



**LE SUEUR AIRPORT COMMISSION
MEETING AGENDA
Thursday, September 29, 2022
SRE Building Le Sueur Municipal
Airport
4:30 P.M.**

1. Call to Order
2. Approval of Agenda
3. Public Comment
4. Approval of minutes from June 2, 2022, meeting
5. Airport Manager Report – Andy Cemenski
6. Projects Update – Andy Cemenski
 - 1) 2021 FAA Project Update
 1. Airport South Taxilanes Pavement
 - 2) 2022 FAA Projects
 1. Airport Pavement Maintenance Project
 2. North Taxilanes Construction Project
7. Building Development Policy
8. Airport Consultant Selection
9. Next Meeting: December 1, 2022, at 4:30 p.m.
10. Adjourn



**Minutes of the Airport Commission
June 2, 2022**

Members Present: Commissioners Jack Roberts, Mike Doherty, Steve Randolph, and Chairperson Newell Krogmann

Members Absent: None

Others Present: Airport & Facilities Manager Andrew Cemenski, Public Services Director Rich Kucera, Public Services Technician Sheri Thelemann, and virtually Airport Consultant/Project Manager from Bolton & Menk Silas Parmar

The meeting was called to order at 4:32 p.m. by Chairperson Krogmann.

Approval of Agenda Motion by Commissioner Doherty, seconded by Commissioner Roberts to approve the Agenda for June 2, 2022. All voted in favor.

Public Comment: Nothing to report.

Approval of Minutes: Approval of meetings from December 21, 2021 no additions or corrects minutes approved.

Airport Manager Report: Reported by Andrew Cemenski, Airport & Facilities Manager

- Snow removal equipment there is no ability to order for at least two more years, and then it will not be guaranteed. Funding was part of the 2021 FAA grant with funding at 100%, this does not expire until 2025. There was discussion into other options. Staff will look into other options.
- **City Code Section 33.019 Policies Governing; General Powers and Duties; Area of Airport** Commission has control of rules and regulations of the airport and staff are looking to develop a policy book for future plans of the airport.
- FAA requiring the RFQ process for engineering services to be conducted every five years. Staff is working on interviewing process in July for any engineering company to submit their application.
- 90-10 inspection that is required by the FAA every three years was completed last week. No major problems found. Follow up meeting with MNDOT in the future.
- The annual 1st Ditch gathering is this weekend, and is open to the public.
- Next 12Y is Sunday, June 12

CIP & Projects Update – Silas Parmar:

- **2021 – FAA projects**
 - South Taxilanes Reconstruction: WW Blacktopping is the contractor and they stated that they would be starting after the 4th of July. Once schedule is obtained Silas will let everyone know. Commission requested that staff contact hangar owners with the WW Blacktopping information for those interested in reconstruction or overlay.

- **2022 – FAA project**
 - **Airport Pavement Maintenance** Crack repair, seal coat on all airport pavements.
 - **North taxi-lanes construction** Construction of 620' x 25' Taxilane for 13 hangar lots
 - **Bipartisan Infrastructure Law** discussion on funding with explanation on specification of funds and contributions by all entities.
 - **2023 Land Acquisition** purchasing land on the north side of the Runway 13/31 to protect for the 35' Building Restriction Line (BRL). The parcels that would meet the FAA funding would be 21.011.3200 and 21.002.6000 owned by Scott Churchill. This has been indexed to Property Acquisition agenda line item.
 - **Capital Improvement Program (CIP)** 5-year plan starting in 2023 and future discussion with projects and funding. Bill funding can be used for hangar building.

Hangar Lot Size

- North taxilane construction: Issue discovered when an individual submitted a request to build a hangar on a current hangar lot. The 2020 Minnesota Building Code Specifications requires a fire suppression and fire resistive construction when spacing of building/hangar is less than 30 feet. This is a very costly addition to the overall expense of a hangar. Staff is asking for direction to change the North taxilane construction to have the layout of 50 x 50 hangars with a 30 foot separation side to side.

Motion made by Commissioner Roberts and Seconded by Commissioner Doherty for City staff and Consultants to update the north taxilane layout, to change from the current layout to allow for thirty (30) foot separation between hangars and a hangar size of 50 x 50. All voted in favor, motion carried.

Building Development Policy

- Requirements and policies for construction of a hangar or hangar improvement on the airport premises. Discussion on variances of this policy; (a) change in the first paragraph, third sentence “Any variances from these covenants must be approved by the Airport Commission and subsequently approved by the Building Official **without any required notice to or action by the Planning Commission.**” (b) change in the “Color must be an earth tone or neutral; **any deviation must be approved by the Airport Commission.**” Motion made by Commissioner Randolph and seconded by Commissioner Roberts to approve the Building Development Policy with the changes to the first paragraph and the “color” as listed above. All voted in favor, motion carried.

Hangar Construction Procedures Policy

- Motion by Commissioner Randolph and Seconded by Commissioner Roberts to ask the City Council to rescind Hangar Construction Procedures Policy dated September 21, 2004. All voted in favor, motion carried.

Property Acquisition

- Motion by Commissioner Roberts and seconded by Commissioner Randolph that we recommend to the Personnel and Budget Committee and the City Council that the Airport purchase the BRL area in parcel 21.002.6000 as well the parcel 21.011.3200. All voted in favor, motion carried.

Next Meeting: The next meeting is scheduled for September 1, 2022 at 4:30 p.m. at the airport hangar.

Other Business: No other business.

Meeting adjourned at 5:40 p.m.

Newell Krogmann, Chairperson



CITY OF LE SUEUR
AIRPORT COMMISSION UPDATE

TO: Airport Commission

FROM: Andrew Cemenski, Airport & Facilities Manager

SUBJECT: Airport Update

DATE: For the Airport Commission Meeting of Thursday, September 29, 2022

PURPOSE

To give the airport commission an update on what is happening at the airport.

SUMMARY

We continue to look for a new or used tractor to replace the current tractor and use our grant funds.

Summer is winding down time and I am getting snow removal equipment repairs completed to be ready for a busy snow season.

The Lyons had a good turn out for their annual pancake breakfast.

We have had interest in hangar lots in the north taxilane expansion and Sheri is getting lease paperwork out for 2 lots.

Rich and I will be meeting virtually with SEH tomorrow to get them up to speed with our CIP.



CITY OF LE SUEUR
REQUEST FOR AIRPORT COMMISSION ACTION

TO: Airport Commission

FROM: Richard Kucera, Public Services Director
Andy Cemenski, Airport & Facilities Manager

SUBJECT: Building Development Policy

DATE: For the Airport Commission Meeting of Thursday, September 29, 2022

PURPOSE

To discuss a building development policy for the Le Sueur Municipal Airport.

SUMMARY

City code section 33.019, Policies Governing; General Powers and Duties; Area of Airport, item C states "The duties of the Airport Commission will be to determine the aeronautical policies of the airport, subject, however, to the approval of the City Council. It will further be the duty of the Airport Commission to maintain order and to make and determine emergency decisions that cannot await the approval of the City Council.

At the June 2, 2022, meeting, the commission recommended the policy, and it was found that a few of the heights in the policy were different than what is existing. Attached, is the policy with the changes to reflect the changes to match with the existing sizes of hangars.

ACTION REQUESTED

Staff recommends the Airport Commission recommend to City Council to approve the revised Building Development Policy for the Le Sueur Municipal Airport.



Building Development Policy
for the Le Sueur Municipal Airport
Adopted: ~~September, 29~~, 2022

Deleted: June

Deleted: 13

The Building Official must approve all plans for the construction of a hangar or hangar improvement on the premises. Specifications must meet IBC and protective covenants enumerated below. Any variances from these covenants must be approved by the Airport Commission and subsequently approved by the Building Official without any required notice to or action by the Planning commission. Final approval for all land leases rests with the City Council. The covenants are as follows:

- Mandatory 15 foot rear setback (unless the distance can be reduced by complying with fire code)
- Mandatory 15 foot side yard setbacks (unless the distance can be reduced by complying with fire code)
- Minimum ~~14~~ foot sidewalls with a maximum of 22 feet
- Maximum building height 30 feet, unless lower height is required because of airspace criteria
- Doors must be upward opening ~~12~~ - 20 foot height facing the taxiway or ramp. Deviations can be approved by the Airport Commission.
- All construction materials must be new
- Galvanized siding and roofing materials are not allowed
- Color must be an earth tone or neutral; any deviation must be approved by the Airport Commission.
- Apron must be constructed out of either concrete or bituminous material.
- Interior floors must be constructed out of concrete.
- Individual electric service required

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Any diversions from the protective covenants could result in the termination of the lease or modifications to meet the covenants at the expense of the lessee. Construction to be completed within one (1) year of the execution of the lease or the lease shall terminate.



CITY OF LE SUEUR
REQUEST FOR AIRPORT COMMISSION ACTION

TO: Airport Commission

FROM: Richard Kucera, Public Services Director
Andy Cemenski, Airport & Facilities Manager
Newell Krogmann, Airport Chairperson, Councilmember

SUBJECT: Airport Consultant Selection

DATE: For the Airport Commission Meeting of Thursday, September 29, 2022

PURPOSE

To discuss the Airport consultant selection process and recommendation.

SUMMARY

Consistent with FAA guidelines, The City of Le Sueur released a RFQ (Request for Qualifications) for Airport Architectural/Engineering/Planning Services on June 15, 2022. This is required to be done at a minimum of every 5 years. The review panel consisted of Newell Krogmann, Andy Cemenski, Richard Kucera, and Joe Roby.

Five firms submitted proposals. These were scored in early August. The overall scoring showed two clear leaders. These firms were invited to give 30-minute presentations to the panel. These were completed at the end of August. Following the presentations, the panel believes that the firm SHE (Short Elliott Hendrickson Inc), is the firm the Airport Commission should recommend to City Council as our consulting engineer.

ACTION REQUESTED

Staff recommends the Airport Commission recommend to City Council to appoint SEH the consulting engineer for the Le Sueur Municipal Airport.