



Airport Administration Office
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Minutes of the Airport Commission **March 6, 2025**

Members Present: Chairperson Mark Huntington, Commissioners Mike Doherty, Jack Roberts, and Newell Krogmann.

Members Absent: n/a

Others Present: Public Services Director, Foster Transburg, Public Works Manager Joel Schmidt, Public Services Technician Sheri Thelemann, and SEH Airport Planner Melissa Underwood

The meeting was called to order at 4:30 p.m., by Chairperson Huntington.

Approval of Agenda: Motion by Commissioner Roberts seconded by Commissioner Krogmann to approve the Agenda for the March 6, 2025, meeting. **All voted in favor**

Public Comment:

Eric Brown requested clarification on where to store materials during the time of the build on his new hangar. Joel Schmidt, PW Manager, will look into this and get back to him with a response.

Approval of Minutes: Motion by Commissioner Krogmann, seconded by Commissioner Doherty to approve the minutes of the December 5, 2024, meeting. **All voted in favor**

Airport Manger & Projects Report: Joel Schmidt, Public Works Manager

- Ongoing daily inspections
- Minimal snow removal overall, until this last snowfall
- Pump & Meter installed new FM Live Fuel system in December.
- B & H Petroleum provided the lowest complete quote to replace the fuel tank monitor and add an overfill alarm that was found during the Live Fuel system install. Installation on the items is expected to happen in March.

Airport Consultant Update: Melissa Underwood, SEH Airport Planner

- 2025 Projects-
 - The plan is to build a city owned hangar this year. Hopefully the bids will go out in April.
 - Working on the land acquisition.

Regular Agenda Items: Foster Transburg, Public Services Director

- Revision of the Building Development Policy
 - Motion by Commissioner Krogmann for staff to recommend updates to the City Council, seconded by Commissioner Roberts. **All voted in favor**
- Revision of the Ramp & Tie-Down Area Policy
 - Motion by Commissioner Krogmann for staff to recommend updates to the City Council, seconded by Commissioner Roberts. **All voted in favor**
- First Ditch – June 5-8, 2025. Vaughn Lovley will work with Airport Manager, Joel Schmidt, to complete tasks.
 - No Action taken
- DNR Observation Well – location was shared with commission along with a brief explanation.
- Follow-up was requested by Commission in regard to the Weather Station.
 - Melissa Underwood said she would check into possible grants for Airports that do not have an AWAS system.
- Vacancy on the Commission, looking for applicants, must be a city resident.

Next Meeting:

The next meeting is scheduled for Thursday, June 5, 2025, at 4:30 p.m. at City Hall.

Motion to adjourn the meeting by Commissioner Roberts, seconded by Commissioner Doherty.
All voted in favor.

The meeting was adjourned at 5:10 p.m.

Mark Huntington, Chairperson