



Real People. Real Solutions.

Willmar Municipal Airport Master Plan Advisory Group Meeting #1



Friday, December 2, 2016 at 10:00 a.m.
Willmar Municipal Airport
6600 Highway 40 West
Willmar, MN 56201

MEETING NOTES

ATTENDEES

Aaron Backman, Economic Development Commission
Sean Christensen, City Engineer
Megan DeSchepper, Airport Manager
William Fry, Airport User
Tim Lundquist, Airport User
Dan O'Meara, Airport Commission
Ryan Nelson, Airport User
Mel Odens, County Public Works Director
Andrew Plowman, City Council
Eric Rudningen, FBO/Airport Operations Supervisor
Eric Weiberg, EAA
Kevin Carlson, MnDOT
Cody Miller, Airport User
Melissa Underwood, Bolton & Menk, Senior Aviation Planner
Christopher Gardner, Bolton & Menk, Aviation Planner

1. Welcome & Introductions

The goal of the meeting was to kick-off the Airport Master Plan process, review the purpose and goals of the project, and understand what role each member is providing to the group. Each member of the group received a meeting packet to be used throughout the course of the Master Plan update. The packet includes meeting and background materials for reference during each meeting. Follow up and action items are represented in **bold** throughout the meeting minutes.

The existing facilities were briefly reviewed with the group to make sure everyone started the project with the same understanding of the airport. One MPAG member mentioned having the group take a tour of the airport to see the facilities first hand. **A tour of the airport will be conducted in the spring when the group is discussing facility requirements and alternatives.**

2. Review Master Planning Purpose

The purpose of the Master Plan was reviewed. The Master Plan is a 20 year planning document to provide direction to the airport sponsor for future preservation and development at the airport and to build a solid foundation among decision makers and the

public on the vision of the airport. The objectives of the Master Plan were also reviewed. The information was provided in the project packets given to each group member.

3. Identify MPAG Member Roles

The Master Plan Advisory Group is comprised of individuals from the community and various organizations. The group will make informed decisions based on the information provided to them, which will help the Airport Sponsor make decisions regarding the airport.

One of the primary focuses of the group will be the sharing of information. This two way communication will bring the group's collective and individual perspectives to the meetings. The information shared to the group will be sent back to each individual's groups, and their ideas and concerns will be brought back to the MPAG in a continuous cycle of shared information.

4. Review Planning Process

The planning process and steps involved in the Master Plan were reviewed. The process involves inventory, user surveys, aviation forecasts of based aircraft and operations, facility requirements, alternative analysis, implementation plan and financial feasibility analysis, and an update to the airport layout plan.

The schedule was discussed. The MPAG will meet four to six times over the next 12 – 18 months to discuss this project. The schedule also reflects when the public open house and project meetings will be held throughout the project.

5. Planning Considerations Map

The planning considerations map was shared with the MPAG which is a graphic representation of the areas to be considered throughout the Master Plan process.

6. Inventory & User Survey Overview

There are approximately 48 based single-engine and twin-engine aircraft at the airport. There is also a hangar waiting list for people wanting to base their airplane at the airport.

The next step in the process is to send out a general aviation user survey and a business user survey. This will give the MPAG a sample of the existing, and potential future, users of the airport. Ms. Underwood shared a service area map and discussed how general aviation pilot addresses are captured. The MPAG members pointed out additional areas that should be included in the user survey mailing including the turf runway surface, keeping the contact information optional for survey respondents, and lighting in the hangar area. In addition, copies of the user survey will be left at the airport for distribution to those visiting the airport.

The MPAG members listed over 33 business users who should receive a survey. Some of the corporate users included Accupress, Monsanto, Superior Industries, Birds Eye Canning, Relco, Novatech, life link, etc.

The goal is to start mailing out the surveys and distributing the web links the week of December 12, 2016 to keep the process moving and allow users approximately two weeks to respond.

Ms. Underwood explained to the group the project website and discussed how it will be updated on a regular basis including prior to and after each MPAG meeting.

7. Identify Next Steps

The next steps for the project include mailing out and providing the online link to the user surveys, developing the inventory chapter, analyze the user survey results, and develop preliminary forecasts.

A Doodle survey will be sent to establish a time for the next MPAG meeting towards the end of January 2017.