUTES: The minutes of the June 18, 2014 meeting were approved as presented.

3. LIFELINK III'S OPERATION LOCATION PROPOSAL: Paul Macheledt, Vice President of Operations for LifeLink III, and Nate Lebeck, Operations Manager for the LifeLink base in Willmar, presented the request for a new location for their operations. They propose using two t-hangar spaces and one storage bay in the HG-6 Hangar group, remodeling the trusses and using the space to house their helicopter. They would also place their modular office building south of the HG-7 T-Hangar including installing a well, holding tank, propane tank, electrical, and employee parking lot. The City had agreed to the arrangement with leases and agreements as long as the Airport Commission was also in support of it.

The Commission discussed the request and agreed that LifeLink III is a benefit to the community as well as the Airport and they'd support them in their endeavors to find more permanent operations location.

Mr. Macheledt talked about cost estimates, logistical constraints of the space and about a new idea that has just come to fruition. The space would be quite tight with two helicopters in the proposed T-Hangar space and the possibility of a fixed wing aircraft being housed by LifeLink in the future. Mr. Macheledt inquired if the Commission would support the modular office in the same location, but a freestanding 60' x 60' building built by LifeLink directly to the south that could easily be added onto for future needs. If the Commission supports the idea, Mr. Macheledt will work on getting cost estimates to see how feasible the idea is for LifeLink.

The Airport Commission reiterated that they support LifeLink III in their endeavors and hope that the Economic Development Committee could perhaps help them in some capacity. They greatly value their work for the community and having them housed at the airport.

Mr. O'Meara made a motion, seconded by Mr. Kacher, to support either option that LifeLink III operations is considering the modifications to the T-Hangar or a stand-alone building for housing the helicopter.

The motion carried.

4. FREESTANDING SIGNAGE: Staff distributed some mock freestanding sign options received from two sign contractors for the proposed Airport sign. They discussed the various options, including a sign design that would pay homage to the old Airport terminal. They talked about having the businesses that operate at the Airport also listed on the sign.

Mr. O'Meara made a motion, seconded by Mr. Kacher, to approve a sign that was of similar design to that of the Waste Water Treatment Plant sign which is internally lit and not list the private airport businesses on it at this time.

The motion carried.

5. MINIMUM STANDARDS DISCUSSION CONTINUED: Staff updated the Airport Commission on the fire regulations, according to the advisory circulars that staff researched the FAA and MNDOT does not have any further regulation on fire safety regarding fuel tank storage etc. They refer to the same State Fire Code regulations that the Willmar Fire Marshall would enforce.
6. PROJECT UPDATES: Staff updated the Airport Commission on current projects occurring at the Airport. County and State Highway airport direction signs will be installed this fall to help with wayfinding to the airport. The project for the drainage around the localizer has been designed by Bolton and Menk and put out for bids; hopefully it will be done this fall. The new MALSR lights were installed by MNDOT this summer, and will soon be tested and fully operational. The grass runway is fully functional and Mr. Rudningen has even received some compliments on it. Weed control will be continued this fall. Eric's Aviation Services contract for Airport Operations Supervisor was approved by the City Council for the next three years. And City Staff did receive comments from the FBO regarding their agreement renewal proposal; staff will be in contact with the FBO regarding those items.
7. There being no further business to come before the Airport Commission, the meeting adjourned at 6:05 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP
Planner/Airport Manager