

**CITY OF MAPLE LAKE**  
**AIRPORT COMMISSION MINUTES**  
Wednesday, September 07, 2022

**Call To Order**

The Airport Commission meeting was called to order by Chairman Greg Thomes at 5:00 p.m.

**Roll Call**

**Present:** John Haack, Kristen Logas, James Aarestad and Greg Thomes.

**Absent:** Peter Radintz

**Also present:** Al Hudek, Airport Manager, Phil Gravel, City Engineer – Stantec; Renee Eckerly, City Administrator; David (DJ) Brown, Deputy Clerk; Doug Ouverson, Doug Olson, Mark Seibert.

**Approval of the March 3, 2022 Minutes**

*A motion, m/s/p, Logas/Haack, to approve the March 3, 2022, Airport Commission meeting minutes. All present voted in favor. Motion carried.*

**Airport Managers Report**

Hudek, Airport Manager reported trees on the south side are being cut down and removed due to MNDOT coming out and taking down the Weather Station until the trees were removed. The Weather Station has to have clearance of 500 feet in all directions. Starting on September 19, 2022, the airport will be closed while the crack sealing and repair is happening. This will last approximately two weeks. MNDOT will be returning next week to identify which trees along the Pribyl property that need to be trimmed or removed.

**New Business**

**a. Fred Jude hangar C-1 lease expiration Dec. 31, 2022**

Eckerly, City Administrator reported that the City Council will not be renewing the lease with the Fred Jude estate. Aarestad reported that he has purchased the lease and paid the Jude family. Hudek reported that the city is researching building a structure at the location to have control of the electricity, a place for the courtesy car and maintenance equipment. He estimated a structure to cost approximately \$80,000 - \$100,000 without water/sewer. Aarestad is researching building the hangar with an office on top. There was discussion that there was no death clause in the lease. Aarestad will not be able to do anything without the City Council approving a lease agreement with him.

**b. Review lease rates per square foot and additional requirements**

**i. Maple Lake currently \$.40 per square foot**

Brown, Deputy Clerk reported that New Richmond is charging \$.10 per square foot and Buffalo is charging at \$.20 per square foot for hangar leases. There was some discussion regarding possible fees for non-active planes at \$1.50 per square foot, planes being restored at \$.75 per square foot and then a reduced fee for active pilots to \$.30 per square foot. There was discussion that hangars should be available for active pilots and this needs to be encouraged.

The Commission discussed acquiring more land which would need to be in the Airport Layout Plan that was updated this year. Hangar C-5 needs to be demolished and more hangars built on the grass area. Gravel reported that MNDOT will not pay for hangars. MNDOT won't approve any more funding until

the easement issues are addressed. Siebert recommended having the city build the maintenance building in the parking lot and not in the C-1 location which would eliminate money from a lease.

**ii. Sublease contact information**

Brown reported that the lessees are not submitted their sublease contact information to the city and there needs to be more communication to track this better. This is a requirement in the lease agreement.

**iii. Additional requirements:**

- 1. Pilot license**
- 2. Air worthy certification**
- 3. Flight hours**

Brown reported at the hangar inspections pilots suggested other options that they have seen used in lease agreements to adjust the lease rate amount such as active pilots license, air worthy certification and a set amount of flight hours. Thomes expressed that pilots have become more active that have leases at the airport.

There was a discussion regarding how the fuel price is set. There are four websites that pilots check for fuel prices. Maple Lake is currently at \$6.30 per gallon, when Buffalo is at \$5.57 and Glencoe is at \$6.10 per gallon. Hudek stated it all depends on the price when he fills the tank. More active airports go through fuel faster so may be able to get fuel when the price is lower. Fuel currently is a \$1.00 cheaper a gallon than the city paid for the last load.

**c. Future education center for children with flight simulator (20x20)**

Thomes reported that the EAA Chapter has 135 members and within the next 2 years would like to approach the City Council to build a wing off the new EAA hangar for an education center.

**d. Future fly-ins/car shows**

There was a Fly-In about 3 years ago. The EAA has looked at possible holding one in 2023. The EAA members have experience in planning and hosting Fly-Ins.

**e. 800-foot apron – Roland D3 & D4**

Aarestad reported that Rolands' apron was heaving last winter. What can be done to prevent this in the future. It was discussed that according to the lease agreement the apron is the lessee responsibility. Gravel, City Engineer – Stantec mentioned the building standards which has been discussed in the past.

**Old Business**

**a. Update on Grant Status**

Gravel reported the burying of the power lines has not been scheduled at this time and that the city could hire someone to do the tree trimming if the Public Works employees are too busy.

**b. Report on hangar inspections**

Brown reported that the hangar inspections went well and that the pilots cooperated with being available and having their hangars open. The only hangars that were not inspected was Robert Eddy. Brown has not been able to locate Mr. Eddy. The Commission recommended forwarding Mr. Eddy's lease violations to the City Attorney. He is delinquent in rent payments, inspections, and current insurance. Eddy has two hangars; one hangar is completely open and the other is locked. No one has seen Mr. Eddy at the airport in years.

**c. Update on city 2021 audit – Airport fund**

Eckerly reported that she will be presented the 2021 audit of the Airport fund at the next meeting. The Commission stated they had never had this information in the past. She reported that ABDO Financial Services is assisting with the City's' annual audit and has been visiting with other small cities that have airports and doing deep dives into their history to figure out why they are not breaking even.

A motion, m/s/p, Aarestad/Logas to recommend to the City Council to hire ABDO Financial Services to do a deep audit into the airport for the past 10 years to discover what created the debt problem. All present voted in favor. Motion carried.

**d. Capital Improvements for 2022**

The Commission discussed the Airport Zoning Ordinance being dated 1985 and needing updating.

**e. Status of Hangar C-5**

The status of hangar C-5 will be tabled until City Council meets on September 20, 2022.

**f. Weather Station requirement removal of trees**

This was discussed in the Airport Managers report.

**Adjournment**

A motion, m/s/p, Haack/Logas to adjourn the meeting at 6:35 pm. Motion passed.