

**CITY OF MAPLE LAKE
WRIGHT COUNTY, MINNESOTA
MINUTES OF AIRPORT COMMISSION MEETING
SEPTEMBER 25, 2024 - 5:00 P.M.**

1. The City of Maple Lake Airport Commission met at 5:00 p.m. at the Maple Lake Airport to complete the annual Hangar Inspections, observe the Taxiway A project and discuss concerns.
2. **Call to Order** - The meeting of the City of Maple Lake Airport Commission was called to order by Greg Thomes at 5:58 p.m. on Wednesday, September 25, 2024 in the EAA Hangar.
3. **Roll Call** – Chairman Greg Thomes, Mayor Lynn Kissock, Councilor Scott Chantland and James Aarestad (6.08) were present. Peter Radintz was not present.

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

Thomes requested the addition to New Business. - d. Hangar Numbers; e. Empty Hangars; and f. Universal Key.

4. **Hangar Inspection** – Mayor Kissock provided a summary of the inspections. All were acceptable and properly used, with the exception of:
 - a. C-3 – David Otswald – Hangar has been observed when it was open for construction. No plane was present, and it had been used for car storage in violation of the lease agreement.
 - b. C-5 – Greg Gerulis – Hudek and Hildebrand will follow up with SafeBuilt. This hangar had previously been condemned, which was why the EAA had moved out. Safebuilt had then approved the structure, but photos were taken of obvious structural concerns which need addressed prior to occupancy. Gerulis will also be contacted.
 - c. D-5 and D-6 – RKEFS, LLC (Robert Eddy) – One hangar (D-6) was empty and had not been used in some time. The other hangar (D-5) had a plane with flat tires, which obviously had not been out of the hangar in quite some time.
 - d. There were also 3 yellow hangars (F-2) which need numbered and inspected. Staff will work to locate the tenant information and arrange for an inspection, but did not have the information readily available.
5. **Approval of Minutes – August 09, 2024** – Motion by Mayor Kissock and seconded by Councilor Chantland Kissock to approve the minutes of the August 09, 2024, Airport Commission Meeting. Motion passed unanimously by voice vote.
6. **Airport Managers Report** – Airport Manager Al Hudek reported:
 - a. Pavement on Taxiway A should start on Thursday and tenants should be able to return to their hangars by the weekend.

- b. A total of eight (8) trees have been removed, and he is working with the landowners / nursery to replace those removed.
- c. Extra soil from the Taxiway project was able to be spread and seeded.
- d. MNDOT is moving slowly, but there is no update regarding Taxi-Lane H. WE will need to plan to update the ALP.
- e. There are three quotes to replace the driveway which was damaged during construction. This should be done in October. Al had contact with the contractor prior to construction and was aware the driveway would be damaged by the heavy equipment.

7. New Business –

- a. Airport Lease language and updated 2024 Tenant Information – It was agreed there will be on-going discussion at future meetings, but there was extensive discussion regarding the current lease language and making revisions to keep the fixed base operations growing.

Hildebrand will contact the City Attorney and/or an aviation specialist who can review the lease language and perhaps compare lease agreements from other cities to provide the lease agreement with more “teeth” to ensure compliance, but also to provide tenants with more reasonable assurance that future City Councils will not close the airport.

The ultimate goal is to increase activity at the airport, ensure hangars are regularly inspected and primarily used for their intended purpose, but also provide assurance to tenants of safety in their investment.

- b. Doug Ouverson – D-1 – It was reported that Doug Ouverson had passed away recently at the age of 80. Commissioner Aarestad had met his son and offered to assist or provide advice with selling the hangar.

Hudek brought up the excessive rent the City is paying for office / pilot space. He also discussed needs to house new tractor and airport vehicle. The location of Hangar D-1 was discussed and it was proposed that the City look into options to acquire that hangar. Hudek will reach out to the Ouverson family to gauge interest. Hildebrand will research funding / grant opportunities. A Special Meeting will be called if necessary.

- c. Commission Positions – It was discussed that Commissioner Pete Radintz had not attended several Airport Commission Meetings. Hildebrand noted that according to his research, Radintz had received email notice of meetings, which was confirmed by Chairman Thomes. Thomes offered to draft a letter, which Hildebrand will send advising Radintz that he will be replaced in January, 2025. Motion by Mayor Kissock and seconded by Commissioner Aarestad requested Chairman Thomes to draft the letter advising Commissioner Radintz of his replacement. Motion passed unanimously by voice vote.

Discussion was then has regarding how the City will advertise the Board vacancy. The City will ensure someone with experience related to airplanes is appointed.

- d. Hangar Numbers – There was discussion regarding the need for number to be placed to properly identify each Hangar. It was moved by Mayor Kissock and seconded by Councilor Chantland that to ease identification and emergency safety concerns, the City will place numbers on every service door to each hangar at the City’s expense. Motion passed unanimously by voice vote. Hildebrand will prepare a letter.
- e. Empty Hangars – This topic was discussed with the Lease Discussion, but Hildebrand will discuss with the City Attorney and send a certified letter to any tenant who has a vacant hangar.
- f. Universal Key – Similar to the Hangar Numbers, it was noted that for emergency safety concerns, Hudek and Hildebrand had spoken with MLFD Chief Steve Peterson regarding a master key or Knox Box system for the hangars. Mayor Kissock noted that Section 22 of the lease agreement allows for the City to take such action. Chairman Thomes suggested Hudek get bids and present them to the Commission at a later date.

Councilor Chantland moved and Mayor Kissock seconded to have Hudek speak with Russell’s Lock Service regarding options and a bid for improving this security issue. Motion passed unanimously by voice vote.

8. Old / Other Business - None

9. Next Meeting – The next meeting was scheduled for Wednesday, December 4, 2024 at 5:00 p.m. at the City of Maple Lake City Hall. Hildebrand will contact the Commission Members should a meeting be needed prior to that date.

10. Adjournment - Motion made by Mayor Kissock, seconded by Commissioner Aarestad to adjourn the meeting. Motion passed unanimously by voice vote. Meeting adjourned at 7:03 p.m.

Respectfully submitted,
Scott W. Hildebrand
City Administrator

Approved: _____
Greg Thomes, Chair