

**CITY OF MAPLE LAKE  
WRIGHT COUNTY, MINNESOTA  
MINUTES OF AIRPORT COMMISSION MEETING  
AUGUST 07, 2024 - 5:00 P.M.**

1. **Call to Order** - The meeting of the Airport Commission was called to order by Greg Thomes at 5:00 p.m. on Wednesday, August 07, 2024.

Mayor Kissock introduced the new Maple Lake City Administrator, Scott Hildebrand.

**Roll Call** – Chairman Greg Thomes, Mayor Lynn Kissock, Councilor Scott Chantland and James Aarestad. Peter Radintz was not present.

**City Staff and Consultants Present:** Al Hudek, Airport Manager and Scott Hildebrand, City Administrator.

**Others Present:** Kyle Weatherly, EAA President, Nate Holmberg and Greg Rillis (C1 and C5).

2. **Approval of Minutes – December 04, 2023** – Motion by Scott Chantland and seconded by Mayor Kissock to approve the minutes of the December 04, 2023, Airport Commission Meeting. Motion passed unanimously by voice vote.
3. **Airport Managers Report** – Airport Manager Al Hudek expressed concerns with people parking outside the hangars and on the grass.
4. **New Business** –

- a. Building Permits and when are they required – Mayor Kissock reported that past enforcement had been lax, but that any building or construction within the hangars which affected electrical, plumbing or structural will need a building permit issued by the City. This is defined in the lease agreement. If there are questions regarding a project, please contact the City.
- b. Lease updates – Mayor Kissock reported the new lease is in effect, which had minor tweaks from the original. Anyone with a new rental or updated lease will have the new language. Al warned that money should not be exchanged between parties should a lease be taken over, as the lease needs approved by the Airport Commission as well as the City Council. The verbiage for the new lease will be included in any new agreement.

Hildebrand will review leases prior to the next meeting and provide a schedule for updated leases and expiration dates.

- c. Taxi update – Santec – Hudek reported there is a pre-construct meeting on August 14<sup>th</sup> for Taxiway A. Construction will depend on weather, but they hope to start August 19<sup>th</sup>. The project will take 2-3 weeks for completion. Hildebrand

will provide notice to the affected pilots regarding dates and the need to move or not have access to their planes during construction.

Taxiway H and the proposed new hangar proposal is in MNDOT's hands regarding layout amendment or approval.

- d. Accept plans for C-1 Hanger – Greg has worked with Santec and everyone is okay with the plan revisions. The footprint will match where located before.

Mayor Kissock moved and Commissioner Aarestad seconded to approve the plans, subject to MNSPECT approval of blueprints and setbacks. Motion passed unanimously by Voice Vote. Hildebrand will contact following Council approval at the August 20<sup>th</sup> meeting.

- e. Update on State Inspection – Hudek reported on the May 20, 2024 State inspection. Some items discussed were: tree removal, slope of bank along taxiway, traffic rules not posted, airport waiver not posted by license, and concerns regarding public access to hangars due to lack of fencing.

It was discussed that many airports have fought the fencing issue, but it is suggested to still include the project in the airport CIP.

Additionally, the runway is now listed as "Fair" condition, with the taxiways as "poor." Lights should also be listed on the CIP. They had been listed prior, but Steve Peterson will be contacted for pricing options. Concerns were also noted regarding the emergency fuel shut-off sign, which has been addressed, and the vegetation height near the windsock.

It was agreed the CIP and ALP will be discussed at the next meeting to request assistance from MNDOT for any future projects.

- f. Update on Tree Removal and Replacement – Hudek reported eight (8) more trees were taken out, and he is obtaining bids for more. There should be funds from a prior grants to cover the expense.
- g. Hangar Inspections – Mayor Kissock moved and Commissioner Aarestad seconded to have hanger inspections at least once a year to ensure the hangars are being used for aviation related activities and not for storage units. This years inspections will occur no later than the end of September, with Staff sending a letter that the inspection will occur during a window between September 15-30. Motion passed unanimously by Voice Vote.
- h. EAA Request for Memorial Brick Apron – Kyle Weatherly presented plans and pictures from Oshkosh of a Memorial Apron to honor pilots which are no longer with us. This would likely happen in the Spring / Summer of 2025, so Hudek will meet onsite with him to review and make suggestions at an upcoming meeting.
- i. Fly-In Lunch for EAA – Young Eagles would like to have a fly-in lunch on August 14<sup>th</sup>. Hudeck expressed concern with construction materials being present.

**5. Old / Other Business**

- a. Chairman Thomes plans to approach Commissioner Radintz to discuss his interest in remaining on the Airport Commission.
- 6. Next Meeting** – The next meeting was scheduled for September 25<sup>th</sup> at 5:00, following the hangar inspections.
- 7. Adjournment** - Motion made by Mayor Kissock, seconded by Commissioner Aarestad to adjourn the meeting. Motion passed unanimously by voice vote. Meeting adjourned at 5:51 p.m.

Respectfully submitted,  
Scott W. Hildebrand  
City Administrator

**Approved:** \_\_\_\_\_  
Greg Thomes, Chair