

**WILLMAR MUNICIPAL AIRPORT COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, SEPTEMBER 21, 2016**

**MINUTES**

1. The Willmar Municipal Airport Commission met on Wednesday, September 21, 2016, at 4:30 p.m. at the Willmar Municipal Airport Conference Room.

\*\* Members Present: Don Cole, Dan Reigstad, David Little, and Richard Kacher.

\*\* Members Absent: Sandy Gardner, Pat Curry, and Dan O'Meara.

\*\* Others Present: Eric Rudningen- Eric's Aviation Services, Wayne Rudningen-LifeLink III, Bill & Tracy Fry, Gary Hach, and Megan DeSchepper- Planner/Airport Manager.

3. MINUTES: The minutes of the May 24, 2016 meeting were approved as submitted.

4. AIRPORT UPDATES: Staff updated the Commission about several items that have occurred since the previous meeting summarized as follows: LifeLink III paved their parking lot so gravel tracking will no longer be an issue, credit card reader machine has been ordered for Jet-A pump should be installed beginning of October, new computer and modem have been installed for the fuel system, the City has begun negotiating an FBO contract with Oasis Aero and hope to have that in place by the end of October, the City received the MNDOT/FAA Grant for the Master Plan Update and design for east taxiway improvements, the windsock was knocked over August 6, 2016 and staff is working to order a replacement, MNDOT selected the Willmar Airport to test a new technology GARD (General Audio Recording Device) program that compiles data on operations, fuel filters were changed out on both fuel pumps, and Public Works operators have meet at the airport to solidify the winter snow removal plan for this season.

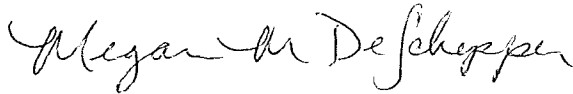
Staff inquired if the Commission had interest in changing the day of the week or meeting time as obtaining a quorum has been an issue, the majority felt the current time worked best for their schedules and should remain as is.

Staff added that as the grant has been issued for the Master Plan Update that process will commence in October. Bolton and Menk will have a kick-off to the process at the next meeting on October 19, 2016. They will be looking to put together a Master Plan Advisory Group (MPAG) comprised of airport commission members, airport users, local business owners, economic development staff, City and County representatives etc. The goal is to get a varied group from the Community to plan for the Airport for the next 20 years.

And finally, Eric Rudningen announced that Oasis Aero has been approved to be a Mooney Authorized Service Center. The Commission congratulated Oasis Aero and said what an asset that will be to the Airport and Community.

5. TEN YEAR AIRPORT ANNIVERSARY CELEBRATION RECAP: Approximately 1,000 people attended the celebration. The organization and layout worked well. The boy scouts made \$1,600 off of the event. The lanyards went well. Planning however should have started earlier, or entities should have been approached earlier to have full participation from all interested. City Budgeting should be increased if the event is going to occur annually. The Commission thanked all the volunteers and businesses that helped make the day possible. The Commission could even consider have an annual fly in breakfast type of event, on a smaller scale then this event.
6. There being no further business to come before the Commission the meeting adjourned at 5:01 p.m.

Respectfully submitted,



Megan M. DeSchepper, AICP  
Planner/Airport Manager