The Airport Commission met at the Black River Area Airport on October 15, 2026 Commissioners Garth Rolbiecki, Dale Hoff, Kylee Wussow and Airport Mgr. Frank Voge, Commissioner Ed Chamberlain and Desiree Gearing Lancaster were absent.

1. The meeting was called to order at 5:35 P.M. by Commissioner Wussow.

2. It was moved by Commissioner Rolbiecki ; seconded by Hoff to approve the July 2026 minutes. Motion carried.

3. It was moved by Commissioner Rolbiecki; seconded by Hoff to approve the financial vouchers presented by Voge. Motion carried.

4. Master Plan Update - SEH Engineering Representative Melissa Underwood, presentation of Airport Master Plan, schedule with updates (Inventory & Critical Aircraft Determination Chapters). Presentation attached.

5. Airport Manager's Report:

a. Hangers: hanger sales, future sales and possibility of new hangers being built.
b. Land Use Agreement provided to committee for review as a future possibility.

Next Meeting: January 21, 2027 at 5:30 PM.

6. Moved by Commissioner Rolbiecki to adjourn; seconded by Hoff. Motion carried at 6:19 PM.

Respectfully submitted by,
Kylee Wussow
Airport Commission

Building a Better World for All of Us®

MINUTES

Airport Master Plan Inventory & Critical Aircraft Meeting #2
October 15, 2026
5:30 p.m.
Airport Terminal

Meeting Chair: Melissa Underwood

Copies to: Attendees

I. Welcome & Introductions
   A. The Master Plan process was shared with the group, the inventory chapter is out for stakeholder review and the focus of the discussion this meeting was on activity forecasts and facility recommendations.
   B. The project schedule was reviewed. The Exhibit A property map work is in progress with the boundary surveys completed last week. The mapping will be reviewed and shared at the next meeting.

II. Inventory Chapter Review
   A. AGIS update
      1. Imagery has been obtained and the project is set up in the FAA's review system. Field survey services are 25% complete.
      2. Once received from Martinez Geospatial, the data will be used for the basemap to develop alternatives and complete the obstruction analysis.
   B. RSA determination
      1. The field survey was completed this summer to determine if the RSA meets design standards.
      2. Two areas were identified that need to be graded to meet design slope standards.
         a. This work can be completed with the next pavement maintenance project.
      3. All lights and navigational aids were identified as frangible.
   C. Exhibit A/property research
      1. Title research work was completed by ProSource. There were 46 title packets completed.
      2. Boundary survey was completed by SEH last week.
      3. The Exhibit A documentation will be reviewed at the next meeting. This data will provide the City and Airport Commission with the necessary data to confirm airport boundary limits and determine if future property is needed for any proposed development.
      4. The previous land inventory map was completed in 2004.
   D. SRE/maintenance equipment
      1. The year of the SRE and maintenance equipment was the final item missing from the inventory chapter.
      2. The BOA was able to provide the missing information at the end of the meeting. The data will be included in the inventory chapter and submitted to the BOA for review.
   E. Chapter review
      1. The draft inventory chapter was presented to the committee members for review. Any comments received will be addressed. The chapter will be submitted to the BOA for review and acceptance into the final Master Plan report.

III. Critical Aircraft Determination
- A. Runway Design Code (RDC)
  1. The critical aircraft data was discussed with the committee members. There are less than 500 annual operations reported for 2025 by existing data sources such as TFMSC and FlightAware.
  2. The group discussed the option to purchase a counter and camera system to document operations at the airport.
  3. Documentation of over 500 operations in a year is required prior to the City receiving federal funding for a future capital improvement project.
  4. Due to the lack of 500 annual operations, **the existing and future critical aircraft for BCK has been identified as A-I, small aircraft**. This category is represented by single-engine aircraft.
     - a. **The ultimate critical aircraft has been identified as a B-II, small aircraft**. There is a King Air 200 based on the airfield which is within this RDC and planning to continue to accommodate this aircraft type will be important for the based airport community.
- B. Existing operations
  1. **SEH will send the Airport Commission an email with the known counter services available.**
     - a. **The Airport Commission will review these options and discuss them at the next meeting.**
  2. **The committee members discussed the opportunity to use fuel sale transactions to document use at the airport. The Airport Manager will review the fuel transaction data over the year and send it to the group for review.**

IV. Facility Recommendations
- A. SASP Recommendations
  1. The SASP classifies BCK as a Medium General Aviation airport.
  2. The committee members reviewed the facility recommendations from the SASP for a Medium General Aviation airport compared to the inventory at BCK. The discrepancies were noted and shared with the committee members.
- B. Pavement maintenance
  1. The existing pavement at the airport is in good condition.
  2. The previous runway crack seal project was in 2023.
  3. The City could consider one more crack seal project before a larger runway rehabilitation or reconstruction project is pursued in eight to ten years.
     - a. Until that time, the Airport Commission will work on documenting existing operations to reach the minimum threshold needed for federal funding.
- C. Runway length & width
  1. Based on the critical aircraft identification, the runway length was developed from the federal advisory circular data.
     - a. The FAA advisory circular recommends a runway length of 3,300 feet.
     - b. The upcoming FAA advisory circular update uses the SARLAT tool to identify the recommended runway length for aircraft weighing 12,500 pounds or less. This tool identified a recommended runway length of 4,205 feet.
     - c. The goal is to document operations to justify maintaining the existing 4,601-foot of runway.
  2. Similarly, the runway width justified for the existing critical aircraft is 60 feet wide.
     - a. The existing runway is 75 feet wide. The goal is to document operations to justify maintaining the existing 75-foot-wide runway.
- D. Airport Operations in Unpaved RSA

1. Based on requests from the Kick-Off meeting. Aircraft operations within the unpaved RSA were discussed.
2. Federal guidance provides support for this type of operation.
3. **The identified area will be documented on the Airport Layout Plan.**

E. Direct access
1. There is direct access from the apron to the Runway 26 end.
2. The alternatives analysis will determine alternatives to mitigate this design standard.

F. Wind coverage
1. The existing AWOS is located in an area that meets design standards.
2. Trees were identified within the 500-foot critical area of the AWOS.
3. Alternatives will be reviewed to clear the tree obstructions or relocate the AWOS to increase reliability in the reported weather data.

G. Apron & building area evaluation
1. Alternatives will be developed for the next meeting to determine the ultimate layout of the building area and account for hangar expansion and potential business growth.

V. Next Steps
A. Finalize facility recommendations chapter
B. Complete obstacle analysis
C. Develop preliminary alternatives
D. Next meeting: January 21, 5:30 p.m.

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

If there are errors contained in this document, or if relevant information has been omitted, please contact Melissa Underwood **at 763.442.2849.**

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