WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
TUESDAY, MAY 24, 2016

MINUTES

1. The Willmar Municipal Airport Commission met on Tuesday, May 24, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

   ** Members Present: Pat Curry, Don Cole, Dan Reigstad, David Little, Richard Kacher, and Dan O'Meara.

   ** Members Absent: Sandy Gardner

   ** Others Present: Brian Negen- Maximum Cruise Aviation, Shelby Lindrud- West Central Tribune, Tim Johnson- City Council, Andrew Plowman- City Council, Eric Rudningen- Eric's Aviation Services, Bruce D. Peterson- Director Planning and Development Services, and Megan DeSchepper- Planner/Airport Manager.

3. MINUTES: The minutes of the March 30, 2016 meeting were approved as submitted.

4. FBO DISCUSSION: The Commission discussed the FBO contractual issues, including no insurance coverage, and possible termination due to default of the contract. Some of the Airport Commission were upset they had not heard of these issues sooner and found out about it by reading an article in the paper. The Commission also reviewed the City Charter relating to the role of the Airport Commission as an advisory body to the City Council. The City Attorney advised that the process of terminating a contract does require City Council action.

   Brian Negen, of Maximum Cruise Aviation (FBO), stated he has secured a 90 day insurance policy and that he's secured a new business partner and employee to help him with the paper work and administrative portions of the business. A portion of the business is being purchased and will require an amendment to the current FBO contract with the City.

   The Commission talked about deficiencies. They said if insurance is acquired prior to the May 26, 2016 Community Development Committee meeting and the FBO can meet contractual obligations during the next 60 days, they would support continuing with the FBO and reviewing the progress at that time.

   Dr. Kacher made a motion, seconded by Mr. Little, that the FBO supply the required insurance information to the City by Thursday evenings Community Development Committee meeting (May 26, 2016) and that the Airport Commission review the FBO progress and contractual obligations in 60 days.

The motion carried.

5. 10 YEAR ANNIVERSARY CELEBRATION UPDATE: Mr. Curry updated the Commission on the fliers being produced by the Chamber for the event. Two Boy Scout Troops will be assisting with the festivities, and several people have committed to donating plane rides. A suggestion was made to make sure there are no insurance liabilities for the City from the event.

6. AIRPORT UPDATES: Staff updated the Airport Commission regarding the Master Plan update and east taxilanes reconstruction projects that are going to begin this year. Quotes are being obtained for individual electrical metering of the HG-6 T-Hangar building and for a credit card reader machine for the Jet A fuel tank. A tile has broken on the west end of the Airport property in some of the Ag lease land that will require repair/replacement. Noxious weed prevention treatments and mowing have started up for the season. And a great Boy Scout event occurred over the weekend with Tom Fry, Tom Sands, and Ryan Nelson contributing time and airplanes to educate the Scouts. It was suggested the airport gates be repaired.

7. With no further business to come before the Commission the meeting adjourned at 5:57 p.m.

Respectfully submitted,

Megan M. DeSchepper

Megan M. DeSchepper, AICP
Planner/Airport Manager