

MARSHALL AIRPORT COMMISSION

**TUESDAY – FEBRUARY 1, 2022
4:30 P.M.**

**ON MAIN, CITY HALL
344 WEST MAIN STREET**

****** PLEASE NOTE LOCATION CHANGE ******

1. Call to Order
2. Consider Approval of the Minutes of the October 5, 2021 Meeting of the Marshall Airport Commission
3. Snow Removal Equipment (SRE) Building Update
4. Zoning Ordinance Update
5. Arrival/Departure Building Reroof Update
6. Airport Tenant Comments
 - Midwest Aviation
 - Schwan's
 - Others
7. Other Business / Informational
8. Adjourn

NOTE: Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Administration Office (537-6760) in advance of the meeting to make any necessary arrangements.

- UNAPPROVED -

**MINUTES OF THE MARSHALL AIRPORT COMMISSION
OCTOBER 5, 2021**

Members Present: Larry Doom, Tom Larson, Andrew Kindschi, Lee Sorum, Ron Halgerson

Members Absent: None

City Staff Present: Jason Anderson, Dean Coudron

City Council Member Present: Craig Schafer

Guests: TKDA Representatives-John Peterson, Marcus Watson & Dan Sherer

Call To Order

Meeting called to order at 4:30pm by Larry Doom.

Consider Approval of August 18, 2021 Minutes

The August 18, 2021 minutes received unanimous approval.

MnDOT –Aeronautics Grant Offer/Review of Airport CIP

The Commission's packet included the following documents, which were presented by Jason Anderson and TKDA:

1. A Memorandum from Jason Anderson, dated October 5, 2021
2. A letter from MnDot Aeronautics, dated September 13, 2021
3. A copy of the CIP Report/Projects List

The following projects noted in the 2022 CIP will receive a future State grant offer:

1. Helena Chemical property acquisition: Environmental clean-up of est. 1,400-1,700 CY is an eligible expense.
2. Airport Zoning Ordinance update: A multi-jurisdictional committee will be arranged and the ordinance will be "customized" per local land use conditions.
3. Apron & Taxiway Sealcoat: June 2022 deadline for receipt of bids.
4. Partial Apron Reconstruction: June 2022 deadline for receipt of bids.

Predesign Study of Snow Removal Equip. (SRE) and Rescue Firefighting Facility (ARFF)

The Commission reviewed the written proposal from TKDA. As moved by Ron Halgerson and seconded by Lee Sorum, the proposal received unanimous approval by the Commission for review/action by the City Council. The Predesign Study is intended to be completed by year-end 2021.

Ron Halgerson volunteered to participate in review/comment as the Predesign Study progresses.

Enterprise Lease Agreement

The Commission packet included a Memorandum and Exhibit "B" and "C", dated October 5, 2021, regarding the Lease Agreement. The Agreement identifies a remodeled wash bay location, it updates surface parking spaces and new rental rates for 5 years. With motion by Lee Sorum and a second by Andrew Kindschi, the Commission approved moving the proposed Agreement forward for completion.

A/D Building Reroof

Reroofing quotes are scheduled to be received on October 6, 2021. Ron Halgerson had a question about the potential exposure of mechanical fasteners through the metal roof deck, with the specified fully adhered roofing system. The City Engineer verified that fasteners will be hidden within the roof assembly and not visible within the concourse.

Airport Tenant Comments

1. It was suggested that the list of CIP projects, and particularly the proposed time schedules for apron and runway work, be shared with Schwan Foods and Midwest Aviation.
2. Lee Sorum advised of a possible leak in the Schwan hangar....location?

Other Business/Information

1. Runway markings: Dean Coudron to contact MnDOT Aeronautics regarding markings in conjunction with runway projects.
2. The flight school tenant is advertising so it's assumed that training sessions will start soon.
3. Independent aerial spraying companies must submit certificates of insurance/ co-insurance for their use of the airport.

Adjourn

As moved by Tom Larson and seconded by Lee Sorum, the meeting was adjourned at 5:42 pm.

**** A future meeting date was not designated.**

Submitted by: Ron Halgerson