



## Airport Administration Office

1500 North Commerce St., Le Sueur, MN 56058

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Phone (507) 665-9941 • Fax (507) 665-9948

### Minutes of the Airport Commission

April 4, 2019

**Members Present:** Scott Schlueter, Jack Roberts, Darrell Kolden, Debra Wilbright and Chairperson Krogmann

**Members Absent:** None

**Others Present:** City Administrator Jasper Kruggel, Airport & Facilities Manager Andrew Cemenski, Public Services Director Rich Kucera and Silas Parmar, Airport Consultant/Project Manager from Bolton & Menk.

The Meeting was called to order by Council Member Krogmann in the Council Chambers at City Hall.

Airport Commission Members recited the Oath of Office with Mayor Hagg and signed the required document.

Introductions of Commission Members and Staff.

**Role of Airport Commission as per City Code Chapter 33:** Code was changed and will be effective 4/11/19.

Changes include:

Number of Commissioners: Four citizens and one Council Member to serve as Chairperson.

Entity to determine leases was Commissioners, going forward it will be The Le Sueur City Council.

City Staff member to keep record of rules, records and meeting minutes rather than Commission member.

**General Information:**

**History:** A brief history of the airport with imagery was presented.

**Facilities:** Runway, 19 Private Hangars, One FBO (Fixed Base Operator)-Scott's Helicopter Service, 23 Based Aircraft, 2560 Estimated annual operations (takeoffs and landings). It was noted by an audience member there are 32 registered aircraft at the airport.

**Usage of Airport Facility by Citizens of Le Sueur:** Two hangars are owned by citizens of Le Sueur

**Economic & Public Image Benefit to Le Sueur:** Two events held annually; Lion's Breakfast Fly-In in September and The Airplane Fly-In (1<sup>st</sup> weekend in June), most are antique planes pre-1950. Businesses fly in as well.

The airport does have a courtesy car for pilots to use. Discussed roles and responsibility of Fixed Base Operator. Discussed potential development at the airport for economic opportunities.

**City Staff Support for Airport:**

Andy Cemenski, Airport Manager

Silas Parmar, Airport Specialist/Project Manager

Rich Kucera, Public Service Director

**Airport Financials:** City Council adopts the airport budget. Entitlement dollars from the FAA were explained along with MnDot State funding. Discussion was made regarding cost of fuel and selling price. The FBO terminal/hangar was funded by the City of Le Sueur Electric Division. The FBO Lease monthly payment of \$3034.14 is payable through 2/1/2025 to the Electric Division. Net operating revenue vs. expense is \$3665.00.

**Short- & Long-Range Plans for the Airport:** Discussed CIP (Capital Improvement Plan) projects. Two south taxi lanes rehab should be added to the CIP project list.

**Rules and Safety Procedures:** Runway safety and taxi lane safety was discussed. Problems with agriculture equipment crossing runway. Discussed possibility of installing a power gate with key fab and what inconvenience it would cause to hangar owners.

Discussed creating an ordinance for the airport to enforce trespassing laws, to be discussed again in the future.

Discussed marking of grass runway on west side of paved runway. The grass runway is used for antique aircraft not designed to land on paved runways. The Commission reviewed the letter from Ladd Gardner Aviation Insurance indicating use of a designated turf movement area (grass runway) during the annual fly-in event for liability and safety reasons. Staff will gather information from surrounding airports and present it to the Board at a future date. Staff recommended hangar owners place cones to mark the grass runway for the annual fly-in the first weekend in June.

Motion by Commissioner Roberts, Seconded by Commissioner Wilbright to authorize use of cones to mark the turf runway for the annual fly-in event and issue a NOTAM, all voted in favor.

**Hangar Leases:** Current lease rate is \$0.36/sq. ft. The leases are set by City Council, the Commission can make recommendations to City Council.

**Fueling Station Enclosure:** Reviewed quote for aluminum enclosure over the hose reel to avoid deterioration of the hose interior from the elements. Cost estimate is \$1235.00, it would be funded as 75% MnDOT, 25% City. Some tenants at airport avoid buying fuel due to hose sediment in the fuel.

Motion by Commissioner Roberts, Seconded by Commissioner Schlueter to support staff's plan to expend the funds for a fueling station enclosure as written in estimate from Wingnut Welding, all voted in favor.

**Taxi lane Extension Project:** The Federal project consists of constructing two new taxi lanes to allow for future construction of an 8-unit T-hanger building (not part of this project) and additional private lots. City Council would consider extending water and sewer connections to one row of existing hangars and to allow connections of proposed future t-hanger and private lots. Total project cost estimate is \$610,000 of which Federal share would be 90%, State share would be 5% and City share would be 5%. Project would require the City to borrow entitlement funds from other cities to complete the water/sewer portion of the project. Tenants would be responsible for wac/sac fees. Would also add fiber during project.

Motion by Commissioner Kolden, Seconded by Commissioner Schlueter to recommend project as stated, including taxiway and water/sewer to City Council on April 22, all voted in favor.

**Communication Plan:** Need to hear from tenants and develop a communication plan in the future.

**Airport Commission/EDA Joint Meeting:** Will schedule a meeting to discuss economic development, will plan to have tour of airport facility at this meeting.

**Wash Station Discussion:** Not common at airports, looking for feedback from the hangar owners. Station would be outdoors, not an entire building.

**Future Meeting Dates:** Quarterly meetings will be at 4:30 p.m. on June 6<sup>th</sup>, September 5<sup>th</sup> and December 5<sup>th</sup>

Chairman Krogmann adjourned the meeting.



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Newell Krogmann, Chairman