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## Willmar Municipal Airport Master Plan Advisory Group Meeting #3



Thursday, May 11, 2017 at 1:00 p.m.  
Willmar Municipal Airport  
6600 Highway 40 West  
Willmar, MN 56201

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## MEETING NOTES

### ATTENDEES

Aaron Backman, Economic Development Commission  
Megan DeSchepper, Airport Manager  
Sean Christensen, City Engineer/Public Works Director  
William Fry, Airport User  
Ryan Nelson, Airport User, local business owner  
Mel Odens, County Public Works Director  
Dan O'Meara, Airport Commission Member  
Eric Rudningen, FBO/Airport Operations Supervisor  
Eric Weiberg, EAA  
Brian Frost, Airport User  
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 present the results of the FAA's review of the aviation forecasts and to discuss the facility requirements for both airside and landside needs. Each member of the group received a meeting packet to be used throughout the course of the meeting. The packet includes a meeting agenda, meeting minutes from the second meeting, a copy of the presentation slides, and a summary of the facility requirements to be discussed. Follow up and action items are represented in **bold** throughout the meeting minutes.

### 2. Forecast Comments

FAA uses basedaircraft.com to confirm the number of based aircraft at each airport. FAA staff help coordinate when aircraft are based at multiple airports. City staff updated basedaircraft.com and were able to verify 47 based aircraft (36 single engine, 10 multi engine, and one helicopter). Airport users stated there is one jet based on the field. **Bolton & Menk will research why the jet was not included in the basedaircraft.com totals.** The based aircraft forecasts and operations forecasts were updated for 47 based aircraft instead of 57 as originally submitted. FAA will review the updated forecasts and send a letter to the City once the forecasts are approved.

### 3. Facility Requirements

Airside and landside needs were reviewed based on the results of the user survey and forecasts. Alternatives will be developed based on the results of the facility discussions. The results of the discussion was as follows (facilities that will remain the same over the 20 year planning period are not included in the summary below):

- Critical Design Aircraft: Existing is B-II/large, future is C-II/large
- Primary Runway 13/31: Maintain extension to 6,500 feet on ALP. The airport is zoned for the longer runway so the protection of the area is already in place. The project will be included in the CIP at the end of the 20 year planning period unless user needs change. The longer runway length was originally determined due to the potential for freight operations at the airport.
- Crosswind Runway 3/21: DNR has been looking to potentially move operations and one of their requirements is a paved crosswind runway. The other requirement DNR looks for at an airport is availability of a precision approach. Strongest winds at BDH are out of the southwest. The MPAG would like to evaluate paving the crosswind runway at a length of 4,200 feet because there is space available to the northeast. The MPAG would also like to evaluate both a non-precision approach and a precision approach to the crosswind runway. The MPAG discussed the re-routing of Highway 12 and that will be added to the alternatives as well.
- Taxiways: A full parallel taxiway will be added to the paved option of the crosswind runway. Remaining taxiways and taxilane separations are adequate. There is space for TDG-2 aircraft in the south building area and TDG-1 aircraft to be based in the north building area.
- Apron: The MPAG would like to see apron expansion continue at the airport with a transient hangar and additional business hangars added to the 20 year plan.
- Hangar storage: Additional private hangar spaces are needed over the next 20 years to accommodate the increase in based aircraft. Three to four building area alternatives will be developed and presented to the group for review. The Departure Surface to the crosswind runway was discussed due to the constraints it presents to the south building area.
- Automobile parking: There is a need in the next 2 – 3 years for additional automobile parking spaces at the airport. Automobile parking expansion will be shown on the ALP and added to the three year CIP plan at the airport.
- Fencing/Security: There is a need for a gate on the MALSR access road and on the VOR access road. There have been unauthorized vehicles in those areas.

- Drainage: Drainage all around the airport is always a concern. Drainage will be addressed more specifically with each airport project however, an overall plan will be discussed in the Master Plan.
- Radio connection to Minneapolis Center: The pilots are having trouble with direct access to Minneapolis Center. Right now, all communication from the ground needs to go to Princeton radio, then Minneapolis Center, then back to Princeton radio before reaching the pilots. This slows down the takeoff and landing procedures at the airport. Bolton & Menk will assist with researching this issue.

**Bolton & Menk will develop alternatives based on the facility requirements discussion. Alternatives will be presented at the next MPAG meeting.**

#### **4. Identify Next Steps**

Bolton & Menk will continue to work with FAA to receive approval of the aviation forecasts. The fourth MPAG meeting will be scheduled within the next four to six weeks. At that time, the alternatives will be reviewed in detail and the group will determine what will be presented on the Airport Layout Plan.