

## **AGENDA**

### **Forest Lake Airport Commission Meeting**

**Thursday, August 6, 2025, 6:00 PM**

**Forest Lake City Center  
Forest Lake, Minnesota**

**[City of Forest Lake – Link to Livestream](#)**

1. Call to Order
2. Roll Call
3. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table. The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.
4. Approve Meeting Minutes:
  - a. Airport Commission Special Meeting – July 10, 2025
5. Regular Agenda (Action Items)
  - a. 2026 Draft Preliminary Budget
  - b. Engineer's Report
    - i. Runway/Taxiway Extension Project
    - ii. Clear Zone Acquisition Plan update
    - iii. Airport Rules and Regulations
    - iv. North Hangar Lot Layout
    - v. Capital Improvement Program
6. Discussion
  - a. Vacant Lots and Waiting List
7. Staff Updates
8. Adjourn



# Airport Commission

## Special Meeting

~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Thursday, July 10, 2025

6:00 PM

City Center - Council Chambers

[City of Forest Lake - Livestream and Recorded Meetings](#)

### 1. Call to Order

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Don Stehler	Chair	Present	
Joe Gallmeier	Commissioner	Absent	
Curtis Monson	Vice Chair	Present	
Mark Lynch	Commissioner	Present	
Mara Bain	Commissioner	Present	
Blake Roberts	Council Liaison	Present	

### 3. Open Forum

*The Open Forum is available for residents to express personal opinions on any item of business.  
Please limit your comments to three (3) minutes.*

#### Comments:

Doug Ship, 9752 Howard Lake Drive, Forest Lake, stated he operated multiple aircrafts from hangar number nine. He expressed concerns with the groundskeeping and maintenance, specifically with the tall grass that can hide wildlife. He said simple, recurring maintenance would help keep the grass short enough so that deer do not bed in the grass. He stated he would not have issues taking a zero-turn mower into the area, since it was dry enough to mow.

Richard Ihlenfeldt, 9021 167th Lane, Columbus, requested that the Airport Commission take a walk at the airport. He stated that there was brush around the holding pond. He said it was a safety concern with the tall brush, specifically with the deer.

Commissioner Lynch stated that the EAA was showing Top Gun at the Airport on July 12th at dusk.

### 4. Approve Meeting Minutes:

#### a. Airport Commission Meeting – October 2, 2024 (Tabled from 3/5/25 Meeting)

**Motion:** Commissioner Lynch made a Motion to Approve the October 2, 2024, Meeting Minutes as presented.

Motion seconded by Commissioner Monson. Motion carried 3-0-1 (Bain abstained).

#### b. Airport Commission Special Meeting – March 5, 2025

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**Motion:** Commissioner Bain made a Motion to Approve the March 5, 2025, Meeting Minutes as presented.

Motion seconded by Commissioner Monson. Motion carried 3-0-1 (Lynch abstained).

#### **c. Rules and Regulations Steering Committee Meeting Minutes – June 11, 2025**

Chair Stehler asked about the meeting being opened to the public. City Administrator Statz stated that all public meetings were open to the public.

Commissioner Lynch asked if the Airport Commission members had come and if it would be a quorum. City Administrator Statz answered that they post information in advance to indicate that a quorum might occur.

City Administrator Statz said that they were legally required to post the meeting, but they were not required to record the meeting. He said that the minutes should be approved by the Steering Committee, but they were presented to the Airport Commission for their information.

## **5. Regular Agenda (Action Items)**

### **a. Election of Officers**

City Administrator Statz said that they did not hold the election of officers at the previous meeting, since not all members were present. Not all members were present again tonight, so they could table the action or proceed. He stated that the secretary was necessary because of the City Code.

- i. Chair**
- ii. Vice Chair**
- iii. Secretary**

Chair Stehler expressed a desire to have a full board when the election of officers is conducted. Therefore, he asked if anyone objected to tabling the issue until the next meeting. There were no verbal objections. No action was taken.

### **b. Review of Fuel Pricing Policy**

City Administrator Statz reviewed the concerns he received about the cost of fuel prices. He stated that the existing fuel provider was having to ship fuel from Chicago, which increased the prices. He recommended moving forward with a different fuel supplier to lower the price of fuel. He commented that Forest Lake was not the highest mark-up but had the highest price. He stated that if they used a different fuel provider, they could lower the price.

Chair Stehler said that the Airport Commission had never reviewed the fuel prices previously. He expressed the need to be competitive in fuel prices.

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City Administrator Statz said that the staff would find a different supplier but keep the markup consistent.

Chair Stehler stated that the markup policy should be left up to the Airport Manager. He encouraged him to review the comprehensive plan to bring people to the City.

Commissioner Lynch said that every pilot would jump on an iPad app to find the cheapest fuel.

**c. Review of Land Lease Rate Adjustment Procedures**

City Administrator Statz wanted to present the past practices for the land lease rate adjustment procedures. He stated that it was clear that they should examine the price of the leases in March, but it was unclear when the price adjustments should occur.

Chair Stehler said that the CPI was the right index to index the price change. He stated that the previous Airport Manager would come to the meeting with the calculated percentages in March and would be applied in the same calendar year in July.

Commissioner Lynch stated that some contracts required the land lease rate adjustment procedures to occur every two years.

City Administrator Statz said that they would need to look at the 24-month rate, and he did not think it was calculated correctly last time. He stated that they could look at the previous land lease rate adjustments to determine the current amount. He commented that he would use the CPI to catch it up to the current time in March 2026.

Chair Stehler stated that the City of Forest Lake was required to be on its insurance. He asked who he should send that information to at the City.

Commissioner Lynch said that his lease read it had to be paid on July 1 or before, so he asked if he had violated his lease. City Administrator Statz answered that they would not hold anyone to the payment who had not been invoiced.

**d. Engineer's Report**

**i. Runway/Taxiway Extension Project – Present bids and consider contingent award recommendation**

Silas Parmar, PE, Aviation Project Manager, reviewed the previous discussions with the runway/taxiway extension project. He stated that they opened the bids for the project

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on June 18th. He said that the low bid for the contractor was Forest Lake Contracting and reviewed the total project costs.

Chair Stehler asked if they had plans to pull up on the screen. Mr. Parmar responded that there would be another infiltration pond to meet the Rice Creek Watershed requirements, and individuals expressed concerns about standing water and maintenance.

Mr. Parmar said that there was a culvert that was a foot above grade that would divert any drainage to the existing drainage network.

Chair Stehler expressed concerns with the elevation change from the edge of the runway to the bottom of the pit, since it had a 7.5-foot elevation change. Mr. Parmar answered that the runway safety area width was 150 feet, and there could not be more than a five percent grade change. He said that there could be a twenty-five percent slope outside of the 150-foot width, and they were trying to balance the drainage with the construction.

Chair Stehler stated that there were alternative ways to design the interior area. He asked if the City would hear concerns about the construction.

Commissioner Bain asked if they were beyond the design phase, since they were accepting bids. She asked if there was room for design changes. Mr. Parmar answered that they could review requested revisions to see if there was room to address the concerns.

Mr. Parmar said that they explored multiple options for where to install an infiltration basin. They could not put it near the approach of the runway for safety concerns, or to the east since there is an additional infiltration basin, or to the west because of the wetlands.

Chair Stehler asked about a flat-topped infiltration basin. Mr. Parmar responded that the design could be possible, but there would be a cost constraint with the design. He stated that the grades meet the FAA Airport design standards.

Chair Stehler said it was important to clarify that the design meets the FAA Airport Design Standards.

Commissioner Bain asked how different the slope in the proposed phase would be from

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the current slope. Mr. Parmar responded that the proposed slope was a bit deeper than the current slope.

Chair Stehler said that if an airplane gets off the surface, it is easy to flip. He said if the slope meets FAA guidelines, the City has nothing to be concerned about.

Mr. Parmar said that there could not be a slope beyond five percent within the 150-foot airplane safety area.

Mr. Parmar said that Bolton and Menk had been hired several years ago to recheck the design from the previous consulting firm. The review concluded that the design met FAA criteria.

Commissioner Bain noted that the point of the design was to meet the water filtration standards.

Mr. Parmar stated that MnDOT was delayed in announcing the projects that would be funded in Fiscal Year 2026, so they are trying to determine if they have funds for the taxiway and the runway. He noted that MnDOT lowered the price share to 90 percent, rather than 95 percent. He said they would need to discuss with the City Council if they could find the additional funding to cover the project. He noted that they would anticipate the construction starting after Labor Day and ending in November.

City Administrator Statz said that the City planned \$70,000 cost for the project, so the City would need to provide \$129,000. The Airport Fund does not have \$129,000, but the City Council has the authority to address the funding. He said that the Airport Commission can provide a recommendation to the City Council to determine if they move forward with the project.

Commissioner Bain asked if there was a consideration about the adjustment.

Mr. Parmar said that the MnDOT was trying to fund as many projects as possible, which lowered the percentage of funding. He said that the City Council cannot decide until they know how much funding MnDOT provides, but they did not have the funding information for the current meeting. He thought they would have the funding information by the next meeting in August.

Chair Stehler asked about the demand for the full project. He said that they were looking at \$50,000 than what was originally planned, but not at the expense of something that would be more valuable for the City.

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Commissioner Bain asked if there were other projects in the hopper that would be of a smaller size that would make more sense to complete. She said if the project was sequenced because of safety concerns, it would make sense to complete it.

Chair Stehler said that they submitted four projects to MnDOT, and the only projects approved at the 90 percent rate were these two projects. Mr. Parmar answered that in previous discussions, MnDOT felt the extension of the runway should be prioritized for safety. He expressed concerns about limitations to the funding in the future if Forest Lake turned down the funding.

**Motion:** Commissioner Lynch made a Motion to Recommend Approval from the City Council for the \$129,071 for the 300-foot runway extension project.

Motion seconded by Chair Stehler.

Commissioner Bain asked if the purpose of the motion was for the City Council to make a one-time deposit into the Airport Funds.

Commissioner Lynch asked if the upcoming lease payments would help cover some of the costs associated with the projects. City Administrator Statz responded that he included the revenues and expenses in the Airport Fund's current budget calculations.

Commissioner Bain asked about the long-term impact of the Airport Fund, especially if it would be put in the red. She said they would need available capital to react to other projects and needs.

Chair Stehler stated that the City Council could determine the information.

Mr. Parmar said that the bids would be held for 90 days until June 18th, so there could be some flexibility with the time. He said he understood that all the information was not there with the funding, but the Airport Commission could make a recommendation to the City Council about how to award the project.

City Administrator Statz said that they could table the discussion until the next meeting in August to provide a full budget picture, and if MnDOT approved the project.

Chair Stehler said that the Airport Budget fluctuates each year, so he encouraged them to look at a five-year window.

Commissioner Lynch withdrew the motion.

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**Motion:** Chair Stehler made a Motion to Table the Runway/Taxiway Extension Project Decision until the August 6, 2025, meeting.

Motion seconded by Commissioner Lynch. Motion carried 4-0.

Commissioner Monson expressed concerns about the MnDOT percentage falling to 80 percent.

Mr. Parmar responded that it could be a possibility.

Chair Stehler asked if MnDOT would have additional funds if other cities did not proceed with their project. Mr. Parmar answered that MnDOT would give the funds to other airports that did not receive funds for their projects.

Commissioner Bain said it would be helpful to have an indication from the City Council about their preference for the projects. City Administrator Statz answered that he could put the project on the City Council Workshop Agenda.

**ii. Clear Zone Acquisition Plan – Update**

Mr. Parmar reviewed the Clear Zone Acquisition Plan project, which allowed future projects to score fifteen points higher with the exemption.

**iii. Draft Rules and Regulations – Review and next steps**

Mr. Parmar reviewed the updated draft rules and regulations discussed during the Airport Steering Committee meeting.

Commissioner Stehler requested that they put a revision date on the document, so they understand when the changes happen. Mr. Parmar answered that they would send the track change version to the Airport Commission.

Commissioner Stehler said that the word operator was referred to as commercial or just operator. He requested that they refer to the operator as either a commercial operator or a private operator. He said that aircraft fractional ownership was not uncommon and asked if that needed to be addressed. He discussed the different setback lengths and asked if they should be stated differently. He said that a third of the hangar doors at the airport were neither sliding nor bifold, so the sentence should be eliminated. He stated that the heading 'application' did not provide a lot of detail. He clarified that the question about renting out hangar space had not been answered yet.

Commissioner Lynch said that the version he saw today paralleled what he saw in his lease.



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City Administrator Statz suggested that the steering meeting could meet one more time.

Chair Stehler voiced concerns about providing approval for the changes, especially in how it related to his lease. City Administrator Statz responded that the Airport Commission would be making a recommendation to the City Council, and the City Council would make the final decision.

Chair Stehler stated he did not think that they needed another meeting.

Commissioner Bain asked how the changes had been distributed to the Airport Community.

Chair Stehler said that the draft had not been widely distributed.

Commissioner Bain said the steering group should provide opportunities for feedback and meet one more time to discuss the information.

City Administrator Statz agreed with the proposal from Commissioner Bain.

Commissioner Bain agreed with the concerns around the commercial or private provision. She stated that the emergency provisions felt light, and there might need to be additional language included in the event of an accident. She asked about the path for enforcement and if it was called a misdemeanor. She thought there should be more definition about the process for enforcement.

Mr. Parmar answered that City Attorney Johnson encouraged certain language to be removed from the part about enforcement.

City Attorney Johnson said that the City Council would need to think about how they want to enact these requirements, either rules and regulations or ordinances. She stated that the City Council would have to work through how they want to pass these rules and regulations.

Commissioner Bain advocated that they allow some level of rental activity without it being a part of the commercial category.

Chair Stehler expressed the need to get the information out to all the hangar owners to receive comments.

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Mr. Parmar mentioned that if it goes out to public comment, it would change the process.

Commissioner Lynch asked about the agreement for operators to land and take off at Forest Lake without being a hangar owner. Mr. Parmar clarified that they would review the language.

**iv. North Hangar Lots Layout – Review and clarification of commercial status**

Mr. Parmar asked if the North Hangar Lots Layout was approved at the last meeting. City Administrator Statz answered that it was not clear whether it was to be designated commercial lots.

Commissioner Lynch said that there are commercial lots that a private owner rents out. He said if an individual leases a commercial hangar, they would have the opportunity to turn it into a commercial opportunity in the future.

Chair Stehler said that they should be commercial, yet it is difficult to find commercial tenants.

Commissioner Bain clarified that an individual could build to commercial standards even if they were originally private. Chair Stehler answered that the City would review a commercial operation.

City Administrator Statz suggested that he could review the existing commercial leases to see how they address the topic. He clarified that he did not want people to rent the hangars without the understanding that there might be additional noise next to them.

Commissioner Lynch said that there were four empty spots at the Airport. He discussed the leasing standards.

Chair Stehler said that all hangar owners had to go to the City to apply.

**v. Capital Improvement Plan – Review**

Chair Girard discussed the future projects for the Airport Commission, which can be revised before it is submitted. This might be impacted by what happens to the funding.

Chair Stehler asked about the equipment storage on the property. Mr. Parmar mentioned no action was currently needing.

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### 6. Discussion

#### a. None

Chair Lynch said that those with a lease who were not parking at Forest Lake could build. He asked if they needed to include language with a requirement for building. He reviewed how he acquired his lot.

### 7. Staff Updates

Mayor Roberts thanked everyone for their willingness to serve on the Airport Commission and for their willingness to work through the guidelines.

### 8. Adjourn

**Motion:** Commissioner Lynch made a Motion to Adjourn the Regularly Scheduled Airport Commission Meeting at 7:36 p.m.

Motion seconded by Commissioner Monson. Motion carried 4-0.

## STAFF REPORT



**MEETING DATE:** August 6, 2025

**STAFF ORIGINATOR:** Mark Statz – City Administrator/Airport Manager

**AGENDA ITEM:** Preliminary 2026 Budget Recommendation

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**INTRODUCTION:** Each year the Airport Commission should pass on, to the City Council, a recommended budget for the upcoming year. The city must adopt a “Preliminary” Budget by the end of September. A final budget is adopted in December, which may be lower than the Preliminary Budget, but not higher.

### **ANALYSIS:**

In general, the airport budget consists of two major categories: Operating and Capital

#### **Operating Budget**

The operating budget consists of both revenues and expenses.

#### **Revenues**

The main revenues are: land leases, fuel sales, operational grants (MNDOT), and interest income. Hangar owners are also taxed on their buildings, through the county (much like property taxes). A portion of this tax is dedicated to the city. The city may use these funds as they see fit, just like any other property taxes. There is no obligation that those funds be dedicated to airport expenses. The city may choose to add general levy (city) funds to the airport fund. Those funds may be more or less than the amount collected through the hangar taxes.

#### **Expenses**

The main expenses are: wages and benefits for maintenance and administrative personnel, fuel, professional services (legal, engineering, etc.), repair and maintenance, utilities (power, phone, etc.).

Below is a simplified, proposed Preliminary Operational Budget for the Airport Fund:

Item #	Description	2025 Budget	2025 Projected Actual	2026 Proposed	Notes
<b>Operational Budget Revenues</b>					
	MNDOT Operating Grant	\$18,526.00	\$18,526.00	\$18,526.00	Same as last year's budget
	Hangar Land Lease	\$33,883.00	\$29,383.25	\$33,666.50	Projected 2026 Land Lease Rates (CPI catch-up + 3%) \$0.134/sf Non-Comm; \$0.212/sf Comm
	Ag Leases	\$13,900.00	\$13,900.00	\$13,900.00	per current contracts
	Fuel Sales	\$50,000.00	\$50,000.00	\$50,000.00	Same as last year's budget
	Interest Earnings	\$10,000.00	\$2,500.00	\$2,500.00	Estimated \$60,000 avg. balance @4%
		<b>\$126,309.00</b>	<b>\$114,309.25</b>	<b>\$118,592.50</b>	
<b>Expenses</b>					
	Wages/Benefits	\$70,265.00	\$50,000.00	\$60,363.44	2025 budget - 30% 1 Public Works, 20% of Comm. Dev. Dir.; 2026 Budget - 30% 1 Public Works, 10% City Admin.
	Fuel	\$40,000.00	\$40,000.00	\$40,000.00	Same as last year's budget
	Professional Services	\$15,800.00	\$15,800.00	\$16,274.00	Same as last year's budget + 3% inflation
	Utilities	\$6,664.00	\$6,664.00	\$6,863.92	Same as last year's budget + 3% inflation
	Maintenance & Repair	\$14,100.00	\$14,100.00	\$14,523.00	Same as last year's budget + 3% inflation
	Insurance	\$3,150.00	\$3,150.00	\$3,244.50	Same as last year's budget + 3% inflation
		<b>\$149,979.00</b>	<b>\$129,714.00</b>	<b>\$141,268.86</b>	
	Operating Income (Deficit)	<b>(\$23,670.00)</b>	<b>(\$15,404.75)</b>	<b>(\$22,676.36)</b>	

As you can see, the operations at the airport were budgeted at a deficit of around \$23,000. There will be some savings due to the vacancy at the airport manager position for a number of months, so the projected deficit will be less than budgeted, but still in the red. The proposed 2026 budget is also projected with a deficit of over \$22,000.

Offsetting that deficit are taxes collected from hangars. The total of those taxes was \$15,424 in 2025. If this tax "revenue" is considered, the fund would be close to breaking even from an operational standpoint.

## **Capital Budget**

The capital budget consists of both revenues and expenses.

### Revenues

The main revenues are: grants (MNDOT). The city may choose to add general levy (city) funds to the airport fund in order to offset capital costs.

### Expenses

The main expenses are: capital projects. Capital projects are generally one-time expenses such as construction of runways, taxiways, gas dispensing equipment, etc.). Capital expenses can include both construction and soft costs (engineering, legal, fiscal, etc.) related to the capital projects.

The 2025 Capital Budget was set with a structural deficit of around \$28,000. Presumably, this was a strategic use of fund balance to pay for capital costs. This is an acceptable strategy to pay for the non-MNDOT share of capital projects. However, careful analysis of the fund balance is needed to ensure that adequate funds are available for these expenses

## **Fund Balance/Cash Flow**

The airport fund is designated as a Special Revenue Fund, in the city's audit. This means funds, from the City's general fund are separated out and tracked independently. As a general practice, Special Revenue Funds are intended to operate in a sustainable manner, where the fund balance stays in the black. The 2024 end-of-year fund balance in the Airport Special Revenue Fund was \$129,702.

With a budgeted deficit (between operational and capital budgets), the projected end-of-year balance for 2025 would be somewhere around \$80,000. This projection was based on the runway and taxiway extension project moving forward and being funded at a 95% participation rate by MNDOT. As of the date of this memo, it does not appear that funding will be available from MNDOT for the project in 2025 and if funding is available, the participation rate will only be 90%.

With the volatility of both funding and participation rates, it is staff's advice to NOT account for either the capital expenses or grant revenues in 2026's budget. If grant funds are made available, the Airport Commission, in cooperation with the City Council, can make a decision as to whether or not we should move forward with the proposed capital improvements.

## **Strategies to Build Fund Balance for use in Capital Projects**

The airport commission should review strategies to build revenues and/or reduce expenses in an effort to erase the operating deficit and build cash reserves for use in one-time capital expenses. Some strategies might be:

### Reduce Expenses:

- Hire an Airport Manager to supplant the expense of the City Administrator with a lower paid position.

#### Increase Revenues

- Lower fuel prices, in conjunction with lower fuel bulk prices to sell a higher volume of fuel, resulting in higher overall profits from fuel.
- Explore the sale of jet fuel to add another revenue source
- Increase Hangar Land Lease rates
- Pursue interested parties for the construction of hangars on vacant commercial lots
- Develop strategies to build new hangars on existing undeveloped non-commercial lots

#### RECOMMENDATION:

- Adopt an Operational Budget as Presented
- Request that the City Council include a transfer-in to the Airport Fund in the amount of the taxes collected the prior year.
- Develop and Implement Strategies to increase revenues and decrease expenses in an effort to build cash reserves for use in capital projects

Motion to adopt the proposed 2026 Budget as presented and recommend that the city council transfer money into the airport fund equal to the amount of taxes collected the year prior.

#### ATTACHMENTS:

City of Forest Lake  
Schedule of Revenues, Expenditures, and  
Changes in Fund Balance -  
Budget and Actual - Airport Special Revenue Fund  
Year Ended December 31, 2024

	Budgeted Amounts Original and Final	Actual Amounts	Variance with Final Budget - Over (Under)
<b>Revenues</b>			
Intergovernmental	\$ 18,526	\$ 687,859	\$ 669,333
Charges for services	120,546	96,005	(24,541)
Miscellaneous			
Investment income	-	4,947	4,947
Other	-	479	479
Total revenues	<u>139,072</u>	<u>789,290</u>	<u>650,218</u>
<b>Expenditures</b>			
Current			
Airport	117,295	110,329	(6,966)
Capital outlay			
Airport	6,000	795,026	789,026
Total expenditures	<u>123,295</u>	<u>905,355</u>	<u>782,060</u>
Net change in fund balance	<u>\$ 15,777</u>	(116,065)	<u>\$ (131,842)</u>
<b>Fund Balance</b>			
Beginning of year		<u>245,767</u>	
End of year		<u>\$ 129,702</u>	





## FOREST LAKE AIRPORT (25D) AIRPORT COMMISSION MEETING

August 6th, 2025  
6:00 P.M.



### 1. 2025 Runway and Taxiway 300-foot Extension

- a. 300-foot extension to the Runway 31 end to provide a runway length of 3,000-feet.
- b. Associated extension of parallel Taxiway A.
- c. Bids Opened on June 18, 2025.
  - i. Low Bidder – Forest Lake Contracting Inc.
  - ii. Base Bid Runway Extension - \$787,912.50
  - iii. Bid Alt. 1 Taxiway Extension - \$199,0935.50
  - iv. TOTAL BID - \$987,006.90**
  - v. Engineer's Estimate - \$1,174,141.00
- d. Have submitted requests for State FY 2026 funding.
  - i. MnDOT stated funding determination will be made in September.**
  - ii. MnDOT lowered funding participation rate for SFY 26 to 90% from 90%.**
  - iii. Increases the City share from estimated \$70,000 to \$129,701.**

### 2. 2025 Clear Zone Acquisition Plan

- a. CZAP submitted to MnDOT May 9, 2025.
  - i. Still waiting for comments and approval.

### 3. Airport Rules and Regulations

- a. Update the existing airport guidelines with more comprehensive minimum standards for all parties operating at the airport.
- b. New standards would establish operational procedures for all existing and future aircraft owners and businesses operating at the airport.
- c. Revisions made based upon July 10 Airport Commission meeting comments:
  - i. Define operator as commercial or private in sections.
  - ii. Include fractional aircraft owner to definition.
  - iii. Change sliding/bi-fold door language to aircraft door.
  - iv. Change the heading for the Application section.
  - v. Address rental of hangar space as not a commercial operation.
- d. See attached revised draft Rules and Regulations.

### 4. North Hangar Lots Layout

- a. See attached proposed lot layout for review and approval.
- b. Designate these lots for commercial use only?



**5. Capital Improvement Program (CIP)**

- a. See attached draft CIP.
- b. MnDOT has lowered State funding participation rate to 90% from 95%.**
- c. CIP will be updated after MnDOT announces SFY 26 grants.

**Contact:** Silas Parmar, P.E.  
email: [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com)  
phone: (612) 987-0138

**ABSTRACT**

RUNWAY 13/31 &amp; TAXIWAY A 300-FOOT EXTENSION

SP NO. A8206-28

FOREST LAKE AIRPORT (25D)

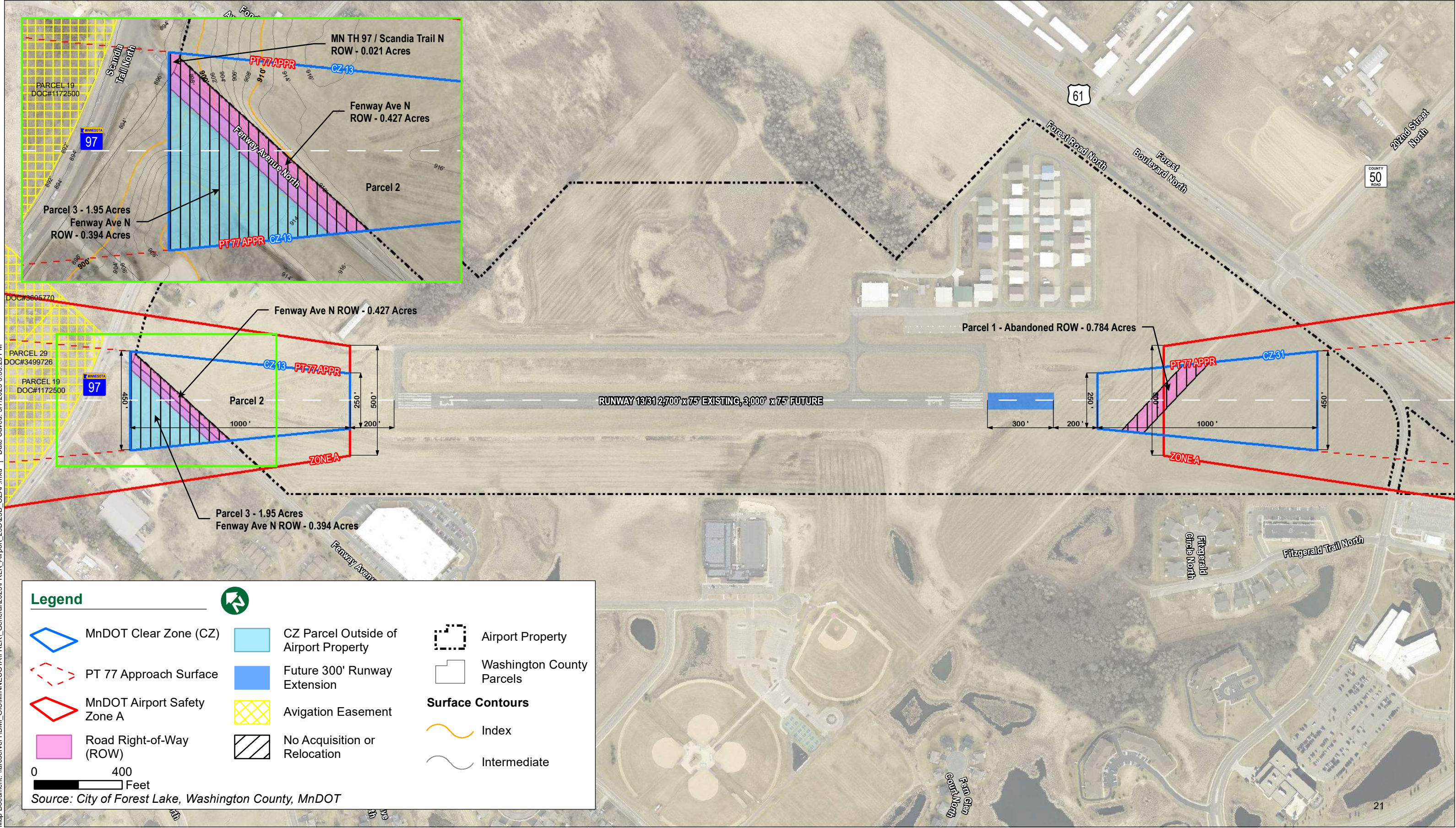
CITY OF FOREST LAKE, MINNESOTA

BMI PROJECT NO. 24X.136495.000

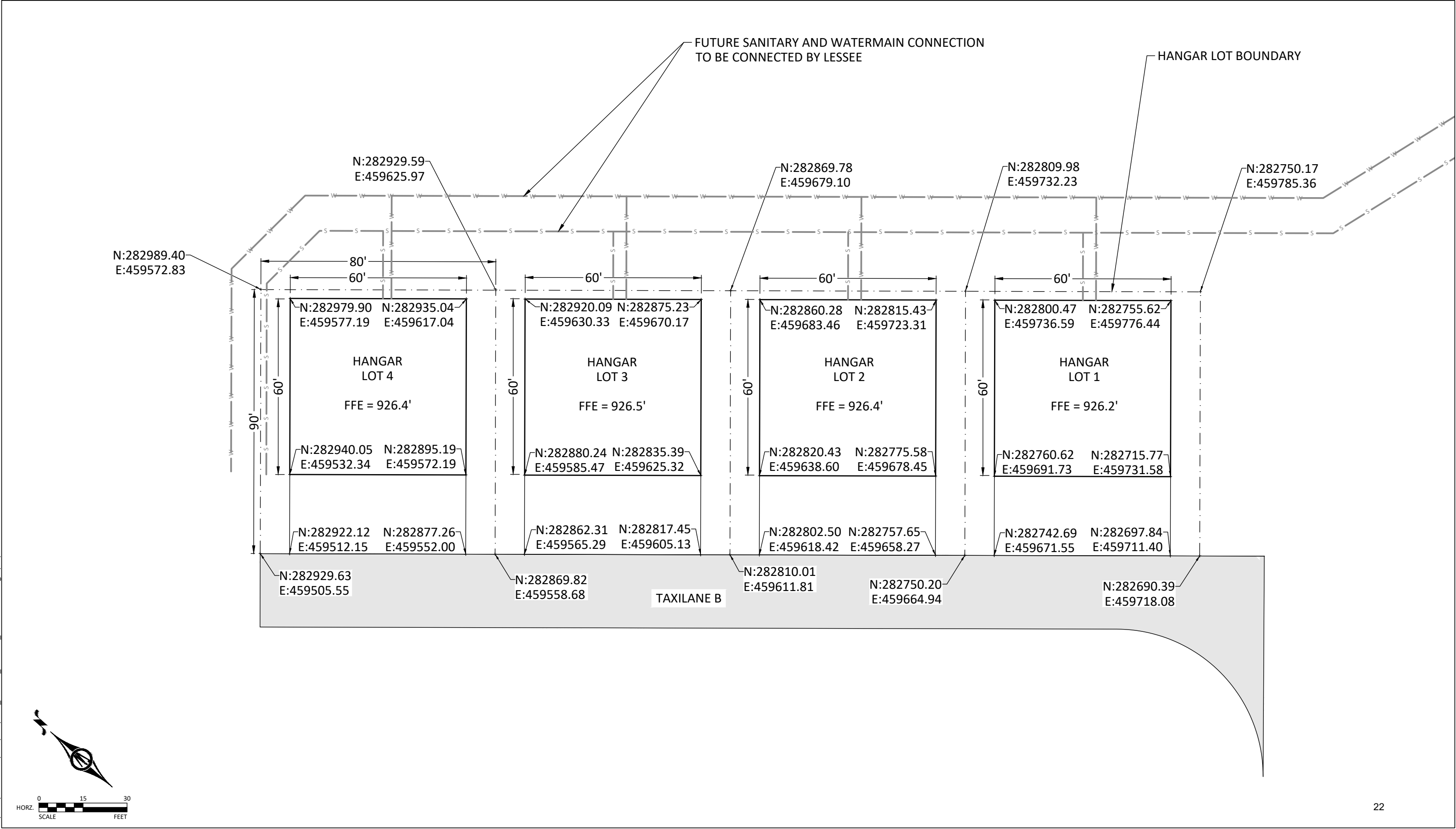
					1		2		3		4		5		6	
					Forest Lake Contracting, Inc.		Dresel Contracting Inc.		Winberg Companies LLC		Peterson Companies		Veit & Company, Inc.		Shoreline Landscaping & Cont	
Item No.	Spec. No.	Item Description	Unit	Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID: RUNWAY 13/31 300-FOOT EXTENSION																
1	2012.602	PROVIDE AND INSTALL LOW-PROFILE BARRICADES	EACH	6	\$300.00	\$1,800.00	\$300.00	\$1,800.00	\$326.81	\$1,960.86	\$105.00	\$630.00	\$941.00	\$5,646.00	\$120.00	\$720.00
2	2012.602	RUNWAY CLOSURE CROSSES	SET	1	\$500.00	\$500.00	\$3,000.00	\$3,000.00	\$1,556.25	\$1,556.25	\$1,575.00	\$1,575.00	\$6,380.00	\$6,380.00	\$2,000.00	\$2,000.00
3	2021.501	MOBILIZATION	LUMP SUM	1	\$40,000.00	\$40,000.00	\$74,640.00	\$74,640.00	\$41,500.00	\$41,500.00	\$98,770.00	\$98,770.00	\$227,000.00	\$227,000.00	\$86,350.00	\$86,350.00
4	2104.502	REMOVE AND SALVAGE RUNWAY THRESHOLD LIGHT	EACH	6	\$250.00	\$1,500.00	\$255.00	\$1,530.00	\$259.38	\$1,556.28	\$262.50	\$1,575.00	\$283.00	\$1,698.00	\$850.00	\$5,100.00
5	2104.502	PAVEMENT MARKING REMOVAL	SQ FT	14,120	\$1.00	\$14,120.00	\$0.94	\$13,272.80	\$1.47	\$20,756.40	\$0.97	\$13,696.40	\$1.00	\$14,120.00	\$1.00	\$14,120.00
6	2104.502	DISCONNECT RUNWAY EDGE LIGHT	EACH	5	\$125.00	\$625.00	\$127.50	\$637.50	\$129.69	\$648.45	\$131.00	\$655.00	\$142.00	\$710.00	\$900.00	\$4,500.00
7	2104.502	REMOVE PAPI	SET	2	\$2,200.00	\$4,400.00	\$2,244.00	\$4,488.00	\$2,282.50	\$4,565.00	\$2,310.00	\$4,620.00	\$2,490.00	\$4,980.00	\$4,350.00	\$8,700.00
8	2104.502	REMOVE 6" DRAIN TILE	LIN FT	75	\$10.00	\$750.00	\$16.00	\$1,200.00	\$12.45	\$933.75	\$13.70	\$1,027.50	\$12.50	\$997.50	\$20.00	\$1,500.00
9	2104.502	REMOVE 15" RC PIPE	LIN FT	190	\$14.00	\$2,660.00	\$12.63	\$2,399.70	\$14.53	\$2,760.70	\$6.40	\$1,216.00	\$11.00	\$2,090.00	\$48.00	\$9,120.00
10	2104.502	REMOVE 15" RC APRON	EACH	3	\$300.00	\$900.00	\$200.00	\$600.00	\$103.75	\$311.25	\$363.50	\$1,090.50	\$271.00	\$813.00	\$500.00	\$1,500.00
11	2104.502	REMOVE STORM SEWER CLEANOUT	EACH	6	\$100.00	\$600.00	\$200.00	\$1,200.00	\$176.38	\$1,058.28	\$171.50	\$1,029.00	\$349.00	\$2,094.00	\$829.00	\$4,974.00
12	2104.504	SAWCUTTING BITUMINOUS PAVEMENT	LIN FT	143	\$3.00	\$429.00	\$2.94	\$420.42	\$9.86	\$1,409.98	\$3.95	\$564.85	\$2.20	\$314.60	\$6.00	\$858.00
13	2106.507	COMMON EXCAVATION (P)	CU YD	2,800	\$25.00	\$70,000.00	\$6.43	\$18,004.00	\$18.68	\$52,304.00	\$48.20	\$134,960.00	\$6.10	\$17,080.00	\$18.00	\$50,400.00
14	2106.507	SUBGRADE EXCAVATION (EV)	CU YD	280	\$25.00	\$7,000.00	\$8.57	\$2,399.60	\$31.13	\$8,716.40	\$7.20	\$2,016.00	\$18.75	\$5,250.00	\$45.00	\$12,600.00
15	2106.507	COMMON BORROW, OFF SITE (CV)	CU YD	10,900	\$9.00	\$98,100.00	\$18.33	\$199,797.00	\$21.27	\$231,843.00	\$11.10	\$120,990.00	\$24.50	\$267,050.00	\$25.00	\$272,500.00
16	2106.507	SELECT GRANULAR BORROW (CV)	CU YD	3,000	\$30.00	\$90,000.00	\$23.69	\$71,070.00	\$20.23	\$60,690.00	\$19.00	\$57,000.00	\$26.00	\$78,000.00	\$25.00	\$75,000.00
17	2108.604	GEOTEXTILE FABRIC	SQ YD	2,563	\$3.00	\$7,689.00	\$2.94	\$7,535.22	\$1.66	\$4,254.58	\$1.10	\$2,819.30	\$1.10	\$2,819.30	\$2.00	\$5,126.00
18	2211.507	AGGREGATE BASE CLASS 5 (CV)	CU YD	592	\$35.00	\$20,720.00	\$28.58	\$16,919.36	\$24.90	\$14,740.80	\$43.70	\$25,870.40	\$57.50	\$34,040.00	\$42.00	\$24,864.00
19	2331.603	BITUMINOUS JOINT (SAW, ROUT, SEAL)	LIN FT	530	\$14.00	\$7,420.00	\$13.85	\$7,340.50	\$14.09	\$7,467.70	\$14.30	\$7,579.00	\$15.50	\$8,215.00	\$14.50	\$7,685.00
20	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	TONS	270	\$110.00	\$29,700.00	\$93.93	\$25,361.10	\$115.16	\$31,093.20	\$97.60	\$26,352.00	\$105.00	\$28,350.00	\$105.00	\$28,350.00
21	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TONS	270	\$110.00	\$29,700.00	\$93.17	\$25,155.90	\$106.86	\$28,852.20	\$96.90	\$26,163.00	\$105.00	\$28,350.00	\$103.00	\$27,810.00
22	2501.502	15" RC PIPE APRON	EACH	5	\$1,600.00	\$8,000.00	\$1,198.01	\$5,990.05	\$1,846.75	\$9,233.75	\$1,918.00	\$9,590.00	\$1,400.00	\$7,000.00	\$1,490.00	\$7,450.00
23	2501.502	18" RC PIPE APRON	EACH	2	\$1,800.00	\$3,600.00	\$1,410.76	\$2,821.52	\$1,955.69	\$3,911.38	\$2,095.00	\$4,190.00	\$2,890.00	\$5,780.00	\$1,590.00	\$3,180.00
24	2501.503	15" RC PIPE CULVERT CLASS V	LIN FT	304	\$75.00	\$22,800.00	\$76.83	\$23,356.32	\$57.06	\$17,346.24	\$57.70	\$17,540.80	\$74.00	\$22,496.00	\$81.00	\$24,624.00
25	2501.503	18" RC PIPE CULVERT CLASS V	LIN FT	192	\$80.00	\$15,360.00	\$91.66	\$17,598.72	\$62.25	\$11,952.00	\$59.30	\$11,385.60	\$76.50	\$14,688.00	\$113.00	\$21,696.00
26	2502.503	6" PERFORATED PVC DRAIN TILE	LIN FT	720	\$25.00	\$18,000.00	\$36.61	\$26,359.20	\$23.86	\$17,179.20	\$11.30	\$8,136.00	\$18.25	\$13,140.00	\$8.00	\$5,760.00
27	2502.503	4" PERFORATED PVC DRAIN TILE	LIN FT	470	\$25.00	\$11,750.00	\$26.47	\$12,440.90	\$18.16	\$8,535.20	\$32.20	\$15,134.00	\$29.00	\$13,630.00	\$12.00	\$5,640.00
28	2502.503	4" PVC EDGE DRAIN CLEANOUT	EACH	4	\$600.00	\$2,400.00	\$258.75	\$1,035.00	\$466.88	\$1,867.52	\$639.50	\$2,558.00	\$262.00	\$1,048.00	\$500.00	\$2,000.00
29	2503.503	CONNECT TO EXISTING RC PIPE	EACH	4	\$1,200.00	\$4,800.00	\$1,150.00	\$4,600.00	\$482.44	\$1,929.76	\$705.50	\$2,822.00	\$590.00	\$2,360.00	\$1,200.00	\$4,800.00
30	2506.502	CONST. DRAINAGE STRUCTURE DES 48-4020	EACH	1	\$6,000.00	\$6,000.00	\$4,858.75	\$4,858.75	\$4,030.69	\$4,030.69	\$4,891.00	\$4,891.00	\$4,730.00	\$4,730.00	\$8,300.00	\$8,300.00
31	2573.503	SILT FENCE TYPE MS	LIN FT	2,500	\$2.00	\$5,000.00	\$3.05	\$7,625.00	\$2.33	\$5,825.00	\$2.00	\$5,000.00	\$2.20	\$5,500.00	\$2.50	\$6,250.00
32	2574.507	TOPSOIL RESPREAD	CU YD	2,630	\$1.00	\$2,630.00	\$6.56	\$17,252.80	\$7.26	\$19,093.80	\$11.70	\$30,771.00	\$6.50	\$17,095.00	\$8.00	\$21,040.00
33	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	1,316	\$2.00	\$2,632.00	\$2.40	\$3,158.40	\$2.13	\$2,803.08	\$1.65	\$2,171.40	\$1.80	\$2,368.80	\$2.65	\$3,487.40
34	2575.507	TOPSOIL BORROW	CU YD	330	\$12.00	\$3,960.00	\$31.00	\$10,230.00	\$14.53	\$4,794.90	\$0.01	\$3.30	\$32.00	\$10,560.00	\$32.00	\$10,560.00
35	2575.504	SEED, FERTILIZER, AND HYDROMULCH	ACRE	4	\$2,700.00	\$10,800.00	\$1,440.00	\$5,760.00	\$3,942.50	\$15,770.00	\$2,798.00	\$11,192.00	\$3,050.00	\$12,200.00	\$3,000.00	\$12,000.00
36	L-108-5.1	NO. 8 AWG, 5KV CABLE, INSTALLED IN DUCT BANK OR	LIN FT	2,760	\$1.90	\$5,244.00	\$1.94	\$5,354.40	\$4.05	\$11,178.00	\$2.00	\$5,520.00	\$2.20	\$6,072.00	\$6.00	\$16,560.00
37	L-108-5.2	NO. 6 AWG, 600V CABLE, INSTALLED IN DUCT BANK OR	LIN FT	1,840	\$2.25	\$4,140.00	\$2.30	\$4,232.00	\$2.33	\$4,287.20	\$2.35	\$4,324.00	\$2.60	\$4,784.00	\$8.00	\$14,720.00
38	L-108-5.3	NO. 10 AWG, 600V CABLE, INSTALLED IN DUCT BANK OR	LIN FT	370	\$3.15	\$1,165.50	\$3.21	\$1,187.70	\$3.27	\$1,209.90	\$3.30	\$1,221.00	\$3.60	\$1,332.00	\$8.10	\$2,997.00
39	L-108-5.4	NO. 6 AWG, BARE COUNTERPOISE W/ GROUND RODS	LIN FT	750	\$3.00	\$2,250.00	\$3.06	\$2,295.00	\$3.11	\$2,332.50	\$3.15	\$2,362.50	\$3.40	\$2,550.00	\$8.80	\$6,600.00
40	L-110-5.1	2-CELL 3" ELECTRICAL DUCT BANK	LIN FT	50	\$75.00	\$3,750.00	\$76.50	\$3,825.00	\$77.81	\$3,890.50	\$78.70	\$3,935.00	\$85.00	\$4,250.00	\$138.00	\$6,900.00
41	L-110-5.2	2-INCH SCHEDULE 40 PVC OR PE DUCT, INCLUDING TR	LIN FT	2,070	\$4.10	\$8,487.00	\$4.18	\$8,652.60	\$4.25	\$8,797.50	\$4.30	\$8,901.00	\$4.60	\$9,522.00	\$21.60	\$44,712.00
42	L-125-5.1	MEDIUM INTENSITY RUNWAY LIGHT, LED (MIRL)	EACH	3	\$2,000.00	\$6,000.00	\$1,815.60	\$5,446.80	\$1,846.75	\$5,540.25	\$1,869.00	\$5,607.00	\$2,020.00	\$6,060.00	\$3,280.00	\$9,840.00
43	L-125-5.2	MEDIUM INTENSITY RUNWAY THRESHOLD LIGHT,LED	EACH	6	\$2,200.00	\$13,200.00	\$1,989.00	\$11,934.00	\$2,023.13	\$12,138.78	\$2,047.00	\$12,282.00	\$2,210.00	\$13,260.00	\$2,695.00	\$16,170.00
44	L-125-5.3	INSTALL TEMPORARY MEDIUM INTENSITY RUNWAY TH	EACH	6	\$600.00	\$3,600.00	\$510.00	\$3,060.00	\$518.75	\$3,112.50	\$525.00	\$3,150.00	\$566.00	\$3,396.00	\$1,500.00	\$9,000.00
45	L-125-5.3	MEDIUM INTENSITY TAXIWAY LIGHT,LED (MITL)	EACH	6	\$2,000.00	\$12,000.00	\$1,754.40	\$10,526.40	\$1,784.50	\$10,707.00	\$1,806.00	\$10,836.00	\$1,950.00	\$11,700.00	\$3,120.00	\$18,720.00
46	L-125-5.5	L-867 HANDHOLE	EACH	4	\$1,500.00	\$6,000.00	\$1,224.00	\$4,896.00	\$1,245.00	\$4,980.00	\$1,260.00	\$5,040.00	\$1,360.00	\$5,440.00	\$2,500.00	\$10,000.00
47	L-125-5.6	AIRFIELD GUIDANCE SIGN	EACH	4	\$6,200.00	\$24,800.00	\$5,712.00	\$22,848.00	\$5,810.00	\$23,240.00	\$5,879.00	\$23,516.00	\$6,340.00	\$25,360.00	\$11,580.00	\$46,320.00
48	L-125-5.7	REMOVE, SALVAGE, AND RE-INSTALL REILS	SET	1	\$10,000.00	\$10,000.00	\$10,179.60	\$10,179.60	\$10,250.50	\$10,250.50	\$10,480.00	\$10,480.00	\$11,310.00	\$11,310.00	\$32,000.00	\$32,000.00
49	L-125-5.8	PAPI SYSTEM (2-BOX)	SET	2	\$38,000.00	\$76,000.00	\$35,904.00	\$71,808.00	\$36,520.00	\$73,040.00	\$36,960.00	\$73,920.00	\$39,880.00	\$79,760.00	\$39,800.00	\$79,600.00
50	L-125-5.9	VAULT ELECTRICAL SYSTEMS & TESTING	SET	1	\$800.00	\$800.00	\$612.00	\$612.00	\$622.50	\$622.50	\$630.00	\$630.00	\$680.00	\$680.00	\$8,800.00	\$8,800.00
51	P-608	ASPHALT SURFACE TREATMENT	SQ YD	25,063	\$2.00	\$50,126.00	\$2.04	\$51,128.52	\$2.08	\$52,131.04	\$2.10	\$52,632.30	\$2.30	\$57,644.90	\$2.50	\$62,657.50
52	P-620-5.1	PAVEMENT MARKINGS, WHITE	SQ FT	8,860	\$1.00	\$8,860.00	\$0.94	\$8,328.40	\$0.95	\$8,417.00	\$0.97	\$8,594.20	\$1.00	\$8,860.00	\$1.30	\$11,518.00
53	P-620-5.1	PAVEMENT MARKINGS, YELLOW	SQ FT	620	\$1.00	\$620.00	\$0.94	\$582.80	\$0.95	\$589.00	\$0.97	\$601.40	\$1.00	\$620.00	\$1.30	\$806.00
54	P-620-5.2	TEMPORARY PAVEMENT MARKINGS, WHITE	SQ FT	2,510	\$1.25	\$3,137.50	\$1.28	\$3,212.80	\$1.30	\$3,263.00	\$1.30	\$3,263.00	\$1.40	\$3,514.00	\$1.55	\$3,890.50
55	P-620-5.2	TEMPORARY PAVEMENT MARKINGS,														

Item No.	Spec. No.	Item Description	Unit	Quantity	1		2		3		4		5		6	
					Forest Lake Contracting, Inc.		Dresel Contracting Inc.		Winberg Companies LLC		Peterson Companies		Veit & Company, Inc.		Shoreline Landscaping & Cont	
					Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>BID ALTERNATE 1: TAXIWAY A 300-FOOT EXTENSION</b>																
56	2021.501	MOBILIZATION	LUMP SUM	1	\$2,000.00	\$2,000.00	\$15,600.00	\$15,600.00	\$2,600.00	\$2,600.00	\$13,150.00	\$13,150.00	\$10,000.00	\$10,000.00	\$14,670.00	\$14,670.00
57	2104.504	SAWCUTTING BITUMINOUS PAVEMENT	LIN FT	203	\$3.00	\$609.00	\$2.40	\$487.20	\$5.46	\$1,108.38	\$2.70	\$548.10	\$2.20	\$446.60	\$5.00	\$1,015.00
58	2106.507	COMMON EXCAVATION (P)	CU YD	160	\$25.00	\$4,000.00	\$7.50	\$1,200.00	\$31.20	\$4,992.00	\$38.90	\$6,224.00	\$6.10	\$976.00	\$18.00	\$2,880.00
59	2106.507	SUBGRADE EXCAVATION (EV)	CU YD	16	\$25.00	\$400.00	\$75.00	\$1,200.00	\$52.00	\$832.00	\$7.20	\$115.20	\$60.50	\$968.00	\$45.00	\$720.00
60	2106.507	COMMON BORROW, OFF SITE (CV)	CU YD	2,350	\$9.00	\$21,150.00	\$16.61	\$39,033.50	\$21.32	\$50,102.00	\$0.01	\$23.50	\$28.00	\$65,800.00	\$25.00	\$58,750.00
61	2106.507	SELECT GRANULAR BORROW (CV)	CU YD	1,710	\$30.00	\$51,300.00	\$19.91	\$34,046.10	\$21.84	\$37,346.40	\$21.00	\$35,910.00	\$24.75	\$42,322.50	\$25.00	\$42,750.00
62	2108.504	GEOTEXTILE FABRIC	SQ YD	2,124	\$3.00	\$6,372.00	\$3.46	\$7,349.04	\$1.82	\$3,865.68	\$1.10	\$2,336.40	\$1.00	\$2,124.00	\$2.00	\$4,248.00
63	2211.507	AGGREGATE BASE CLASS 5 (CV)	CU YD	504	\$35.00	\$17,640.00	\$23.40	\$11,793.60	\$25.48	\$12,841.92	\$42.60	\$21,470.40	\$50.50	\$25,452.00	\$41.00	\$20,664.00
64	2331.603	BITUMINOUS JOINT (SAW, ROUT, SEAL)	LIN FT	390	\$14.00	\$5,460.00	\$13.85	\$5,401.50	\$14.12	\$5,506.80	\$14.30	\$5,577.00	\$15.50	\$6,045.00	\$14.50	\$5,655.00
65	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	TONS	224	\$110.00	\$24,640.00	\$93.93	\$21,040.32	\$101.92	\$22,830.08	\$97.60	\$21,862.40	\$105.00	\$23,520.00	\$105.00	\$23,520.00
66	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TONS	224	\$110.00	\$24,640.00	\$93.17	\$20,870.08	\$100.88	\$22,597.12	\$96.90	\$21,705.60	\$105.00	\$23,520.00	\$103.00	\$23,072.00
67	2575.507	TOPSOIL BORROW	CU YD	20	\$12.00	\$240.00	\$31.95	\$639.00	\$62.40	\$1,248.00	\$0.01	\$0.20	\$29.50	\$590.00	\$30.00	\$600.00
68	L-125-5.4	RETROREFLECTIVE MARKER	EACH	18	\$95.00	\$1,710.00	\$66.30	\$1,193.40	\$98.80	\$1,778.40	\$99.70	\$1,794.60	\$108.00	\$1,944.00	\$500.00	\$9,000.00
69	P-608	ASPHALT SURFACE TREATMENT	SQ YD	16,535	\$2.00	\$33,070.00	\$2.04	\$33,731.40	\$2.34	\$38,691.90	\$2.10	\$34,723.50	\$2.30	\$38,030.50	\$2.50	\$41,337.50
70	P-620-5.1	PAVEMENT MARKINGS, YELLOW	SQ FT	3,350	\$1.75	\$5,862.50	\$1.79	\$5,996.50	\$1.82	\$6,097.00	\$1.85	\$6,197.50	\$2.00	\$6,700.00	\$2.00	\$6,700.00
<b>TOTAL ALTERNATE BID</b>						<b>\$199,093.50</b>		<b>\$199,581.64</b>		<b>\$212,437.68</b>		<b>\$171,638.40</b>		<b>\$248,438.60</b>		<b>\$255,581.50</b>
<b>TOTAL PROJECT</b>						<b>\$987,006.00</b>		<b>\$1,052,970.22</b>		<b>\$1,096,859.45</b>		<b>\$1,065,480.85</b>		<b>\$1,374,640.70</b>		<b>\$1,439,677.40</b>











7/7/2025

**FOREST LAKE MUNICIPAL AIRPORT (25D)****SFY 2026-SFY 2030 CIP**

State FY	Description	State %	Local %	Project Cost	State Funding	Local Funding
<b>SFY 2026</b>						
2026	APRON EXPANSION - DESIGN & CONSTRUCTION (200' X 80')	90%	10%	\$ 300,000.00	\$ 270,000.00	\$ 30,000.00
2026	RUNWAY 13/31 300-FOOT EXTENSION - CONSTRUCTION	90%	10%	\$ 1,057,912.50	\$ 952,121.25	\$ 105,791.25
2026	TAXIWAY A 300-FOOT EXTENSION - CONSTRUCTION	90%	10%	\$ 239,093.50	\$ 215,184.15	\$ 23,909.35
<b>SFY 2026 TOTALS</b>				<b>\$ 2,743,936.80</b>	<b>\$ 1,437,305.40</b>	<b>\$ 159,700.60</b>
<b>SFY 2027</b>						
2027	AIRFIELD PAVEMENT MAINTENANCE - CRACK REPAIR & SEAL COAT	90%	10%	\$ 215,000.00	\$ 193,500.00	\$ 21,500.00
<b>SFY 2027 TOTALS</b>				<b>\$ 215,000.00</b>	<b>\$ 193,500.00</b>	<b>\$ 21,500.00</b>
<b>SFY 2028</b>						
2028	SOUTH TAXILANES EXTENSION (W/SAN. & WM) 1,000' X 25'	90%	10%	\$ 850,500.00	\$ 765,450.00	\$ 85,050.00
<b>SFY 2028 TOTALS</b>				<b>\$ 850,500.00</b>	<b>\$ 765,450.00</b>	<b>\$ 85,050.00</b>
<b>SFY 2029</b>						
2029	MAINTENANCE EQUIPMENT BUILDING CONSTRUCTION	90%	10%	\$ 400,000.00	\$ 360,000.00	\$ 40,000.00
<b>SFY 2029 TOTALS</b>				<b>\$ 400,000.00</b>	<b>\$ 360,000.00</b>	<b>\$ 40,000.00</b>
<b>SFY 2030</b>						
2030	AIRFIELD PAVEMENT MAINTENANCE - CRACK REPAIR & SEAL COAT	90%	10%	\$ 202,600.00	\$ 182,340.00	\$ 20,260.00
<b>SFY 2030 TOTALS</b>				<b>\$ 202,600.00</b>	<b>\$ 182,340.00</b>	<b>\$ 20,260.00</b>

## Airport Funding Rates FY 2026

### State Grant, State Share

Project Type	NPIAS		Non-NPIAS	
	Existing FY2025	New FY2026	Existing FY2025	New FY2026
Construction, Planning, Zoning, Environmental, Land, Navigation Systems, Equipment	70%-75%*	<b>70%</b>	95%-85%*	<b>90%</b>
Air Service Marketing	70%	<b>70%</b>	70%	<b>70%</b>
M & O	75%	<b>75%</b>	75%	<b>75%</b>
Revenue Generating Facilities (Fuel Systems, Fuel Trucks, Hangar related work, etc.)	70%	<b>60%</b>	70%	<b>60%</b>

\* In FY2025, Equipment was a distinct funding category with state share participation rates that varied based on the Airport Sponsor's service area population (above or below 5,000).

### Federal Grant, State Share

Project Type	NPIAS	
	Existing FY2025	New FY2026
90% FAA Participation, AIP	5%	<b>5%</b>
95% FAA Participation, AIP	2.50%	<b>2.50%</b>
90% FAA Participation, IIJA	5%	<b>5%</b>
95% FAA Participation, IIJA	2.50%	<b>2.50%</b>



# Airport Rules and Regulations

Forest Lake Municipal Airport (25D)

Rev. 07/21/25

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Real People. Real Solutions.

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## **I. PREAMBLE AND POLICY**

The Forest Lake Municipal Airport (25D) in Washington County, Minnesota is owned and operated by the City of Forest Lake of the State of Minnesota. Pursuant to Minn. Stat. § 360.032, the City of Forest Lake has the authority to establish, construct, enlarge, maintain, equip and regulate the Forest Lake Municipal Airport. Further, the City of Forest Lake is tasked with the responsibility and authority to adopt and amend all rules and regulations necessary for the management, government, and use of any of the airport properties pursuant to Minn. Stat. § 360.038, subd. 3. The Forest Lake Municipal Airport Minimum Standards and Rules and Regulations (hereinafter referred to as “these standards”) were created to comply with Minnesota Statutes and to ensure adequate aeronautical services and facilities to the users of 25D, to encourage the development of 25D and its activity, and to foster the economic health and orderly development of commercial aeronautical operators at 25D.

All aircraft owners, lessees, aeronautical businesses, and others must comply with all the requirements set forth in these standards. These standards are deemed to be a part of each lease or agreement with the City of Forest Lake.

## II. ADMINISTRATION

This section will detail the entity(s) from the city responsible for development and enforcement of the Rules and Regulations at the Forest Lake Municipal Airport.

The Forest Lake City Council is responsible for the creation, revisions and updates to the rules and regulations. The Forest Lake Airport Manager is responsible for the day-to-day administration of these rules and regulations. The Forest Lake Airport Commission acts as a recommending body providing recommendations to the Forest Lake City Council on airport-related matters.

### III. DEFINITIONS

As used in these standards, the following terms will have the following meanings:

~~**Aeronautical Services** – Any service which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.~~

**Aeronautical Use Activity** – Any activity that involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.

~~**Aeronautical Services** – Any service which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.~~

**Aeronautical Use** – Any land use in which the primary purpose is to conduct aeronautical activity or provide aeronautical services.

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**Air Operations Area (AOA)** – The area of the airport used or intended to be used for landing, takeoff, or surface movement of aircraft, including the associated hangars and navigation and communication facilities.

**Aircraft** – An airplane, helicopter, or other machine capable of flight.

**Aircraft Operation** – An aircraft's takeoff from, or its landing at an airport. A touch-and-go is two operations.

**Aircraft Owner** – A person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft, including a fractional owner.

**Airport** – The area, buildings, facilities, and improvements within the interior boundaries as it now exists or as it may hereinafter be extended or enlarged and as depicted on an approved current Airport Layout Plan.

**Airport Commission** – A recommending body responsible for advising the airport owner on matters pertaining to the Forest Lake Municipal Airport.

**Airport Layout Plan (ALP)** – A drawing depicting the physical layout of the airport that identifies the location and configuration of runways, taxiways, buildings, roadways, utilities, navigational aids, etc. The ALP must also show planned airport development.

**Airport Manager** – The designated individual, appointed by the airport owner, duly authorized to administer and manage all operations of the airport and airport facilities and these rules and regulations.

**Airside** – All airport property that encompasses the runways, taxiways, taxilanes, apron space, and the surrounding areas.

**City Council** – The Forest Lake City Council, which has the authority to implement and revise these rules and regulations.

**Commercial Operator** – Any Operator which leases airport land under the Commercial Use lease rate according to the current City of Forest Lake Fee Schedule.

**Commercial Operations** – Operation of an aircraft for compensation or hire, or any services performed incidental to the operation of any aircraft for which a fee is charged or compensation received including, but not limited to, the servicing, maintaining, and repairing of aircraft; the rental or charter of aircraft; the storage of aircraft; the operation of flight or ground schools; the operation of aircraft for the application or distribution of chemicals or other substances; aerial photography and surveys; air shows or expositions; and the operation of aircraft for fishing. "Commercial operations" also means the brokering or selling of any of these services but does not

include any operations of aircraft as common carriers certificated (certified) by the federal government or the services incidental to certificated operations.

**FAA** – Federal Aviation Administration

**FAR** – Federal Aviation Regulations

**FBO** – Fixed Base Operator

**Incidental Use** – Any secondary land use which is accessory to and/or supports aeronautical activity, but is not the primary purpose of the property.

**Landside** – All airport property that is not considered “airside,” including, but not limited to, hangars, terminal building, and vehicle access roads.

**Minimum Standards** – Qualifications which are established herein by the airport Owner as the minimum requirements to be met as a condition for the right to conduct an aeronautical activity on the airport.

**Non-Aeronautical Use** – Any use of airport property that is not directly related to ~~aviation operations~~ aeronautical activity or the airport’s purpose.

**Non-Conforming Use** – A use or structure, the size, dimension, location, or existence of which was lawful prior to the adoption of this ordinance, but which fails to comply with the rules and regulations established in this document. For purposes of this definition, a structure includes auto lot, ramp, and tie-down parking areas, and buildings such as hangars, offices, and bathrooms.

**Operator** – Any ~~recreational aircraft owner and or aeronautical business conducting or desiring to conduct aeronautical activities at the airport~~ person, firm, partnership, corporation, association, or group providing any one or a combination of aeronautical services to or for aviation users at the Airport, or leasing property at the airport for aeronautical use. Operators will be subject to these standards.

**Owner** – The City of Forest Lake, MN

**Transient Aircraft** – An aircraft not using the airport as its permanent base of operations.

**Variance** – Any modification of the literal requirements of this ordinance. There are two categories of variances:

**Structural Variance** – A structural variance generally concerns auto lot, ramp, and tie-down parking areas, and hangar office, and bathroom building areas, and runs with the land.

**Use Variance** – A use variance generally concerns personnel and equipment requirements, hours of operation, and other requirement concerning the use of the property.



#### IV. LEASE AGREEMENT

No Operator shall conduct aeronautical activity at 25D unless a valid agreement and lease has been entered into by the City of Forest Lake. Lease shall be for a term to be mutually agreed upon between the parties commensurate with the Operator's financial investment in their facility, ~~but in any event shall not exceed 25 years~~. No lease covered under these standards is transferable.

Each lease for ground space and contract for business at the airport entered into by the City of Forest Lake shall include each of the following provisions as are required by State and Federal governments:

- Fair and Non-discriminatory Provisions
- Civil Rights Assurances
- Non-exclusive Rights Provision
- Economic Non-discrimination
- Drug Free Workplace
- Minimum Wage Rates
- Air and Water Quality Standards
- Data Practices Notice
- Insurance Requirements

The most current amendment or form of such mandatory lease provisions shall be obtained from the State or Federal governments and shall be included in each lease at the time of execution.

All Operators shall have the right in common with others so authorized, to use common areas of the airport, including runways, taxiways, aprons, roadways, floodlights, landing lights, signals and other conveniences for the take-off, flying and landing of aircraft.

##### A. Construction Requirements

Any construction required of any Operator shall be in accordance with the design and construction requirements of the Owner, State and Federal regulations and applicable codes, in addition to the following, (all plans and specifications shall be submitted to the Owner for approval):

1. Location and Height
  - a) Location of buildings shall be consistent with the FAA approved ALP.
  - b) No building may penetrate the runway primary, approach, or transitional surfaces specified by FAR Part 77.
  - c) Buildings shall be built setback from the property line according to City Building Codes.
  - d) Windows and large areas of glass shall be oriented to avoid reflections which could distract pilots landing or taking off.
2. Utilities
  - a) ~~Hangars \_\_\_\_\_ square feet or greater (not including T hangars) which are used for aircraft maintenance or storage shall be provided with electrical service, lighting, heating, and a sprinkler system.~~

~~b) Hangars less than \_\_\_\_\_ square feet (including T hangars) which are used only for aircraft storage shall be provided with electrical service, lighting, smoke detectors, and fire extinguishers.~~

~~e)a)~~ All buildings requiring water and/or stormwater service shall connect to the public water system. All water and stormwater connection fees, as detailed in the City of Forest Lake's fee schedule, in connection therewith shall be paid by the Operator.

~~e)b)~~ All buildings requiring sanitary waste disposal shall connect to the public water system. All tap fees in connection therewith shall be paid by the Operator.

~~c)~~ All electrical and telephone services shall be underground. All tap fees and connection fees in connection therewith shall be paid by the Operator.

~~e)d)~~ All applicable federal, state, and local building codes shall be followed.

### 3. Access

a) Pedestrian and vehicular access to buildings normally open to the public shall avoid crossing aircraft operating areas (AOA).

b) All improvements or facilities sited on the land side/AOA shall have appropriate access on both the land side and the AOA.

~~c) All customer facilities and accommodations for passengers and crews of transient aircraft must include ramp or other convenient access for the disabled and sanitary restrooms available for use by the disabled.~~

~~d) Vehicular access to aircraft storage hangars shall minimize crossings of the AOA. Automobile parking shall be provided for aircraft storage hangars in locations that do not interfere with aircraft operations.~~

~~e)c)~~ Hangar doors may be ~~either sliding or bi-fold type~~ any type of aircraft door. However, sliding doors may not be used in hangar configurations where the open door of one hangar interferes with access to another hangar.

### 4. Materials and Finishes

The objective of the City of Forest Lake is to ensure that all new construction is of high quality and utilizes materials and finishes which will maintain their appearance with low maintenance. Accordingly:

a) Hangars and hangar-type buildings shall be constructed with steel, aluminum, or masonry exteriors with standing seam non-glare roof. All exterior metal surfaces shall have a durable finish applied at the point of manufacture. Office building exterior materials shall be approved by the Airport Manager prior to construction.

b) Exterior colors and textures shall harmonize with other buildings and structures. The Forest Lake City Council reserves the right to deny approval of exterior materials or finishes which it feels would detract from the overall visual impression of the airport.

c) Prior written approval must be granted by the Forest Lake City Council for the interior materials, finishes, fixtures and graphics which are to be a part of the waiting rooms, lounges, and other public spaces of the Airport-owned terminal.

### 5. Signs

Signs shall adhere to the following standards and appropriate regulations of the city and in all instances shall receive prior approval from the Forest Lake Community

Development Director. Signage requests may be refused if the Community Development Director deems the signage undesirable, unnecessary, or a safety hazard.

- a) Any sign must receive written approval from the Community Development Director before being displayed anywhere on the airport grounds.
- b) Free standing signs are only permitted to be placed on leased property and not within the Taxilane Object Free Area (TOFA). A maximum height of 8 feet is allowed.
- c) The following signs are prohibited:
  - Banners or painted canvas.
  - Signs projecting from walls or roof.
  - Indirectly lighted signs.
  - Directional signs moved by the elements.
  - Flashing, moving, or rotating signs.
  - Roof signs, logos, or graphics.
  - Illuminated or reflective signs placed where they may create a glare or distraction to pilots.

#### 6. Landscaping

All landscaping shall be approved by the Airport Manager.

- a) The Operator shall provide a paved aircraft apron within the leased area to accommodate aircraft movement from the Operator's building to the taxiway or the access to the taxiway that has been or will be provided for the Operator.

#### ~~6. Vehicle and Pedestrian Access and Parking~~

~~Pedestrian and vehicle access to buildings normally open to the public shall avoid crossing aircraft operating areas.~~

~~All customer facilities and accommodations for passengers and crews of transient aircraft must include ramp or other convenient access for the disabled and sanitary restrooms available for use by the disabled.~~

~~Vehicular access to aircraft storage hangars shall minimize crossing of the Aircraft Operating Areas. Automobile parking in locations which do not interfere with aircraft operations shall be provided near aircraft storage hangars. All aircraft storage hangars shall provide a personnel entrance door.~~

~~The operator should provide adequate paved and lighted parking space within the leased area sufficient to accommodate all activities including employee and customer parking. Parking lots shall be configured for ease of ingress and egress, and parking spaces shall be clearly marked in addition to loading zones, handicapped parking, and fire lanes.~~

## V. PERMITTED USES

All Operators will use their leased property and any buildings thereon primarily for Aeronautical Use. The City of Forest Lake, and/or State Aeronautics Officials, and/or FAA Officials, shall determine what activity may or may not constitute allowable Aeronautical Use and/or and allowable Incidental Use. What is considered an allowable Aeronautical Use and/or Incidental Use may change from time to time based upon reasonable regulations promulgated by the City of Forest Lake, the State of Minnesota, or the FAA. According to the FAA's Policy on the Non-Aeronautical Use of Airport Hangars, "it is the longstanding policy of the FAA that airport property be available for aeronautical use and not be available for non-aeronautical purposes unless that non-aeronautical use is approved by the FAA." Limiting airport property to only aeronautical purposes ensures that airport facilities are always available to meet the aviation demand at the airport. Areas-Parcels to be used designated for Non-Aeronautical facilities-Use will be clearly identified on the ALP. Only Aeronautical Uses will be permitted in any areas not designated for Non-Aeronautical Use.

Prior to the occupancy of their leased premises and any buildings thereon, the Operator will provide reasonable evidence/documentation to the City of Forest Lake that the Operator owns or leases an aircraft or has an alternative use for the property that constitutes an allowable primary Aeronautical Activity.

## VI. LESSEE APPLICATION PROCESS

### A. Requirements

Any Operator seeking to conduct aeronautical activity at the airport must submit an application to the City of Forest Lake demonstrating this intent. The written application shall contain, at the minimum:

1. The proposed nature of the business.
2. The signatures of all parties whose names are being submitted as owning an interest in the business or who will appear on leases or other documents as being a partner, director or corporate officer, and those who will be managing the business.
3. A listing of assets owned, being purchased, or being leased that will be used in the business at the airport.
4. A current credit report for each party owning or having a financial interest in the business, and a credit report on the business itself covering all geographical areas in which it has done business in the ten-year period immediately prior to the application.
5. An agreement to provide a bond or suitable guarantee of adequate funds to the City of Forest Lake to be used to defray any expenses and fees normally paid by the Lessee during the estimated time between the Lessee's potential default and the execution of a new lease with a different Lessee.
6. A written authorization for the FAA, any aviation or aeronautics commissions, administrators, and departments of all states in which the applicant has engaged in aviation business, to release information in their files relating to the applicant or its operation. The applicant will execute such forms, releases, or discharges as may be required by those agencies.
7. Preliminary plans, specifications and dates for any improvements which the applicant intends to make on the airport as part of the activity for which approval is sought.
8. Proof (copy of policy or insurance company letter of intent) of required insurance coverage for the aeronautical operation, each aircraft, and operators and premises insurance. (The specific type and amount of aircraft insurance is specified in the appropriate aeronautical operation section of this document.) The City of Forest Lake requires the Operator to include the City of Forest Lake as an additional insured and stipulates the Operator hold harmless the City of Forest Lake in all action against the City.
9. The financial institution letter should include a current financial net worth showing that applicant holds unencumbered current assets in a total amount equaling at least three (3) months' estimated maintenance and operating expenses.
10. Application fee as set by the City's Fee Schedule.
11. Other information, such as \_\_\_\_\_ may be required.

### B. Reasons for Denial

All applications will be reviewed and acted upon by the Forest Lake City Council within 60 days from the receipt of the application. Applications may be denied for one or more of the following reasons:

1. The applicant does not meet the qualifications, standards and requirements established by these standards.

2. The applicant's proposed operations or construction will create a safety hazard on the airport.
3. The granting of the application will require the expenditure of local funds, labor or materials on the facilities described in or related to the application, or the operation will result in a financial loss to the City of Forest Lake.
4. There is no appropriate or adequate available space or building on the airport to accommodate the entire activity of the applicant.
5. The proposed operation, airport development or construction does not comply with the approved airport layout plan.
6. The development or use of the area requested will result in a congestion of aircraft or buildings, or will result in unduly interfering with the operations of any present fixed base operator ("FBO") on the airport, such as problems in connection with aircraft traffic or service, or preventing free access and egress to the existing FBO area, or will result in depriving, without the proper economic study, an existing FBO of portions of its leased area in which it is operating.
7. Any party applying, or interested in the business, has supplied false information, or has misrepresented any material fact in the application or in supporting documents, or has failed to make full disclosure in the application.
8. Any party applying, or having an interest in the business, has a record of violating the established rules, or the rules and regulations of any other airport, civil air regulations, Federal Aviation Regulations (FAR), or any other rules and regulations applicable to this or any other airport.
9. Any party applying, or having an interest in the business, has defaulted in the performance of any lease or other agreement with the City of Forest Lake or any lease or other agreement at any other airport.
10. Any party applying, or having an interest in the business, is not sufficiently credit-worthy and responsible in the judgement of the City of Forest Lake to provide and maintain the business to which the application relates and to promptly pay amounts due under the lease.
11. The applicant does not have the assets necessary to conduct the proposed operation for a minimum of three months.
12. The applicant has committed any crime, or violated any local ordinance, rule, or regulation, which adversely reflects on its ability to conduct the operation applied for.
13. The proposed operations do not comply with the City Code, including but not limited to the zoning code.

## VII. AIRPORT OPERATIONS

### A. Application

~~Any person or business conducting aircraft operations~~ All Operators at 25D shall comply with the minimum standards set in this section. The City of Forest Lake reserves the right to make changes to these standards as changing conditions, regulations, and circumstances may dictate.

### B. Aircraft Accidents

The pilot of an aircraft involved in an accident on or near the airport causing personal injury or property damage shall report the incident to the Airport Manager. In the event said pilot is not able to do so, the owner of the aircraft or his agent shall make such report.

In the event of an accident, the Airport Manager or their agent may, in compliance with FAA and other governmental regulations, move aircraft from the landing areas, ramps, aprons, or other areas at the expense of the owner and without liability for damage resulting from such moving.

Airport property damaged or destroyed by accident or otherwise shall be repaired at the expense of the parties responsible. The Airport Manager shall have the authority to detain any aircraft for nonpayment of any charges to the City of Forest Lake.

### C. Closed Runway

No landing will be allowed on a closed runway except for emergencies. It is the pilot's responsibility to check if the runway is open.

## VIII. GENERAL AVIATION STANDARDS

### A. Application

These minimum standards for all ~~Operators~~ shall apply to all Operators leasing real property from the City of Forest Lake for the purpose of conducting aeronautical activities at 25D. Detailed minimum standards pertaining to specific aeronautical operations ~~and Commercial Operators~~ are found in subsequent chapters dedicated to those operations. The City of Forest Lake reserves the right to make changes to these standards as changing conditions, regulations, and circumstances may dictate.

### B. Financial Responsibility

The Operator shall pay the fees and charges negotiated with the City of Forest Lake for the applicable aeronautical activities. Location on the airport, ground space, facilities, and accommodations shall be ~~taken into account~~ considered when determining the lease payments in order to ensure fair competition among substantially similar businesses. Operator shall not be permitted to engage in aeronautical activities unless Operator is current in the payment of fees under all agreements.

Operators which are not considered to be Commercial Operators are not permitted to engage in Commercial Operations at 25D without explicit permission from the City of Forest Lake.

### ~~C.~~ Experience

~~Operator shall not engage in any activities at the airport prior to obtaining and complying with all necessary licenses and permits for the conduct of anticipated activities at the airport required by the City of Forest Lake, the State of Minnesota, or any other duly authorized governmental agency having jurisdiction.~~

~~Operator shall have had experience deemed satisfactory to the Airport Administrator in the aeronautical service they wish to provide. It will be satisfactory if the Operator employs a person with such minimum supervisory experience requirements. Should an Operator not possess such experience but can demonstrate to the Airport Manager's satisfaction that they have had equivalent related experience, such will be deemed acceptable. A statement of qualifications shall accompany the Operator's letter of intent to the City of Forest Lake.~~

### ~~D.C.~~ Multiple Services

When an Operator conducts multiple activities pursuant to one lease or agreement with the City of Forest Lake, the Operator shall comply with the minimum standards established for each separate activity. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is stricter or imposes a higher standard shall apply.

### ~~E.D.~~ Construction, Landscaping, and Signage Requirements

All plans and specifications shall be submitted to the City of Forest Lake for approval. Construction accomplished or contracted by any operator shall be in accordance with design and construction requirements of the City of Forest Lake, State, and Federal applicable codes (See Section IV A above).



## IX. AERONAUTICAL BUSINESSES

In this section, specific aeronautical business types are listed, and the minimum standards for each are dictated below. [Any Commercial Operator wishing to engage in any of these aeronautical business types must adhere to the minimum standards which pertain to that particular business established herein. Any Operator, who is not a Commercial Operator, is not permitted to engage in any of these aeronautical business types unless otherwise specified.](#) These minimum standards are in addition to all other applicable minimum standards established elsewhere in this document. The City of Forest Lake reserves the right to make changes to these standards as changing conditions, regulations, and circumstances may dictate.

### A. Fixed Base Operator (FBO)

An FBO is a full-service [Commercial Operator](#) engaged in the primary activity of selling aircraft fuel and refueling aircraft and at least one secondary service. Some potential secondary FBO activities include aircraft maintenance, flight training, aircraft rental, air charter operations, avionics maintenance, and aircraft storage/hangar rentals.

Each FBO may subcontract or use third-party operators to provide any primary or secondary services. Subcontractors or third-party operators shall meet all minimum standards. Each FBO shall conduct its business and activities on and from its leased/assigned premises.

FBOs are required to lease or construct a public use building on the leasehold property. The building must be capable of meeting business demand.

#### 1. Aircraft Parking

As part of the leasehold, any FBO must provide an area for aircraft to park (ramp) including transient aircraft parking and aircraft tie-downs. This ramp area must be of a size that is adequate to support all the activities of the FBO and any approved subtenants. The ramp shall be well maintained and kept clean.

#### 2. Fuel Storage

As part of the leasehold, any FBO must set aside land as a designated area for a fuel storage facility. The Operator shall provide the required pumping equipment, either mobile, fixed, or automated, to meet all applicable safety requirements pertaining to fuel dispensing as required by Federal, State, and local regulations, and shall provide reliable metering devices which conform to Federal, State, and local regulations.

The FBO shall comply with FAA Advisory Circular 150/5230-4, *Aircraft Fuel Storage, Handling, and Dispensing on Airports*, airport rules and regulations, and all other applicable laws, rules, and regulations related to aircraft fuel handling, dispensing and storage.

#### 3. Staffing and Personnel Qualifications

Each FBO shall provide the airport with a current listing of names, addresses, and contact information for all personnel responsible for the operation and management of the FBO for emergency situations. This listing shall be updated with any changes in either staff or their contact information.

All FBO fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00-34B, *Aircraft Ground Handling, Servicing, and Marshalling*.

The SOP shall address bonding and fire protection, public protection, control of access to the fuel storage area, and marking and labeling of fuel storage tanks and fuel dispensing equipment and shall be submitted to the airport owner no later than thirty (30) days prior to the FBO commencing fueling activities.

Each FBO shall obtain all applicable fueling certifications and permits and receive periodic refresher training as required. The airport owner, the State of Minnesota and/or the FAA may periodically conduct inspections of the FBO aircraft fueling activities and facilities to ensure compliance with laws, regulations, and minimum standards.

**B. Flight Instruction**

A flight instruction Operator engages in instructing pilots in dual and solo flight training, in fixed or rotary wing aircraft, and provides such related ground school instruction as is necessary preparatory to taking a written examination and flight check ride for the category or categories of pilots' licenses and ratings involved.

Anyone conducting flight instruction activities at 25D shall comply with all Federal, State, and local regulations regarding flight schools and shall provide the following:

1. The Operator shall provide or lease from the City of Forest Lake adequate space to house an office, restrooms, a suitable classroom (minimum of 150 sq. ft.) for ground school, and adequate flight planning areas (minimum of 80 sq. ft.).
2. The Operator shall have and post in their office a current Commercial Operations License obtained from the State of Minnesota. The Operator must meet the requirements of Minnesota Rules parts 8800.3100, 8800.3200 and 8800.3300.
3. The Operator shall own or lease and have based at 25D at least one dual equipped single-engine land aircraft suitable for flight instruction, which shall be equipped and maintained in accordance with applicable rules and regulations of the State of Minnesota and the FAA.
4. The Operator shall provide a minimum of one FAA certified flight instructor on-call and available for scheduled flight instruction.
5. Flight instructors must meet all FAA certification, medical, and currency requirements and must be available whenever a student is flying.
6. The Operator shall have adequate facilities or arrangements for storage, parking, servicing, and repairing of all its aircraft.
7. The Operator shall have on hand and available for use such equipment and apparatus as should reasonably be expected for such training.

**C. Aircraft Rental and Sales**

An aircraft sales Operator engages in the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership. An aircraft lease or rental Operator engages in the rental or lease of aircraft to the public.

Anyone conducting aircraft rental and sales activity shall comply with all federal, state, and local regulations regarding aircraft rental and sales, including the following:

1. Operator shall have and post in their office a current Commercial Operations License obtained from the State of Minnesota. The Operator must meet the requirements of Minnesota Rules parts 8800.3100, 8800.3200 and 8800.3600.

2. Operator shall own or lease all rental aircraft which shall be maintained in accordance with applicable rules and regulations of the State of Minnesota and the FAA.
3. Operator shall provide suitable office space for consummating sales and/or rentals and the keeping of proper records in connection therewith.
4. Operator shall lease an area from the City of Forest Lake of sufficient size to park or tie down aircraft for sale or rental whether or not occupied by the Operator.
5. Operator shall provide and maintain an aircraft or underwritten lease by and in exclusive control of the Operator, which is properly equipped and FAA certified for rental, flight instruction and IFR flight.
6. Operator shall provide a properly certified pilot capable of demonstrating new aircraft for sale and/or for checking out pilots in rental aircraft.
7. Operator shall have adequate facilities or arrangements for storing, parking, servicing and repairing all of its aircraft.
8. Operator shall have up-to-date specifications and price lists for the types and models of new aircraft sold.
9. Operator shall have proper checklists and operating manuals for all aircraft rented and adequate parts catalogues and service manuals for all aircraft sold.

**D. Aerial Spraying**

Aerial spraying services include applying or offering to apply chemicals or other substances from an aircraft. These services may be provided by an operator based at the airport or by a transient operator.

Transient operators must get a permit from the City of Forest Lake before operating at the airport. The permit application will include contact information for the transient operator including their place of business, as well as phone numbers to reach the transient operator while they are in the area. The permit application will also include the requested start and end dates for the permit, a map of the areas on the airport that the transient operator will be using, and their means of providing containment in the event of a spill. Any additional needs, such as water or electrical power, must be specified in the permit application. The application will indicate where the aircraft will get the fuel for their aircraft while on the airport. In addition to the permit application, the transient operator will provide a list of aircraft by N-number, the names and certificate numbers of the pilots and a copy of their Minnesota Commercial Operator's License and Department of Agriculture certification. The transient operator will also submit references. The City of Forest Lake reserves the right to refuse the permit if the transient operation does not meet the standards of any operator based at the airport, or if the operation will interfere with the normal flow of traffic at the airport. The City of Forest Lake may also cancel the permit at any time if the conditions of the permit are not being met.

**1. Chemical Storage**

The Operator shall make suitable arrangements and have such space available in the lease area for safe loading, unloading, storage and containment of chemical materials. No chemical materials may be stored in a manner that would leave them exposed to the elements. The operator must obtain a Storm Water Pollution Prevention Permit from the Minnesota Pollution Control Agency and shall share their permit information with the City of Forest Lake.

2. Licenses and Certificates

The Operator shall have and post in their office a current Commercial Operations License obtained from the State of Minnesota. The Operator must meet the requirements of Minnesota Rules parts 8800.3100, 8800.3200, and 8800.3800.

The Operator shall hold an FAA commercial agricultural aircraft operator certificate.

The Operator shall provide sufficient evidence that the requirements of the Minnesota Department of Agriculture are being met.

3. Staffing Requirements

The Operator shall have in its employ and on duty during the appropriate business hours trained personnel in such numbers as are required to meet the minimum standards set forth in an efficient manner, but never fewer than one (1) person currently certified by the FAA with ratings appropriate to the work being performed.

E. Charter Service

A charter service or air taxi service is an aeronautical commercial Operator that engages in the business of providing air transportation (persons or property) to the general public for hire, as defined by FAR Part 135.

Anyone offering aircraft charter services from the Airport must operate in compliance with all federal, state, and local regulations regarding aircraft charter services and provide the following:

1. Operator shall have available for charter and air taxi, either owned by or under written lease to the Operator, at least one aircraft certified and currently airworthy and fully equipped for either visual and/or instrument flight conditions. If a helicopter is used, at least one single engine helicopter equipped for VFR at night or VFR on top conditions must be available.
2. Operator must have a sufficient number of full-time or part-time commercial or airline transport rated pilots who are currently qualified to operate the operator's aircraft under FAR Part 135 or FAR Part 121.
3. Operator shall provide a passenger waiting area/lounge with adequate lighting, furnishings, heat, air conditioning, sanitary restrooms, telephone and ramp which provides convenient access for disabled individuals.
4. If cargo is carried it must be physically separated and secured from the passenger area.
5. Facilities for checking-in passengers, ticketing, fare collection and handling of luggage and cargo.
6. All passenger and cargo loading or unloading shall take place in an area approved by the City of Forest Lake.
7. Operator shall implement required FAA and Transportation Security Administration security requirements and procedures.
8. A current FAR Part 135 operating certificate.

F. Aircraft Service and Repair

An aircraft service and repair Operator provides one or a combination of airframe, engine, and accessory overhauls and repair services on aircraft.

Anyone who operates aircraft engine and accessory maintenance facilities on the Airport shall comply with all federal, state and local regulations regarding the operation of an aircraft maintenance facility, including the following:

1. Operator shall have and post in their office a current Commercial Operations License obtained from the State of Minnesota. The Operator must meet the requirements of Minnesota Rules parts 8800.3100, 8800.3200.
2. Operator shall employ sufficient uniformed and trained employees necessary to meet the requirements set forth in these standards.
3. Operator's employees will be currently certified by FAA with current rating appropriate to the work being performed.
4. Operator shall have sufficient hangar space to house any aircraft upon which service is being performed.
5. Operator shall have suitable storage space for aircraft awaiting maintenance or delivery after repair and maintenance has been completed.
6. Operator shall provide suitable tractors, tow bars, jacks, dollies, test equipment, and other equipment necessary to provide the services outlined in the business permit and lease.
7. Operator shall properly treat and dispose of all hazardous materials in compliance with the regulations and requirements of the FAA Minnesota PCA, OSHA, U.S. Environmental Protection Agency, and any other local, state, or Federal government agencies.
8. Operator shall ensure that any repair service requiring aircraft power plant operation is performed in a facility approved for such a purpose by the City of Forest Lake.

G. Radio, Instrument, Painting, Upholstery, and Propeller Repair Station

A radio, instrument, painting, upholstery, and propeller repair station Operator provides a shop for the repair of aircraft radios, propellers, instruments, painting, upholstery, or any combinator thereof, and accessories for general aviation aircraft. The Operator and its employees shall hold the appropriate repair shop certificates issued by FAA.

Anyone conducting flight instruction activities Operators of this type at 25D shall comply with all applicable Federal, State, and local regulations regarding flight schools, including the following:

1. Operator shall lease from the Owner an area ~~of not less than \_\_\_\_\_ square feet~~ of ground space to provide for ~~adequate~~ outside display and storage of aircraft and on which shall be erected a building to provide ~~at least \_\_\_\_\_ square feet of adequate~~ floor space for aircraft storage and ~~at least \_\_\_\_\_ square feet of floor space~~ for office, customer lounge and restrooms, which shall be properly heated and lighted; and shall provide telephone facilities for customer use.
2. Operator shall provide sufficient equipment, supplies, and availability of parts equivalent to that required for certification by the FAA as an approved repair station.
3. Operator shall maintain the following types of insurance:
  - a) Premise hazard insurance:
  - b) Products hazard and completed operations insurance.
4. Operator shall ensure that each person who provides aircraft servicing, maintaining,

and repairing shall advise each customer in writing if the service provider does not have hangar-keepers insurance in force.

~~5. Operator shall have his premises open and services available a minimum of \_\_\_\_\_ hours daily, \_\_\_\_\_ days a week. The Operator shall make provision for someone to be in attendance in the office at all times during the required operating hours.~~

~~6.5.~~ Operator shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards set forth in an efficient manner, but never fewer than one (1) person currently certificated by the FAA with ratings appropriate to the work being performed.

#### H. Aircraft Storage

An aircraft storage Operator engages in the rental of ~~multiple plane storage hangars (MPSH) or multiple T-hangars~~ aircraft hangar storage space.

~~1. Operator shall lease from the Owner an area of not less than \_\_\_\_\_ square feet of ground space to provide for outside display and storage of aircraft and on which shall be erected a building to provide at least \_\_\_\_\_ square feet of floor space for aircraft storage.~~

~~2.1.~~ Owner shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature.

~~3.2.~~ Operator shall advise each customer in writing if the service provider does not have hangar-keepers insurance in force.

~~4.3.~~ Operator shall have his facilities available for the tenant's aircraft removal and storage \_\_\_\_\_ hours per day, \_\_\_\_\_ days a week, \_\_\_\_\_ weeks per year at all times.

~~4.~~ Operator shall demonstrate that it can provide sufficient personnel trained to meet all requirements for the storage of aircraft with appropriate equipment.

~~5. Aircraft hangars are only permitted to be rented out for aeronautical use purposes.~~

~~5-6. A non-Commercial Operator is permitted to rent out space in their hangar if their lease agreement allows for it.~~

#### I. Specialized Commercial Activities

A specialized commercial flying service Operator engages in air transportation for hire for the purposes of providing the use of aircraft for the activities listed below:

- Non-stop sightseeing flights that begin and end at the same airport;
- Banner towing and aerial advertising;
- Aerial photography or survey;
- Power line or pipeline patrol;
- Commercial skydiving;
- Any other operations specifically excluded from FAR Part 135.

The majority of these services require a Commercial Operator's License from the State of Minnesota. These activities are so varied that the minimum standards applying to them will depend on the scope of the activity. Minimum standards, Insurance coverage, and approved activities will be determined by the City of Forest Lake based upon a detailed application to

the City of Forest Lake submitted by the entity requesting permission to perform the specialized commercial aeronautical activity on the airport.

1. Operator shall lease land from the Owner and the lease shall include a building sufficient to accommodate all activities and operations proposed by the Operator. The minimum areas in each instance shall be subject to the approval of the Owner. The Operator's place of business must be positioned so that customers can reach the place of business without entering the AOA. For passenger carrying operations, the Operator is responsible for the safety of their passengers while in the AOA. All Operators shall demonstrate that they have the availability of aircraft suitably equipped for the particular type of operation they intend to perform.
2. The Owner shall set the minimum insurance requirements as they pertain to the particular type of operation to be performed. These minimum requirements shall be applicable to all operations of a similar nature. All Operators, however, will be required to maintain Aircraft Liability Coverage for each aircraft.
3. The Operator's insurance contract must carry an endorsement stating that the insurance contract cannot be canceled until five days' notice in writing of cancellation has been given to the commissioner of MnDOT by the insurer. In any case, when an insurance contract is canceled, notice of cancellation must immediately thereafter be given to the commissioner of MnDOT by the insurer.
4. The Operator of a skydiving operation must have approval from the owner for the parachute landing area. The parachute landing area must be situated so that jumpers do not have to cross an airport runway to return to the jump facility. The parachute landing area should be free of all hazards within 300 feet from the center of the area.
5. The Operator shall have in his employ, and on duty during the appropriate business hours, trained personnel in such numbers as are required to meet the minimum standards set forth in an efficient manner.
6. The Operator must provide, by means of an office or a telephone, a point of contact for the public desiring to utilize Operator's services.

#### J. Flying Clubs

A Flying Club engages in nonprofit services for the express purpose of providing its members with aircraft for their personal use and enjoyment only. A commercial operator may call themselves a flying club, but that type of operation is governed by other sections of these standards.

1. At the time of applying for a lease, license, permit or agreement to operate at the airport, the Club shall furnish the City of Forest Lake with a copy of its documents of organization; the Club's list of members, including names of officers and managers; a description of all aircraft used; evidence that such aircraft are properly certificated; evidence of ownership of such aircraft; and any operating rules of the Club.
2. The Owner shall set the minimum insurance requirements as they pertain to the particular Flying Club. These minimum requirements shall be applicable to all Flying Clubs of a similar nature. All Flying Clubs, however, will be required to maintain Aircraft Liability Coverage for each aircraft.
3. The Club's insurance contract must carry an endorsement stating that the insurance contract cannot be canceled until five days' notice in writing of cancellation has been given the commissioner of MnDOT by the insurer. In any case, when an insurance

contract is canceled, notice of cancellation must immediately thereafter be given to the commissioner of MnDOT by the insurer.

4. All aircraft used by the Club shall be owned by the Club or leased exclusively by written agreement to the Club, and all ownership or lease rights to such aircraft must be vested on a pro-rata basis in all of the Club's members. The property rights of the Club members shall be equal, and no part of any revenues received by the Club shall inure to the direct benefit of any member (e.g., by salary or bonus). The Club shall not derive greater revenue from the use of its aircraft than the amount necessary for the operation, maintenance and replacement of its aircraft and facilities.
5. The Club's aircraft shall not be used by any person other than the Club's members and shall not be used by any person for hire, charter, air taxi, or rental. Flight instruction may be given to club members in club aircraft.

Any Club that violates the requirements described in the agreement with the City of Forest Lake will be required to terminate all operations as a flying club at the airport.

K. Operators Subleasing from Another Commercial Operator on the Airport

1. Prior to finalizing an agreement, the lessee and sublessee shall obtain the written approval of the Owner for the business proposed. Said sublease shall define the type of business and service to be offered by the sublessee Operator.
2. The sublessee Operator shall meet all of the minimum standards established by the Owner for the categories of services to be furnished by the Operator. The minimum standards may be met in combination between lessee and sublessee. The sublease agreement shall specifically define those services to be provided by the lessee to the sublessee that shall be used to meet the standards.

L. Activities Not Covered by Minimum Standards

Activities with no specific minimum standards established in this document will be addressed by the City of Forest Lake on a case-by-case basis in the Operator's lease or agreement.



## X. THROUGH THE FENCE

Through-the-fence (TTF) operations are broadly defined as aircraft that can access an airport's airside facilities from land adjacent to – but not part of – airport property. TTF operations can be conducted to engage in commercial or non-commercial activities by business enterprises; private individuals; or federal, state, or local government entities. If properly administered, some types of TTF operations can be mutually beneficial for both the operator and the airport by providing an additional means of revenue generation while overcoming certain challenges potentially affecting airports. While TTF operations can generate new opportunities for airports in terms of economic development and community relationships, TTF operators can also incite issues for airports and conventional on-airport tenants and users.

Recognizing both the opportunities and challenges associated with TTF operations, the FAA allows TTF operations in certain circumstances and provides guidance to airport sponsors regarding structuring and administering such operations. The Minnesota Department of Transportation Office of Aeronautics (MnDOT Aeronautics) has historically prohibited TTF operations at airports under its jurisdiction, although this historical precedence is not codified in Minnesota Statutes, Administrative Rules, or formal policies.

The 2022 Minnesota State Aviation System Plan (2022 MnSASP or MnSASP) provides structured, uniform, and transparent guidance to airport sponsors, existing and potential future TTF operators, MnDOT Aeronautics, and other stakeholders regarding TTF operations at Minnesota state system airports. The following standards are based on that guidance.

### A. Airport Compatible Land Use and Zoning

The State of Minnesota has three minimum safety zones (A, B, and C) that are prescribed in Minnesota Statutes Chapter 360.061 through 360.074 (airport zoning) and implemented in Minnesota Administrative Rules Part 8800.2400 (airport zoning standards). These zones are intended to restrict land uses that may be hazardous to aircraft using the airport and maintain the highest level of safety for people and property on the ground.

All TTF operations are expressly prohibited in Zones A and B. TTF operations are only permitted in Zone C with the following prohibitions:

- Uses that cause interference with:
  - Radio or electronic facilities on the airport
  - Radio or electronic communications between the airport and aircraft
- Lighting that:
  - Makes it difficult for pilots to distinguish between airport lights and other lights
  - Results in glare in pilots' eyes
  - Impairs visibility in the airport vicinity

All other uses are acceptable in Zone C if structures do not exceed height restrictions.

Additional implementing guidelines are established in Minnesota Administrative Rules Part 8800.2400 (airport zoning standards). The airport will be held harmless should a safety or nuisance issue arise now or in the future due to an issue of airport land use incompatibility.

### B. MnDOT Clear Zones

Clear zones are trapezoidal shapes off each runway end. The specific dimensions are based on the runway category and approach types. The clear zones for 25D are depicted on the

ALP. In no cases shall TTF operations be permitted within clear zones.

**C. Airport Licensure Requirements**

All airports in Minnesota must obtain the appropriate airport license to operate. The licensure requirements established for a public-use airport are provided in the Minnesota Administrative Rules Parts 8800.1400 through 8800.1600. These requirements do not change for airports with a TTF property, and TTF operations shall be held to the same standards as property owned by the airport sponsor (as applicable).

**D. Review Process for Proposed TTF Operations**

Any proposed TTF operation must be reviewed by MnDOT Aeronautics prior to being allowed at 25D. The City of Forest Lake will develop a TTF Assessment Report for MnDOT to review that includes the following sections:

**1. Section 1: TTF Operational Profile**

Section 1 of the TTF Assessment Report provides a summary of the basic characteristics of the proposed TTF entity and operation by providing the following information:

- a) Type of TTF Activity
- b) Summary of Proposed Activity
- c) Number and Type of Aircraft
- d) Estimated Operations per Month Anticipated by Type
- e) Number of Jobs Supported by Type
- f) Economic Impacts (Total Airport)
- g) Summary of Benefits to Civil Aviation
- h) Summary of Social Benefits to the Community

**2. Section 2: Property Profile**

Section 2 of the TTF Assessment Report shall provide a narrative and visual depiction of existing airport land and facilities in relation to the TTF development.

**3. Section 3: Airport Planning**

The TTF Assessment Report should identify the availability of airport planning documents including, but not limited to, the following:

- a) Airport Layout Plan with narrative
- b) Airport Master Plan
- c) Business Plan

A narrative will be provided highlighting the specific reasons why the proposed TTF operation supports the airport sponsor's long-term goals.

**4. Section 4: Airport Sponsor Regulatory Measures**

This section of the TTF Assessment Report should provide the information necessary to evaluate if the proposed TTF development would comply with existing regulatory mechanisms established by local governments.

**5. Section 5: Airport Management and Compliance**

The TTF Assessment Report must include any applicable airport management and compliance documents.

6. Section 6: MnDOT TTF Standards

This section must include a specific acknowledgement that the airport sponsor understands and accepts all MnDOT requirements associated with TTF operations and management.

If the proposed TTF operation is approved by MnDOT, a TTF Access Agreement will be written, submitted to MnDOT for comments, and executed by the Operator and the City of Forest Lake. The review process is outlined in greater detail in the 2022 MnSASP Attachment 1. Through-the-Fence Operations. The guidelines established therein will be treated as Minimum Standards for TTF Operators for the purposes of these standards.

## XI. ENFORCEMENT

### A. Authority

The City of Forest Lake City Council will be designated as the body with authority to modify and or identify the rules and regulations set forth. The Forest Lake City Council will hold the ultimate authority to provide final decisions and approval on all applications and variance requests. The Airport Manager will be designated as the administrator of the rules and regulations and will be tasked with ensuring that the rules and regulations are adhered to by all users. The Forest Lake Airport Commission will be a recommending body that will provide recommendations to the Forest Lake City Council on matters related to the Forest Lake Municipal Airport.

### B. Changes to Rules and Regulations

Upon the adoption or amendment of these standards, any non-conforming uses will be expected to conform immediately to the rules and regulations established in this document, and according to their existing lease.

### C. Compliance Inspections

The City of Forest Lake reserves the right to conduct periodic compliance inspections to ensure compliance with these standards. Any Operator found in violation of one or more of these standards will remove personal property from their leased premises at their own expense should the City of Forest Lake, and/or State Aeronautics Officials, and/or FAA Officials, deem said personal property items not to be in compliance with these standards.

## **XII. VARIANCE**

### **A. Request for Variance**

Any person desiring to use airport property contrary to the standards set forth herein may apply to the City of Forest Lake for a variance from the standards. Such requests must be submitted in writing and shall state the specific elements of the standards for which a variance is requested and the reasons in support of such variance.

### **B. Response**

The City of Forest Lake shall respond, in writing, within sixty (60) days of the receipt of a request for variance and shall approve the request, deny the request, or request more information. If no response is received from the City of Forest Lake within the sixty (60) day period, the request shall be deemed to have been denied. Once a request for variance has been approved or denied, no person shall submit another request for the same variance for the same property until the expiration of one (1) year.

### **C. Standard of Approval or Denial**

The City of Forest Lake shall approve a request for a variance where a literal application or enforcement of the standards would result in practical difficulty or unnecessary hardship and the variance would not be contrary to public interest but would do substantial justice and be in accordance with the spirit of the standards; provided that the City of Forest Lake may allow such variance subject to any reasonable conditions it may deem necessary.

In approving a request for variance, the City of Forest Lake may issue either a Use Variance or a Structural Variance. The City of Forest Lake shall specify the length of time applicable to each variance, along with any established conditions.

### **D. Termination of Variance**

Any variance shall terminate upon the occurrence of any of the following events:

1. Failure to operate the commercial operation for a period of sixty (60) continuous days for any reason other than substantial damage or destruction of the leasehold improvements.
2. Any material change in the type, size, or character of the authorized uses of the commercial operation.
3. Substantial damage to the leasehold improvements.
4. Substantial new construction or remodeling of the leasehold improvements.
5. Violation of any of the conditions placed on the variance by the City of Forest Lake.

### **XIII. PENALTIES**

As established by Minnesota Statute S 473.608, Subd. 17 (1), any Person violating any of the provisions of these rules and regulations shall upon conviction be punished by sentence within the parameters of the maximum penalty for misdemeanors set forth in Minnesota Statute S 609.03 or as the same may from time to time be amended. Each day's failure to comply with any of the provisions of this Ordinance shall constitute a separate violation.

#### **XIV. PROVISIONS SEVERABLE**

If any part of these standards shall be held unconstitutional, such unconstitutionality shall not affect the validity of the remaining parts of these rules and regulations. The City of Forest Lake hereby declares it would have passed the remaining parts of these standards if it had known that such part or parts thereof would be declared unconstitutional.

## STAFF REPORT

**MEETING DATE:** August 6, 2025

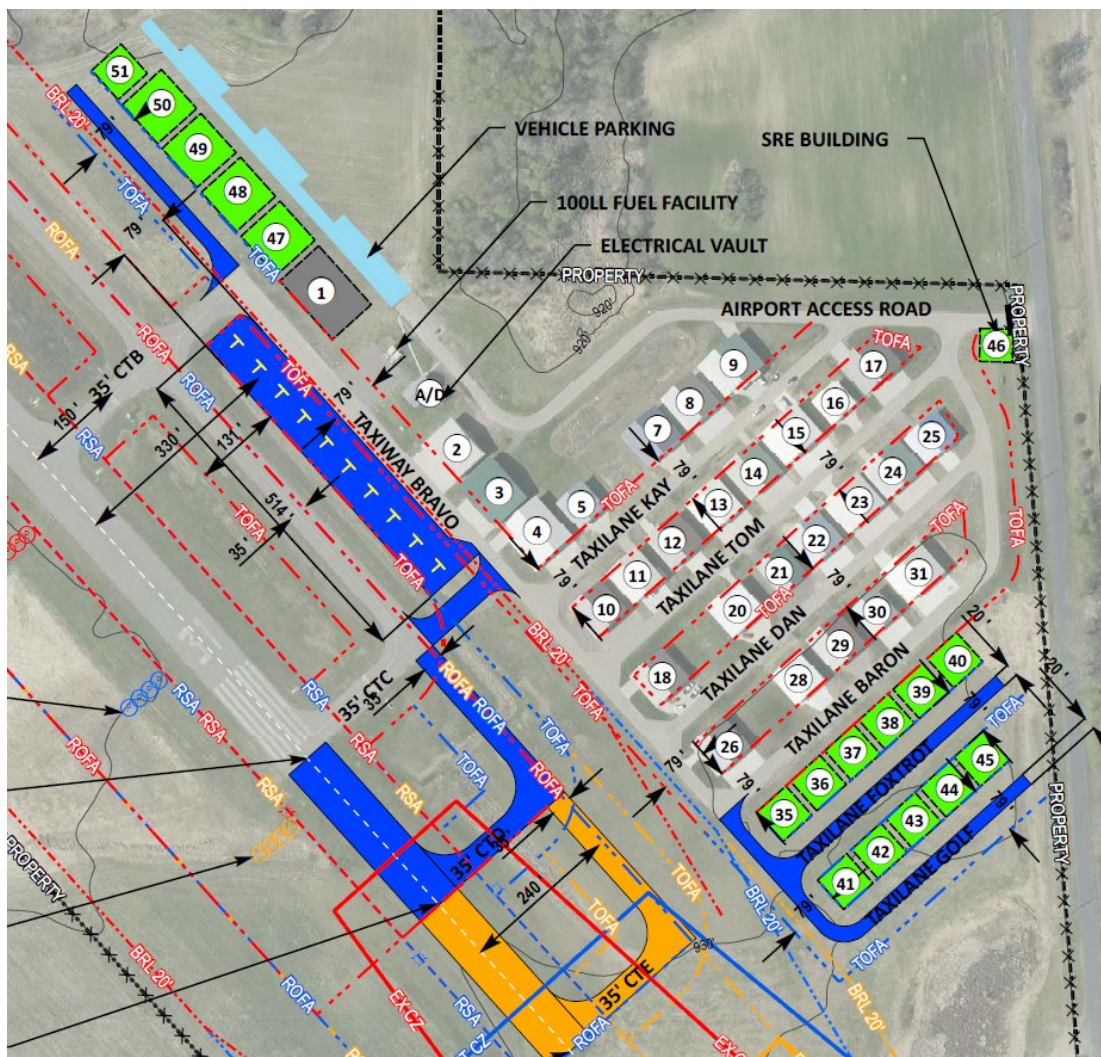
**STAFF ORIGINATOR:** Mark Statz – City Administrator/Airport Manager

**AGENDA ITEM:** Vacant Lot and Waiting List Strategies

**INTRODUCTION:** The airport has 3 vacant lots, under lease agreements. There is also a substantial waiting list of interested parties looking to build hangars. Staff seeks direction on strategies to compel lease holders to either build a hangar of their own, or convey the land back to the control of the city so that they may be leased to parties interested in buying a hangar.

**ANALYSIS:**

The map below shows the vacant lots (6, 19 & 27) with full taxilane and utility access.





## STAFF REPORT

The city is maintaining a list of parties interested in leasing a lot and constructing a hangar. This list was updated in 2024 and includes 27 people.



Language from the 3 leases of the various lots state:

Lessee agrees that any structure constructed by Lessee upon the Leased Premises shall be at no cost to Lessor, that construction of the building shall be completed and the building useable for its intended purpose(s) within two years of the commencement of the initial term of this Lease.

Each of the 3 leases has the same language. One lease was signed in 2015, the other two were signed in 2017.

Land lease holders for the vacant lots have been billed, annually, for their lease the same as those who have hangars, and have paid those lease payments.

The vacant lots represent an opportunity to add to the vibrancy of the airport, driving fuel sales, generating taxes and increasing the appeal to aviation related businesses. Further, MNDOT is more likely to assist with the funding of taxi lane and utility extensions to serve new lots if our existing inventory of vacant lots is exhausted.

**RECOMMENDATION:** Discuss options and next steps.

**ATTACHMENTS:**