

→ HUTCHINSON AIRPORT COMMISSION

January 31, 2000

5:30 p.m.

Arrival/Departure Building Tour

Minutes

Members present: Joe Dooley, Jim Faber, and Robert Hantge
Others Present: Lyle Kratzke, TKDA; Bernie Knutson, HCDC; Tom Parker, Hutchinson Aviation; John Olson, City of Hutchinson

There was a quorum of members present. The minutes of December 20, 1999 were approved.

Commission member met at the CAP building, then toured the new arrival/departure building.

PHASE II PROJECT

Lyle Kratzke, TKDA, updated the Commission on the progress of Phase II, focusing primarily on the building portion.

- ❑ A final checklist of items from the City Building Official was presented. Two major items, the firewall between the hangar and the terminal and two fire doors, are the main obstacles to obtaining an occupancy permit. Several other items needing attention, repair, or replacement were identified on the building official's checklist and on a checklist prepared by TKDA architects and engineers.
- ❑ Kratzke presented a preliminary list of losses that will count toward liquidated damages for the completion dated being exceeded by about one and one-half months. Discussions were held over the type, amount, and severity of these losses. The Commission and staff can identify additional damages, if any, that were caused by not being able to occupy the building.
- ❑ Several operational issues were discussed. Some building systems will need to be repaired for the building to function properly.
- ❑ The conference/training room has been furnished by donations from Hutchinson Telephone Co.
- ❑ The pilots lounge will be furnished by donations from Lynn Card Co.
- ❑ The lobby will be furnished by donations from Hometown Realty Co.
- ❑ A plaque recognizing the contributions of Hutchinson Technology, Inc., those listed above, and others involved in the airport project will be designed and approved by the Commission at a future meeting.

MAINTENANCE ITEMS

- ❑ Olson reported that the floors of the terminal building would be stripped, sealed, and waxed during the week of January 31.
- ❑ Olson reported that staff had supplied the building with maintenance supplies, tools, etc.
- ❑ Once Parker is able to move into the new building, and once the City moves into the old maintenance hangar, the Commission agreed that Parker and Dooley could remove the walls to storage areas #3B and #3C. The Commission agreed this could be done providing the City receives all salvage. The work must be done at no cost to the City and, after a reasonable credit for the work, the rent for Hangars #3-1 and #3-5 will be adjusted to reflect the additional square feet of storage space.

ANNUAL REPORT

- ❑ Olson presented the Commission with the Airport Annual Report.

Motion by Hantge, second by Dooley to adjourn.

Next meeting: February 28, 2000

Location: Arrival/Departure Terminal

Attachments: Final Inspection (TKDA) and accompanying notes
Final Inspection (City) and accompanying notes
1999 Annual Report

➔ HUTCHINSON AIRPORT COMMISSION

February 28, 2000
5:30 p.m.
Arrival/Departure Building

Minutes

Members present: Steve Crow, Joe Dooley, Jim Faber, and Robert Hantge
Members not present: Dave Skaar
Others Present: Bernie Knutson, HCDC; Tom Parker, Hutchinson Aviation; Douglas McGraw;
John Olson, City of Hutchinson

There was a quorum of members present. The minutes of January 31, 2000 were approved.

PHASE II PROJECT

The Commission reviewed the progress of Phase II, focusing primarily on the building portion.

- ❑ The building occupancy certificate was issued February 18. There is a checklist of items from the City Building Official that will still need to be addressed. The major items, however, have been satisfactorily completed.
- ❑ Several other non-occupancy-related items needing attention, repair, or replacement were identified on a checklist prepared by TKDA. City staff is preparing a checklist as well.
- ❑ Discussions were held over the type, amount, and severity of losses caused by the delay of building occupation. The Commission and staff will identify damages that were caused by not being able to occupy the building and assign a cost to them. The City Engineer and City Attorney will be contacted for opinions on the possibility of assessing damages to the contractor.
- ❑ Several operational issues were discussed. Operations have begun in the building, but some furnishings and amenities will need to be installed.
- ❑ A countertop will be installed in the flight planning room. Chairs are already available and the window is too low, so a sit-down counter will be installed in lieu of a stand-up counter.
- ❑ Pilots' lounge furnishings will be installed upon receipt, which expected within three weeks.
- ❑ The lobby will be furnished by donations from Hometown Realty Co. Bernie Knutson will be giving catalogs and other information to Cheryl Dooley, who is with Hometown Realty Co.
- ❑ Staff is preparing potential designs for a plaque recognizing the contributions of Hutchinson Technology, Inc., those listed above, and others involved in the airport project. The design will be presented to the Airport Commission before a plaque is ordered.

MAINTENANCE ITEMS

- ❑ Screening the fuel tank, with a fence, vegetation or both, was discussed. Olson will prepare a proposal after contacting City staff.
- ❑ A road will be constructed from the apron to the fuel tank to facilitate fuel delivery.
- ❑ The south entrance road will be eliminated as soon as practicable.
- ❑ A lean-to, roof, or other structure will be erected to protect the air conditioning compressors.
- ❑ City staff will take possession of the old maintenance hangar as soon as Parker has moved his entire operation into the new maintenance hangar. City staff will use the salvage from storage areas #3B and #3C to erect shelving. Staff hopes to have their entire inventory of parts, supplies, and equipment stored in that space.

Motion by Hantge, second by Dooley to adjourn.

Next meeting: March 27, 2000

Location: Arrival/Departure Terminal

Attachments: none

➔ HUTCHINSON AIRPORT COMMISSION

March 27, 2000
5:30 p.m.
Arrival/Departure Building

Minutes

Members present: Steve Crow, Joe Dooley, Jim Faber, and Robert Hantge
Members not present: Dave Skaar
Others Present: Jerry Petersen, TKDA; Bernie Knutson, HCDC;
Tom Parker, Hutchinson Aviation; John Olson, City of Hutchinson
James Weckman, 761 California St NW, Hutchinson

There was a quorum of members present. The minutes of February 28, 2000 were approved.

PHASE II PROJECT

The Commission received a progress report of Phase II, from Jerry Petersen, TKDA.

- ❑ After the building occupancy certificate was issued February 18, a checklist of items still needing to be addressed was prepared. Some minor items remain, but the major items are complete. Engineers will re-inspect punch list.
- ❑ Discussions were held over the type, amount, and severity of losses caused by the delay of building occupation. The Commission reviewed a list of damages prepared by staff and engineering. These losses were caused by not being able to occupy the building at the time indicated in the contract. The City Engineer and City Attorney were contacted and expressed their support for assessing at least the actual damages incurred by the City.
- ❑ A countertop will be installed in the flight planning room.
- ❑ Pilots' lounge furnishings have been installed.
- ❑ The lobby was furnished by donations from Hometown Realty Co.
- ❑ The civil contractor will be seeding, sodding, and installing drain tile after road restrictions are lifted.
- ❑ City crews will put in rock around the building.
- ❑ TKDA will be donating an aerial photo of the project.

DISCUSSION OF PRIVATE HANGAR LEASES

- ❑ Members discussed the possibility of adding hangar spaces that would be leased by private parties for constructing hangars. Mr. James Weckman, a resident of Hutchinson, expressed interest in building a private hangar, and, potentially, a cooperative hangar.
- ❑ Members discussed several options, including providing space on those areas already designated in the Airport Layout Plan. However, because of the distance between designated spaces and existing apron, it was agreed that this type of development would likely not take place until the apron was extended. An option that was discussed was along the south side of the oldest enclosed hangar. Members also discussed allowing private development in areas already graded for hangar pads.
- ❑ Members discussed options for leases, the option most likely to be used will be an annual cost for a multi-year lease (not to exceed 20 years with 30-year depreciation of structures) and maintenance. Private parties would be responsible for any property taxes incurred, as well as any building maintenance.
- ❑ Olson will be exploring options for private hangar sites and reviewing them with engineering staff. He will present options at the next meeting.

CAPITAL IMPROVEMENTS

Airport improvement funding:

- ❑ Petersen reported that, assuming the proposed legislation is passed, general aviation airports would be receiving an annual apportionment of \$150,000 for use in funding federally eligible projects (e.g., airfield, aprons, taxiways, land, and land improvements). Petersen recommended that Commission members consider adding federally eligible projects to the five-year Capital Improvement Plan (CIP). The CIP is submitted annually to Mn/DOT.
- ❑ These projects will remain on the CIP as long-term projects, and will not necessarily have to be done by the City; however, their inclusion in the CIP will ensure the funding as long as proposed legislation is in effect (probable minimum of three years).

Jet-A fueling facility:

- ❑ Skydive Hutchinson will be purchasing a jet-fuel aircraft. Several other jet-fuel aircraft also frequent the airport.
- ❑ Motion by Hantge, second by Faber to recommend to the City Council that the City install a city-owned, 10,000-gallon Jet-A fuel tank at the airport. Motion passed unanimously.
- ❑ Funding will be at 50% by Mn/DOT Aeronautics. City's 50% of the project expected to be approximately \$45,000.

Motion by Dooley, second by Crow to adjourn.

Next meeting: April 24, 2000

Location: Arrival/Departure Terminal

Attachments: none

➔ HUTCHINSON AIRPORT COMMISSION

April 24, 2000
5:30 p.m.
Arrival/Departure Building

Minutes

Members present: Mayor Torgerson, Steve Crow, Joe Dooley, and Dave Skaar
Members absent: Jim Faber, and Robert Hantge
Others Present: Tom Parker, Hutchinson Aviation; John Olson, City of Hutchinson

There was a quorum of members present. The minutes of March 27, 2000 were approved.

PHASE II PROJECT

Olson updated Commission members about progress on Phase II.

- ❑ Update of Phase II civil project
 - Removal of old fuel island – Posts were removed from the old fuel island, the pad, however, has not yet been removed. The pad will be removed when the contractor returns for other work within two weeks.
 - Seeding/sodding – Seeding and sodding will be completed this spring.
 - Fence installation – some questions were raised as to the location and amount of fencing, Olson will coordinate with TKDA engineers tomorrow during a meeting with them and the civil contractor.
 - Tiling – Tiling along the northern border of airport property to drain the southwest corner of the intersection of County Road 8 and T.H. 15 to pre-project levels will begin once road restrictions are lifted and equipment can be moved to the site, which is expected within two weeks.
 - Landscaping – City crews will complete some landscaping around the building.
- ❑ Update of Phase II building project
 - HVAC system – TKDA is working with the HVAC contractor to solve the problem of draft during windy conditions
 - Well bladder – The new bladder for the well pressure tank is in and will be installed. Contractor was directed to coordinate with Tom Parker in order to shut off the water.
 - Installation of countertop – Merlin Danielson submitted an acceptable proposal to install countertop in the flight planning room. TKDA architects are sending samples of the countertop so it can be matched.
 - Installation of TV/Unicom antenna – City crews installed TV and Unicom antenna, and mounted the Unicom radio.

CAPITAL IMPROVEMENTS

1. Airport improvement funding:

Olson reviewed the 5-year CIP submitted to Mn/DOT with Commission members. The CIP is aggressive, because FAA funding will likely include a provision for \$150,000 per year in federally eligible funding for all small general aviation airports. Not all the items on the CIP are expected to be done within five years, but the opportunity is there should favorable conditions exist.

2. Jet-A fueling facility:

Skydive Hutchinson is adding a Jet-A fueled aircraft to their operation. Other aircraft frequent the airport and are not able to purchase Jet-A fuel here. It is expected that there will be 30,000 gallons of Jet-A sold within the first year of operation.

Olson informed members that a request for a Jet-A fueling facility is to be submitted to City Council at their April 25, 2000 meeting. A meeting will be planned with the City Administrator, the Finance Director, and Public Works staff to discuss funding. The proposal will include the City owning and operating fueling site, providing Tom with a small percentage of the fuel sale for his services of pumping and selling the fuel.

Fuel is expected to be priced at the higher end of the average of airports in Minnesota. Proceeds from fuel sales will be used to pay back the funding source for the City's one-half share of the installation costs. If possible, future budgets will be increased to expedite the repayment of any money borrowed from another fund.

The Jet-A fueling facility proposal will include a provision allowing Skydive Hutchinson to provide up-front funding in return for a contract at a percentage of the fuel price stated on the pump for a period of time. Skydive Hutchinson will be allowed to operate a fueling truck, at their expense and for their sole use, during construction of the Jet-A facility. Once the facility is completed, Skydive Hutchinson would no longer be allowed to operate their fueling truck, unless the jet fuel was purchased from Airport. In order to accommodate their new, larger aircraft, Skydive Hutchinson will be adding some asphalt to the apron near their building. This will be done at their expense. They will coordinate the construction with Public Works staff.

OTHER ITEMS:

Olson reported receiving the 1999 Project-of-the-Year award from the Minnesota Council of Airports at the annual Airport Symposium, held April 18-20 in Duluth.

Olson informed Commission members that maintenance plans include re-roofing the C.A.P. building and the City maintenance building in 2000.

Olson informed members that the "HUTCHINSON" sign currently located near Ridgewater College north of the airport on T.H. 15 will be moved to airport property near the entrance.

Members discussed progress on preparing agreements and frameworks for operation regarding private hangars. Commission members agreed that City-owned hangar facilities should be pursued, but recognized the need for accommodating privately owned facilities on leased airport property. Staff will continue to work on the agreement framework.

Motion by Crow and a second by Dooley to adjourn.

Next meeting: June 26, 2000 at 5:30 p.m. at the Arrival/Departure building.

➔ HUTCHINSON AIRPORT COMMISSION

June 26, 2000
5:30 p.m.
Arrival/Departure Building

Minutes

Members present: Steve Crow, Jim Faber, and Robert Hantge
Members absent: Joe Dooley, and Dave Skaar
Others Present: Cheryl Dooley, Dooley Airshows; Tom Parker, Hutchinson Aviation;
John Olson, City of Hutchinson

There was a quorum of members present. The minutes of April 24, 2000 were approved.

Cheryl Dooley requested that the airport be closed from 2:00 p.m. to 5:00 p.m. on Saturday September 23, 2000 in order to conduct an airshow for the Viking Council, Boy Scouts of America. A motion was made by Robert Hantge, seconded by Steve Crow to request permission from the City Council with the recommendation of the Airport Commission. Motion passed unanimously.

Facilities

- ❑ A motion was made by Robert Hantge, seconded by Jim Faber requesting that the City Council authorize installation of gas and electric utilities from Hutchinson Utilities. The airport is within the City limits. Motion passed unanimously.
- ❑ Some discussion was held regarding the "Hutchinson Municipal Airport" sign on the west side of the arrival/departure building. Olson will look into the possibility of adding a logo sign and centering the signs to improve aesthetics.

Operations & Maintenance

- ❑ City employees will plumb in an additional hose connection to the southwest corner of the maintenance hangar to allow water access to the apron.
- ❑ Tom Parker and Jim Faber will inspect gas lines for leaks and report to the Commission in July.
- ❑ Bernie Knutson offered furniture from the old Civil Air Patrol building to be used in the City's maintenance hangar.
- ❑ Knutson suggested that City crews place topsoil around the edges of the apron to eliminate any bumps. Dropping off the apron now could potentially cause costly propeller damage.
- ❑ Parker requested that the United States map be laminated or framed in plexiglass and be hung between the men's restroom and the janitor's closet. Commission agreed that the location was suitable. City crews will move the map.
- ❑ The AWOS (Automated Weather Observation System) is not functioning properly. Bob Milton and Eric Benson, Mn/DOT Aeronautics representatives are working on the problem.
- ❑ Olson is to contact Mn/DOT Aeronautics to ensure the new airport diagram is reflected in IFR/VFR channels.
- ❑ Lights along the west side of the arrival/departure building are very bright and could cause vision problems for pilots at night. Several options were discussed about correcting this problem. City crews will resolve this problem.

Fueling

Adding Jet A fuel was discussed. The proposal of the Commission is as follows:

- ❑ City of Hutchinson would construct a 10,000 gallon fuel tank appropriate for Jet A fuel, along with hardware and software necessary for billing.
- ❑ Skydive Hutchinson would provide one load of fuel initially.
- ❑ City of Hutchinson would amend the contract with the F.B.O., Tom Parker, to include Jet A fuel, with the stipulation that the City is paid \$0.20 per gallon for each gallon sold until the City's portion of the expenditures for installing the fuel site are recovered. Costs are estimated at \$30,000 and recovery period is estimated at 5 years.
- ❑ At such time as the City's direct cost of the fuel site installation is recovered, the F.B.O. agreement would be amended and the fee paid to the City would be reduced to reflect maintenance of the fuel site and be equal to fees charged for aviation gasoline at the time.
- ❑ The fuel site project is to be timed to coincide with Skydive Hutchinson's season.

Motion by Faber and a second by Crow to adjourn.

Next meeting: July 31, 2000 at 5:30 p.m. at the Arrival/Departure building.

➔ HUTCHINSON AIRPORT COMMISSION

July 31, 2000
5:30 p.m.
Arrival/Departure Building

Minutes

Members present: Steve Crow, Robert Hantge, Dave Skaar
Members absent: Joe Dooley, Jim Faber
Others Present: John Olson, City of Hutchinson; Bernie Knutson

There was a quorum of members present. The minutes of June 26, 2000 were approved

Coming activities:

Airport promotion – Skaar reported that some airport commission members were preparing a presentation to the “Breakfast Club” meeting promoting the airport.

Airshow – An airshow, sponsored by the Viking Council, BSA, will be held from 2:00 p.m. to 5:00 p.m., Saturday September 23, 2000.

The Chamber of Commerce is holding meetings routinely at the classroom/conference room at the arrival/departure building.

Signs – Maintenance crews will begin the process of moving the “Hutchinson” sign from Ridgewater College to the airport in August.

Facilities

Civil Air Patrol Building – Civil Air Patrol officers will draft a donation of the Civil Air Patrol building to the City of Hutchinson and prepare a skeleton lease agreement for the building between City & CAP. Robert Hantge moved and Steve Crow seconded a recommendation that the City Council accept the donation of the building and proceed with a lease agreement for the Civil Air Patrol.

Safety/Navigation systems – Olson reported that a notice to airmen (NOTAM) that was in effect for the runway end identifier lights (REIL). The REIL has been malfunctioning intermittently; the probable cause is the connectors. During periods of high dew points, moisture is apparently infiltrating electrical connections. Jeff’s Electric is addressing the problem.

Donation – Robert Hantge will donate a pamphlet holder to the airport for use by the Chamber of Commerce for community information.

Jet A Fuel – After discussion, the commission agreed that the City should not be involved with the sale and inventory management of Jet A fuel. The City’s portion of the cost related to the Jet A tank installation would have to be recovered within a reasonable period (no more than 5 years). The control of the Jet A fuel will have to stay with the F.B.O. and be covered as part of that contract. Commission members requested that Parker, the F.B.O., Skydive Hutchinson, and Olson work together toward a solution that works all parties. No significant action will be taken until there is some agreement as to how each entity's interests are addressed.

Operations & Maintenance

Budget – Olson presented commission members with the draft 2001 budget (attached).

Drainage issues – Olson reported that a sump would be installed at the same elevation as the malfunctioning tile on the northeast corner of airport. The work will begin after permits are granted for the work. This project should eliminate the standing water in the area, without compromising the original status of the wetland in the area.

Motion by Hantge and a second by Crow to adjourn.

Next meeting: August 28, 2000 at 5:30 p.m. at the Arrival/Departure building.

➔ HUTCHINSON AIRPORT COMMISSION

August 28, 2000
5:30 p.m.
Arrival/Departure Building

Minutes

Members present: Joe Dooley, Steve Crow, Robert Hantge, Dave Skaar
Members absent: Jim Faber
Others Present: John Olson, City of Hutchinson

There was a quorum of members present. The minutes of July 31, 2000 were approved

Coming activities:

Airport promotion – Skaar reported that several individuals had toured the airport facilities in conjunction with a presentation made to the local “Breakfast Club”.

Airshow – Commissioners were reminded of an airshow, sponsored by the Viking Council, BSA, that would be held from 2:00 p.m. to 5:00 p.m., Saturday September 23, 2000.

Signs – Maintenance began the process of shaping the land at the old airport entrance in preparation for the “Hutchinson” sign at Ridgewater College that will be moved to the airport in August.

Facilities:

Utilities – Motion by Hantge, seconded by Dooley that the City of Hutchinson request that Hutchinson Utilities install gas and electric services to the airport, as airport facilities are now within the corporate limits of the City of Hutchinson.

Operations & Maintenance

Capital Improvement Plan – Olson presented commission members with the Capital Improvement Plan for the airport (attached). Olson also reported that funding for general aviation airports, which is Hutchinson’s classification, had improved. The Federal Aviation Administration will be funding general aviation airports at a greater level than in the past.

Commission meetings – Olson presented the option to the Commission for a schedule related to subjects, rather than having a monthly meeting. The Commission felt that because the Phase II project was completed, there would be no reason to meet on a monthly basis into the foreseeable future. A meeting schedule will be set up to address the following subjects:

Budget, Capital Improvement Plan:	Last Monday in June of each year.
Operations & Maintenance of the airport:	Monday prior to Thanksgiving each year.
Facilities:	Last Monday of March each year.
Navigation and safety systems:	Last Monday in September each year.

Commission membership – Olson reported that Joe Dooley’s last meeting as an airport commission member would be in September 2000. Olson will contact persons who have filled out an application in the past to determine his replacement.

Motion by Hantge and a second by Crow to adjourn.

Next meeting: September 25, 2000 at 5:30 p.m. at the Arrival/Departure building.

→ HUTCHINSON AIRPORT COMMISSION

September 25, 2000
5:30 p.m.
Arrival/Departure Building

Minutes

Members present: Joe Dooley, Jim Faber, Robert Hantge
Members absent: Steve Crow, Dave Skaar
Others Present: John Olson, City of Hutchinson; Tom Parker, Hutchinson Aviation;
Bernie Knutson, Civil Air Patrol; Charles Brill, Hutchinson resident;
Jerome Burmeister, Maint. Ops. Tech., City of Hutchinson

There was a quorum of members present. The minutes of August 28, 2000 were not available to be approved.

Coming activities:

Airport promotion – Bernie Knutson presented a letter of invitation to the dedication ceremony for the new Civil Air Patrol building, to be held Tuesday, October 3, 2000 at 7:00 p.m. The program will recognize contributors to the facility and refreshments will be provided.

Robert Hantge requested that airport commissioners be available on Tuesday, October 10, 2000 starting at about 4:30 p.m. for a “Business After Hours”, sponsored by the Hutchinson Area Chamber of Commerce. The evening would include tours of the airport facilities and Skydive Hutchinson. Refreshments will be provided.

Airshow – Dooley reported that Saturday’s airshow, sponsored by the Viking Council, BSA, was a success, despite the cool temperatures. The airshow was held from 2:00 p.m. to 5:00 p.m., Saturday September 23, 2000.

Signs – Electrical service was activated and the foundation was laid for installation of the “Hutchinson” sign at Ridgewater College that will be moved to the airport in August. Commissioners requested signs at the stop signs coming onto the apron that read: “Aircraft owners and Pilots Only”. The signs are available from aircraft suppliers. Parker will provide a catalog to City maintenance staff.

Facilities:

Fueling facilities – Motion by Dooley, seconded by Hantge that the City of Hutchinson request make necessary upgrades to the Avgas system, including the installation of an updated card reader, monitor, pump, and reel for Avgas. The estimated cost of the project is approximately \$15,000. The motion passed unanimously.

Operations & Maintenance

Commission membership – Charles “Chuck” Brill, 222 Jefferson St SE, Hutchinson visited the meeting. Chuck has agreed to fill the vacancy left by Joe Dooley.

Fire Department Training – The Hutchinson Fire Department will be getting a tour of the airport this evening. Knutson will be going over the potential hazards associated with aircraft and fire or rescue operations. Olson and Knutson will give the fire fighters a tour of the facility so they are familiar with the airport.

Maintenance Operations Technician – Jerome Burmeister, Maint. Ops. Tech., was introduced to the airport commissioners and others present. Jerome’s position is ½ time at the airport and ½ time at the cemetery. Commissioners and others were encouraged to contact Burmeister with matters pertaining to maintenance.

Motion by Dooley and a second by Hantge to adjourn.

Next meeting: Tentatively set for November 27, 2000 at 5:30 p.m. at the Arrival/Departure building.

Topic for the meeting will be: Operations & Maintenance of the Airport