



**LE SUEUR AIRPORT COMMISSION
MEETING AGENDA
Thursday, December 7, 2023
City Council Chambers
203 South Second Street, Le Sueur, MN
4:30 P.M.**

1. Call to Order
2. Approval of Agenda
3. Public Comment
If you wish to participate in public comment, you must sign up prior to the commencement of the meeting. Negative remarks about City officials or staff are not allowed. You will have a time limit of five (5) minutes to comment. The total public comment period shall be 30 minutes for non-agenda items and 30 minutes per agenda item. Disruptive or disorderly behavior will not be tolerated.
4. Approval of Minutes from September 7, 2023 Meeting
5. Approval of Minutes from October 4, 2023 Special Meeting
6. Airport Manager & Projects Report
7. Airport Consultant Update
8. City Administrator Update
9. Agenda items for next meeting
10. Next Meeting: Thursday, March 7, 2024, at 4:30 p.m.
11. Adjourn



**Minutes of the Airport Commission
September 7, 2023**

Members Present: Chairperson, Mark Huntington, Commissioners Mike Doherty, Newell Krogmann, and Frank Weber

Members Absent: Commissioner Jack Roberts

Others Present: Airport & Facilities Manager Andrew Cemenski, City Administrator Joe Roby, Public Services Technician Sheri Thelemann, SEH Associate - Melissa Underwood

The meeting was called to order at 4:31 p.m., by Chairperson, Mark Huntington.

Approval of Agenda Motion by Commissioner Krogmann, seconded by Commissioner Doherty to approve the Agenda for September 7, 2023, meeting. All Voted in favor.

Public Comment:

Guidelines were read by Chairperson Huntington.

LeRoy Swenson – Hangar Construction

Jim Mages – Parallel Taxiway

Vaugh Lovley – First Ditch Event –Requested date for next year: May 30-June 2, 2024.

Approval of Minutes: Motion by Commissioner Doherty, seconded by Commissioner Krogmann to approve the minutes from June 1, 2023. All Voted in favor.

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

- New Cameras were installed covering the entire ramp and parking lot in late June.
- A new plow and broom have been ordered and should be here in time for winter.
- Lions breakfast this Sunday, September 10, 2023, at the SRE Building.
- Public Works has done a nice job this summer helping with the mowing and trimming.

Airport Consultant Update: Joe Roby, City Administrator - Melissa Underwood, SEH Airport Planner

- A. Recommend Award of Hangar Bid –
Discussion on the priority rating for building a revenue generating Hangar, and costs associated with using Federal Funds criteria.
Discussion to add a parallel taxiway. Motion by Commissioner Krogmann to defer further discussion for a special meeting within 30 days, in order for the engineer consultant and staff to collect more information on the possibility of the hangar and a taxiway addition, seconded by Commissioner Doherty. Voting in favor Commissioners Krogmann and Doherty. Voting against Commissioner Weber.
- B. Recommend SEH Work Order No. 2 Construction Administration – No discussion
- C. Discussion of Airport Capital Plan (CIP) – No discussion

2024 Hangar Lease Updates: Joe Roby, City Administrator

Administrator Roby explained that the 2024 lease amendment is still in process.

Agenda Items for next Meeting:

Lease agreement update

Code modification in the event the chairperson is not available, may require an ordinance from city council.

Motion by Commissioner Doherty and seconded by Commissioner Weber to approve the dates for the Marginal Aviation Fly-In 2024. All voted in favor.

Next Meeting: The next meeting is scheduled for Thursday, December 7, 2023, at 4:30 p.m. at City Hall.

Motion to adjourn by Commissioner Krogmann, seconded by Commissioner Doherty. All voted in favor.

The meeting was adjourned at 5:12 p.m.

Mark Huntington, Chairperson



**Minutes of the Airport Commission
Special Meeting
October 4, 2023**

Members Present: Chairperson, Mark Huntington, Commissioners Mike Doherty, Newell Krogmann, Jack Roberts, and Frank Weber.

Members Absent: None

Others Present: Airport & Facilities Manager Andrew Cemenski, City Administrator Joe Roby, Public Services Technician Sheri Thelemann, SEH Associate - Melissa Underwood, SEH Engineer, Tim Wegwerth.

The meeting was called to order at 4:30 p.m., by Chairperson, Mark Huntington.

Approval of Agenda Motion by Commissioner Roberts, seconded by Commissioner Krogmann, to approve the Agenda for October 4, 2023, Special meeting.

Public Comment:

Guidelines were read by Chairperson Huntington.

Ken Snyder – Comment

Paul Malchow – Comment on fly zone

Chairman Huntington would like to direct staff to check into the fly zone for the December agenda.

Discussion and Action on Proposed Use of FAA Grant Funding:

Chairman Huntington read off the purpose of this special meeting.

Joe Roby introduced the representatives from SEH who presented three design projects for utilizing funding that has been set aside for the City of Le Sueur Airport. There was discussion on the proposed projects using funds available along with estimated costs of local funding for the projects: Paving \$55,000 (5yr), Hangar \$66,000 (5yr) and the parallel taxiway \$93,000 (4yr). Not enough funding to do more than one in the five (5) year plan.

Chairman Huntington opened the floor for discussion.

Motion by Commissioner Krogmann for staff to recommend, to the City Council, that they go forward with a parallel taxiway, seconded by Commission Roberts. All voted in favor.

Next Meeting: The next meeting is scheduled for Thursday, December 7, 2023, at 4:30 p.m. at City Hall.

Motion to adjourn by Commissioner Roberts, seconded by Commissioner Doherty. All voted in favor.

The meeting was adjourned at 5:18 p.m.

Mark Huntington, Chairperson



CITY OF LE SUEUR
COMMISSION UPDATE

TO: Airport Commission

FROM: Andrew Cemenski, Airport & Facilities Manager

SUBJECT: Airport Update

DATE: For the Airport Commission Meeting of Thursday, December 7, 2023

PURPOSE

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

SUMMARY

- New plow and broom should be here soon.
- New light over fuel pump
- New lcd screen for fuel system ordered.