



## **AIRPORT ADVISORY BOARD AGENDA**

**Meeting: Tuesday, February 3, 2026**

**Place: Buffalo Municipal Airport – A/D Building, 1305 Calder Ave**

**Time: 7:00 PM**

Public attendance at the meeting is encouraged.

### **CALL TO ORDER**

### **APPROVAL of NOVEMBER 4, 2025, AIRPORT MINUTES**

### **OPEN FORUM**

### **ADVISORY BOARD UPDATES**

### **ADVISORY BOARD ELECTIONS**

### **OPERATIONS MANUAL**

### **AIRPORT PROJECTS - UPCOMING**

### **AIRPORT MANAGER'S REPORT**

### **OLD BUSINESS**

- NAVAIDS REPLACEMENT (PAPI's & REIL's)
- RWY 36 Approach

### **ADJOURN**

## **Airport Advisory Board Minutes**

### **November 4, 2025**

Pursuant to due call and notice thereof, the Airport Advisory Board of the City of Buffalo, Minnesota, held a scheduled meeting in the Arrival/Departure Building on the 4th day of November 2025 at 7:00 p.m. Present were:

Board Members: Jeff Anderson, Paul Kelly, Andy Larson, and Doug Roush.

Staff: Airport Manager Chris Fredrick, Councilman Brad Dahl and Aviation Planner Justin Vossen from Bolton & Menk.

#### **Call to Order**

Chairperson Jeff Anderson called the meeting to order at 7:00 p.m.

#### **Approval of Minutes from August 5, 2025, meeting**

Motion to approve by **Doug Roush**, seconded by **Andy Larson**; motion PASSED unanimously

#### **Open Forum:**

No topics were presented.

#### **2025 Airport Projects Update**

##### **A. NAVAIDS Replacement (PAPIs and REILs)**

Project construction start date was Monday, August 25, 2025. Construction was completed on time, Wednesday, September 10, 2025. The new Precision Approach Path Indicators (PAPI's) still need to be "flight checked" by the FAA before they can be commissioned and turned on. FAA flight inspection was estimated for late November.

##### **B. Tree Obstructions/LPV Approach Update**

Obstacles identified by the FAA on Runway 36 end have been removed. The obstacles were located on private property. Trees were removed and trimmed on October 14th and survey was completed. Request was sent to FAA to reinstate the LPV approach. FAA has stated that the reinstatement of LPV Approach could take 60-90 days.

Staff will assist property owner in planting evergreen trees near the property line. When the contractor arrived on site to remove the obstacle (large basswood tree), contractor indicated that some additional trees needed to be removed near the property line in order for them to be able to completely remove the basswood tree.

Planting of the new trees was done by a 3rd party vendor that will cost the City an additional \$1,200 to transport and replant the (4) new trees.

### **C. Master Plan Update**

Aviation Planner, Justin Vossen from Bolton & Menk gave an update on the status of the Airport Master Plan.

#### **Building Area Development and Eastward Expansion**

- Westside Infill and Eastside Expansion Alternatives
  - 3 westside alternatives for small areas of potential future building construction.
  - 3 eastside alternatives for new expansion
- Preferred Alternative
  - Revised phased plan for the preferred east building area alternative along with cost estimates submitted to FAA for review and comment in April 2025.
  - Included reconfiguration of the apron and mitigation of direct access to meet FAA design standards.

The FAA is currently reviewing Exhibit 'A' with pending revisions coming soon. Rough drafts of the ALP sheet are in progress based on the Preferred Alternatives. Snow Removal Equipment Building (SRE) was recently added to the plan as hope is to move forward with building if the airport receives a State Grant in 2026.

The board had discussion on the FAA possibly requiring the 'No Taxi Island' that might have to be added to the ramp in front of current taxiway A2. Mr. Vossen doubted that the FAA would bend on not having the island constructed, but staff will continue to voice our opinion that this is not needed and will be more of a hindrance than a safety addition.

### **D. T-Hangar Door Project**

MnDOT notified airport personnel on July 21, 2025, that the airport had been awarded a State Grant for up to \$60K to replace (2) T-Hangar doors. Unfortunately, with MnDOT's new SFY Rates, Hangar Projects only qualify for 60% State funding.

The airport received a quote from Midland Door Solutions for (2) doors for \$57,394. Local Share would be 40% or \$22,957.

Buffalo City Council approved the airport moving forward with this project at the August 4, 2025, meeting.

Midland Door Solutions replaced the T-Hangar doors for Hangars A1 & A2 on October 29 & 30, 2025.

## **CIP Discussion**

### **A. Snow Removal Equipment (SRE) Building (2026)**

The FAA will pay 95% for a SRE building as long as it is no larger than 40' x 40'. The total estimate for the building is \$290,000. Federal share is \$275,500, and the State and Local Shares would be 2.5% or \$7,250 each.

Airport Manager, Chris Fredrick will take this SRE Building project to City Council in December to hopefully move forward with the project in 2026 as long as the airport does officially receive grant dollars as stated above.

### **B. Environmental Assessment for the East Hangar Area Development**

In order to consider purchasing the land east of runway 18/36, an environmental study must be completed. The FAA will pay 95% for an Environmental Assessment. The total estimate for the building is \$101,000. Federal share is \$95,950, and the State and Local Shares would be 2.5% or \$2,525 each.

Completion of this study does not mean that the City or Buffalo and Buffalo Municipal Airport would automatically purchase the land. The potential land purchase would need City Council approval. Staff will be working with the FAA and State of Minnesota to find grant money that might be available for the land purchase.

## **Airport Board Bylaws and Advisory Board Handbook Review**

### **A. Airport Board Bylaws**

Mr. Fredrick asked the board to consider changing the meeting dates for August and November of each year going forward to the 2<sup>nd</sup> Tuesday of the month instead of the current 1<sup>st</sup> Tuesday of the month to avoid yearly conflicts with National Night Out – August, and Election Day – November.

### **Approval to Change the August & November meetings to the 2<sup>nd</sup> Tuesday of the month going forward.**

Motion to approve by **Councilman Brad Dahl**, seconded by **Paul Kelly**; motion PASSED unanimously

The Airport Advisory Board By-Laws will be updated to reflect meeting on the 2nd Tuesday of August and November moving forward to avoid National Night Out - August and Election Day - November.

The board will still meet on the 1<sup>st</sup> Tuesday of the month in February and May.

### **B. Airport Advisory Board Handbook Review**

Mr. Fredrick had asked the advisory board to review the current handbook and provide

any updates that were needed. After some discussion, it was agreed to update various information on (7) pages of Revision 14 of the handbook.

## **Airport Manager's Report**

### **A. Airport Entrance Road Sign**

Staff contacted the local company, KJ Branding, to make a new sign for the entrance road as the old sign had seen better days. City maintenance staff installed the sign on a cement slab so that the sign will last longer in the windy conditions at the airport. The sign was installed in late September.

### **B. Fuel Pump Point of Sale (POS) Cover**

Staff ordered a replacement fuel pump cover as the old one was damaged and missing the keyboard cover. It is important that the face of the POS system is protected from the rain and snow or the system will freeze up. New cover was installed on October 29, 2025.

### **C. Fuel Pump Inspection**

The airport uses Westmor Industries for the annual inspection on the fuel facility. Westmor service representatives have been very busy with other airports. Staff is working with their scheduler to get the inspection on the calendar. We are hoping that we can get the inspection completed in November.

### **D. Lease Rates**

Airport lease rates will remain the same for 2026. Mr. Fredrick will be moving the lease rate discussion to the August meeting moving forward as the City of Buffalo Master Fee Sheet is usually approved by City Council at their first meeting in November. Moving the lease discussion to the August Airport Advisory Board meeting will allow for discussion with the board regarding possible increase in lease rates for the following year.

### **E. Commercial Property / Dry Storage for Aircraft**

Mr. Fredrick recently has had discussions with City Administrator, Taylor Gronau, regarding the last available lot on the airport. Previously, the available lot has been saved to lease as a commercial property. Staff is now open to leasing this space to someone that is not a commercial business. Chairperson Jeff Anderson asked Mr. Fredrick if he would look into possibly advertising the commercial lot in an aviation trade magazine before any decisions to lease the space are made as a commercial aviation business may not realize that our airport has a lot available.

#### **F. Jet Fuel Truck**

Mike Wiskus has approached the City about West Metro possibly leasing a Jet Fuel Truck. Mr. Wiskus is in the process of brokering a deal where a client that would be looking to base a turboprop plane at Buffalo that would need jet fuel. The airport currently has (2) other turboprops based on the field and Mike believes that a jet fuel truck might be a needed item on the field that would bring more jet fuel traffic to the airport.

Mr. Fredrick discussed this proposal with City Administrator, Taylor Gronau, vs the City of Buffalo, adding a jet fuel tank at the airport. Here are some discussion points from that conversation:

- At this time, the City of Buffalo has no interest in budgeting funds to bring jet fuel on the field. The belief is that there would be limited sales based on the number of planes that need jet fuel and at this time we do not believe that the airport would get much transient air traffic due to the length of runway at the airport. Unlike AVGAS, Jet fuel does have an expiration date which is a concern as well.
- If a Jet Truck comes to fruition and is brought on the field, the jet fuel truck would need to be stored on the ramp, not in a hangar, and pay a monthly lease rate for the space where the truck is stored just as a plane that is tied down would need to pay a fee. The current tiedown fee is \$50/mth.

#### **G. Banner Towing at Buffalo**

Mr. Fredrick contacted Aerial Banners via email and told them that they could use the Buffalo Municipal Airport for banner towing as long as they provided me with their MnDOT Commercial License information as their company was not listed with MnDOT as having a commercial license for this type of aviation business. Mr. Fredrick never received a response from Aerial Banners representatives, so the assumption is that they no longer are looking to use our airport for their banner towing business.

#### **H. Friends of Buffalo Airport (FOBA) Annual Christmas Party**

Unfortunately, due to declining attendance, cost, and the aging of many FOBA members, there will not be a Christmas party at the airport this year.

#### **I. MCOA Airport Conference**

The 2026 MCOA Airport Conference will be held April 22<sup>nd</sup> – 24<sup>th</sup> at Grand View Lodge in Nisswa. More information about this conference will be shared at the next meeting.

## Old Business

### A. Airport Operations on Unpaved Surfaces Parallel to Runways

At the August 4, 2025, meeting, the advisory board discussed aircraft (specifically tail-dragger aircraft) landing on the grass area east of the runway. Mr. Fredrick stated at that time that his understanding was that aircraft could land in that area at their own risk, but that it was against FAA regulations. Board member Andy Smude said that he would look into the landing of aircraft on non-designated runways and what airports should do to make sure that we were abiding by FAA guidelines.

Mr. Smude was unable to make the November meeting, but he sent *Compliance Guidance Letter 2023-01 – Overview of Aircraft Operations an/from Airport Unpaved Areas* to the advisory board members via email. The CGL that was sent, contains background information and extensive guidance on how to handle these operations.

In short, the Letter addresses many aircraft operations outside of the Part 23 and Part 25 standard paved runway operations that we are most familiar with. It discusses that these operations should be allowed and can only be limited if found to be unsafe by the appropriate FAA office.

## Other Business

### A. Emergency Landing on the Red Lake Indian Reservation

Chairperson Anderson noted that the Aircraft Owners and Pilots Association (AOPA) had been working on behalf of a pilot who had to make an emergency landing on the Red Lake Indian Reservation in Minnesota. This emergency landing has now reached court proceedings.

The advisory board remains a non-political affiliated board so we will have no further comment on this topic but felt that the topic was worth mentioning for anyone that was interested in this case.

### B. Obstruction Post Light – North of the Airport

The board was notified that an obstruction pole light on the private land north of Runway 18 was out. Mr. Fredrick stated that he would research the possible light being out.

## ADJOURN

Meeting was adjourned at 8:40 PM.



## AIRPORT ADVISORY BOARD AGENDA REPORT

**MEETING DATE: February 3, 2026**

**PREPARED BY: Airport Manager, Chris Fredrick**

**PRESENTED BY: Airport Manager, Chris Fredrick**

**AGENDA ITEM: Airport Advisory Board Terms**

### **BACKGROUND SUMMARY:**

Buffalo City Council appointed the following residents to serve 3-year terms on the Airport Advisory Board with terms ending December 31, 2028:

- Doug Roush (appointed 12/15/25)
- Andrew Smude (appointed 12/15/25)
- TBD (appointed 2/2/26)

Thank you for volunteering your time to serve on the Airport Advisory Board.

**RECOMMENDED ACTION: NONE**



## AIRPORT ADVISORY BOARD AGENDA REPORT

**MEETING DATE: February 3, 2026**

**PREPARED BY: Airport Manager, Chris Fredrick**

**PRESENTED BY: Airport Manager, Chris Fredrick**

**AGENDA ITEM: Airport Advisory Board Bylaws Change**

### **BACKGROUND SUMMARY:**

Article IV – Officers & Manager (Elections)

#### **States:**

Elections – Nominations for officers may be made from the floor. Each candidate elected assumes office at the end of the previous officer's term. A person cannot serve as an elected officer for more than two (2) consecutive years.

Article V - Meetings:

#### **States:**

The Advisory Board shall hold regular meetings at a time established and approved by the Buffalo City Council. Meetings of the Advisory Board will be held quarterly (February, May, August, and November) on the first (1<sup>st</sup>) Tuesday of the month, at 7:00 pm. Other meetings of the Advisory Board may be called by either the Advisory Board Chairperson and/or the Buffalo Airport Manager as needed.

A simple majority of the voting members of the Advisory Board must be present for the transaction of business. Notices of meetings will be sent to all Advisory Board members one (1) week prior to each meeting.

### **RECOMMENDED ACTION:**

Change bylaws to reflect: *A person cannot serve as an elected officer (in the same role/position) for more than two (2) consecutive years.*

Change bylaws to reflect: *August meeting will now be held on the second (2<sup>nd</sup>) Tuesday of the month due to yearly conflicts with National Night to Unite.*

# **Airport Advisory Board Bylaws**

## **The Buffalo Airport Board Mission Statement**

The Airport Advisory Board will assist the City of Buffalo to oversee the Airport and work with the Fixed Base Operators, local businesses, hangar owners, hangar renters and airport users. It will help maintain financial integrity at the Airport and enhance Airport and aviation opportunities for the community, at the same time providing user-friendly services in an efficient and effective manner. It will monitor and advise the City Council of safety requirements pertaining to the Airport properties and operation.

## **ARTICLE I – NAME**

This Committee shall be known as the Buffalo Airport Advisory Board.

## **ARTICLE II – PURPOSE**

This Board shall serve in an advisory capacity to the Buffalo Airport Manager on program planning and give support, assistance, and advice on significant program and financial decisions. Day to day decision making in program operation and use of the facility, however, rests with the Buffalo Airport Manager.

Final authority rests with the City of Buffalo. The City Council representative to the Airport Advisory Board shall act as a communication line between the Buffalo City Council, Buffalo Airport Manager. The Advisory Board shall strive to promote general aviation activities at the Buffalo Municipal Airport.

## **ARTICLE III – MEMBERSHIPS**

The membership of the Advisory Board shall consist of no more than eight (8) voting members, one (1) of which must be a member of the Buffalo City Council. The Buffalo Airport Manager will have ex-officio membership on the Advisory Board. Ex-officio members are not voting members.

Representation – Advisory Board members are appointed and approved by the Buffalo City Council. The Advisory Board will consist of representation of local pilots, City Council, and other community citizens interested in making a substantial contribution to the Buffalo Municipal Airport. Five of the seven board members must be residents of the City of Buffalo. Up to two of the remaining members of the board who have personal stake, interest, or involvement in the airport's success may reside outside the City of Buffalo, but within a ten-mile radius of the Buffalo airport.

Removal – Any member of the Board may be removed by the City Council for misfeasance, malfeasance or non-feasance in office and his position filled as any other vacancy.

Absences - Missing more than three (3) meetings in a twelve (12) month period without explanation may result in a recommendation for removal from the Board. Final removal is contingent upon approval from the Buffalo City Council

Terms of Membership – The term of membership on the Advisory Board will be rotating with one-third (1/3) of the membership being changed each year. A full term consists of three (3) years. As terms expire, new members shall be appointed for a term of three (3) years. The City Council representative will be appointed yearly to a one (1) year term.

Any member may terminate their membership on the Board by a written statement to that effect to the Chairperson of the Advisory Board.

## **ARTICLE IV – OFFICERS & MANAGER**

Officers shall be chosen from and by the membership annually to serve for one (1) year. The officers shall consist of a Chairperson, Vice-Chairperson, and Secretary. Duties of the Officers will be as customary and usual for the office held. No chairperson shall be elected who has not completed at least one (1) year as a member of the Board.

Chairperson – The Chairperson shall preside over Advisory Board meetings. It is the duty of the Chairperson to call the meeting of the Advisory Board to order at the appointed time, to state and put all questions properly before the Board and to preserve order. The Chairperson has the authority to establish committees and appoint members to committees if there are no volunteers.

Vice-Chairperson – The Vice-Chairperson assumes the duties of the Chairperson in their absence.

Secretary – The Secretary assumes the duties of the Chairperson and Vice-Chairperson in their absence. The Secretary maintains a record of attendances and absences. An Advisory Board member who is absent for two (2) consecutive meetings without advance notice will be contacted by the Secretary to determine their reasons for absence.

Elections – Nominations for officers may be made from the floor. Each candidate elected assumes office at the end of the previous officer's term. A person cannot serve as an elected officer for more than two (2) consecutive years.

Buffalo Airport Manager – The Manager is an ex-officio member of the board. Their responsibilities to the Board are as follows:

1. To review minutes and prepare agendas for meetings.
2. To give staff reports at Board meetings.

## **ARTICLE V – MEETINGS**

The Advisory Board shall hold regular meetings at a time established and approved by the Buffalo City Council. Meetings of the Advisory Board will be held quarterly (February, May, August, and November) on the first (1<sup>st</sup>) Tuesday of the month, at 7:00 pm. Other meetings of the Advisory

Board may be called by either the Advisory Board Chairperson and/or the Buffalo Airport Manager as needed.

A simple majority of the voting members of the Advisory Board must be present for the transaction of business. Notices of meetings will be sent to all Advisory Board members one (1) week prior to each meeting.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

The Executive Committee consists of the Advisory Board Chairperson, Vice Chairperson, Secretary and Buffalo Airport Manager. They shall oversee the overall functions of the Advisory Board. They shall act upon matters which are urgent and do not allow sufficient time for the Advisory Board to convene and act.

## **ARTICLE VII – AMENDMENTS**

Authority to make or alter the bylaws of the Advisory Board shall be vested in the members, subject to approval of the Buffalo City Council. Amendment shall be upon affirmative vote of two-thirds (2/3) of the members.



## AIRPORT ADVISORY BOARD AGENDA REPORT

**MEETING DATE: February 3, 2026**

**PREPARED BY: Airport Manager, Chris Fredrick**

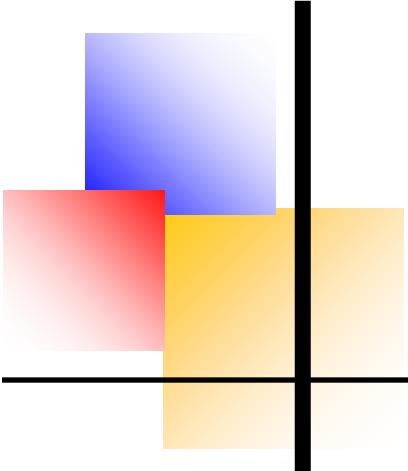
**PRESENTED BY: Airport Manager, Chris Fredrick**

**AGENDA ITEM: OPERATIONS MANUAL REVIEW**

**BACKGROUND SUMMARY:**

The Operations Manual for the City of Buffalo Airport is reviewed annually to make sure that the information included in the document is current and up to date.

**RECOMMENDED ACTION: Review and update of any necessary changes**



# Buffalo Municipal Airport

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1305 County Road 134 • Buffalo, MN 55313

## AIRPORT OPERATIONS MANUAL



# Buffalo

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CITY OF BUFFALO, MINNESOTA

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## PLEASE NOTE:

"The Buffalo Airport Operations Manual is intended to be used as a guide. It represents best management practices in the operation and maintenance of a general aviation airport. It is a communication tool meant to enhance and clarify communications and expectations shared by the airport manager and airport advisory board. The content of this manual is subject to change at any time and is not an official document of the City of Buffalo."

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CITY OF BUFFALO, MINNESOTA

# AIRPORT SPECIFICATIONS

## RUNWAY 18/36 DATA:

### LENGTH

3200 Feet

### WIDTH

75 Feet

### ELEVATION & COORDINATES

	<b>RUNWAY 18</b>	<b>RUNWAY 36</b>
End Coordinates	N: 46° 47.57995' E: 93° 35.62246'	N: 45° 15.98898' E: 93° 36.20531'
End Latitude and Longitude	Latitude: 45-09-47.57995 Longitude: 093-50-35.62246	Latitude: 45-09-15.98898 Longitude: 093-50-36.20531
End Elevations	967.59	953.69
Touch Down Zone Elevations	967.70	967.57

Note: Coordinates and Latitude/Longitudes are in NAD83 Wright County 1996 adjustment.  
Elevations are in NAVD 1988.

## WINDSOCK:

### LOCATION

Windsock is lighted and on the east side of runway 18/36.

## AIRPORT COMMUNICATIONS:

### CTAF/UNICOM

122.80

### GROUND COMMUNICATION OUTLET (GCO)

121.75                    6 Clicks - FSS  
                          4 Clicks - ATC

### WX AWOS - 3

120.50                    Phone: 763.684.0762

### MINNEAPOLIS APPROACH

126.50

### MINNEAPOLIS DEPARTURE

126.50

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CITY OF BUFFALO, MINNESOTA

# ADMINISTRATION

## AIRPORT MANAGER'S INFORMATION

**Office**.....Arrival / Departure Building  
**Phone**.....763-682-0296  
**Fax**.....763-682-6376

## INTRODUCTION:

### AIRPORT CERTIFICATION

The Buffalo Municipal Airport is owned by and operated by the City of Buffalo.

### INSPECTION FREQUENCY

Certification inspections of this airport are conducted by the Minnesota Department of Transportation Aeronautics Division on an bi-annual basis.

### OPERATING CONDITIONS

This airport is certified for public use, day/night with VFR/IFR operations.

### AIRPORT OPERATIONS

Buffalo Municipal Airport is located just east of Calder Ave with a single paved runway (18/36) 3,200 feet long and 75 feet wide.

## OPERATIONS:

### GENERAL OPERATING PROCEDURES

The Buffalo Municipal Airport is a 24-hour airport. The airport manager's office is located inside the Arrival Departure Building and office hours are 8:00am to 4:30pm CST Monday thru Friday. In the event of an emergency, outside normal hours, the Police and Fire Department can be contacted by dialing **911**. See also Emergency Response Plan **Appendix E**.

The Buffalo Municipal Airport has gated access to the hangars and runway. Hangar owners and lessees receive a gate card key from the Airport Manager. Overnight parking is available.

### DUTIES AND RESPONSIBILITIES

#### AIRPORT MANAGER

Oversees all airport operations including hangar leases and grounds maintenance. Follows directives set forth by the Buffalo City Administrator and the Buffalo City Council.

#### PUBLIC WORKS SUPERINTENDENT

Ensures that the airport is maintained for all seasons: This includes mowing of the grass surface areas and snow plowing of all asphalt (runway, taxiway and parking lot).

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CITY OF BUFFALO, MINNESOTA

# ADMINISTRATION

## AIRPORT MANAGER: ROLES & RESPONSIBILITIES

### GENERAL REQUIREMENTS

The Airport Manager shall coordinate day-to-day operations of the Airport in accordance with standards and policies as established by the Buffalo Airport Advisory Commission, ensuring compliance with all FAA and Mn/DOT rules and regulations. Works with the operating FBO(s) to enhance aviation services and activities for patrons as well as the general public.

The Airport Manager shall, as the circumstances require, for the purpose of ensuring aviation safety, inspect the airport:

1. On a daily basis with weekly reports.
2. As soon as practicable, after any aviation occurrence.
3. During any period of construction or repair of the airport, or of the airport facilities.
4. At any other time when there are conditions at the airport that could affect aviation safety.

Refer to AIRPORT WEEKLY INSPECTION REPORT – [Appendix C](#).

### OTHER DUTIES

1. Monitor the security of grounds, hangars and aircraft on a daily basis.
2. Actively responsible for promotion of the airport including future development.
3. Attend quarterly airport board meetings providing a report on airport activities.
4. Serves as Airport Liaison responding to inquiries from the general public.
5. Seeks to maintain 100% occupancy of City-owned hangar stalls.
6. Performs all other related duties as assigned.

### NOTAM REQUIREMENTS

The Airport Manager shall file a NOTAM with the Federal Aviation Administration to alert aircraft pilots of potential hazards at the airport that could affect the safety of the flight.

NOTAMs are unclassified notices or advisories distributed by means of telecommunication that contain information concerning the establishment, conditions or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel and systems concerned with flight operations.

Refer to NOTAM PROCEDURES – [Appendix A](#).

### DIRECT NOTICE TO PILOTS

The Airport Manager will send an email to the distribution list of pilots, that he has on file, when there are NOTAM of significance or other important communications regarding airport safety or general operations.

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CITY OF BUFFALO, MINNESOTA

# ADMINISTRATION

## REFERENCE DOCUMENTS AND TECHNICAL DRAWINGS:

### LIST OF PUBLICATIONS

The following reference documents are located in the office of the Airport Manager:

1. Buffalo Municipal Airport Operations Manual
2. Maintenance Manual for the Lighting and Electrical Systems.
3. Minnesota Airport Directory and Travel Guide (from office of MnDOT Aeronautics)

### LOCATION OF DRAWINGS

Master copies of technical drawings are located at the Buffalo City Offices, located at 212 Central Ave, Buffalo MN 55313. The Airport Manager shall have copies of the following located at his office:

1. Current Airport Layout Plan
2. Construction Plans for current airport improvement projects.

## COMMITTEES

### BUFFALO MUNICIPAL AIRPORT ADVISORY COMMISSION

The advisory board consist of up to (7) members, including a chairperson. Each advisory board member serves a 3-year term and is appointed by the Buffalo City Council. The advisory board meets, the 1st Tuesday of each February, May, and November, and the 2nd Tuesday in August, unless otherwise noted.

**Powers and Duties:** The Commission shall plan, promote and encourage the development and utilization of the Municipal Airport. It shall advise the Council, both with respect to general policies and detailed administration, and all matters having to do with the acquisition, construction, improvement, maintenance, operation, management and control of the Municipal Airport and all appurtenances thereto. It shall advise the Council with respect to airport budget, the charges and other financial arrangements for the use of airport property as well as recommendations for the zoning and protection of aerial approaches. It shall have the further duty of consulting and cooperating with Federal, State and other agencies in order that the City may receive the utmost cooperation, financial and otherwise, with respect to the airport.

**Mission Statement:** The Airport Advisory Commission will assist the City of Buffalo to oversee the Airport and work with the Fixed Base Operators. It will help maintain financial integrity at the Airport and enhance Airport and aviation opportunities for the community, at the same time providing user-friendly services in an efficient and effective manner. It will monitor and implement safety requirements pertaining to the Airport properties and operation.

**Vision Statement:** The Buffalo Municipal Airport provides maximum utilization of limited resources through aggressive and innovative strategies and reflects a positive impression of our community.

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CITY OF BUFFALO, MINNESOTA

# AIRSIDE SERVICES AND FACILITIES

## MANDATORY AIRSIDE SERVICES:

### EMERGENCY RESPONSE PLAN

Emergency Response Plan – **see Appendix E.**

### AIRPORT SAFETY PROGRAM

- 1) An inspection is carried out on the runway and aerodrome lighting weekly.
- 2) A periodic maintenance inspection – **see Appendix C** – Inspection Checklist.
- 3) There are minimal deer, wildlife or bird strike threats at the airport.

### MOVEMENT AREA ACCESS AND CONTROL PROCEDURES

- 1) Restricted access to airport operating areas is secured by security fencing.
- 2) Vehicle access is controlled by automated sliding gates that are opened with an access card.

## OTHER AIRSIDE SERVICES:

### AIRSIDE MAINTENANCE

**Movement Area Sweeping** - Periodic sweeping of the ramp and taxi-way areas coordinated with the City of Buffalo Public Works.

**Grass Cutting** - Weekly maintenance of the grass within airport boundaries coordinated with the City of Buffalo Public Works.

**Snow and Ice Removal** - Snow plowing of the runway, ramp and taxi-way areas coordinated with the City of Buffalo Public Works - **see Appendix G.**

### DISABLED AIRCRAFT REMOVAL PLAN

The National Transportation Safety Board will be advised prior to the removal of any aircraft that has been disabled due to an accident or incident.

N T S B Response Operation Center (ROC) 24 hour telephone number is:

- **Regional ROC: (817)-222-5000**
- National ROC: (844) 373-9922

See NOTAM Procedures in **Appendix A** for requirements to issue a NOTAM.

Disabled aircraft removal is the responsibility of the aircraft owner.

**West Metro Aviation** may be available to assist you if needed - **763.682.1516** for regular weekday working hours and **612.812.3873** for after hours.

### AIRPORT - PROVIDED SERVICES AND FACILITIES

**Arrival Departure Building (A/D)** - A flight planning area, pilots lounge, restrooms, airport managers office and phone are available in the A/D Building.

*Buffalo*  
CITY OF BUFFALO, MINNESOTA

## APPENDICES

### APPENDIX A - NOTICE TO AIR MEN (NOTAM) PROCEDURES

#### INTRODUCTION

NOTAM are issued in accordance with FAA guidelines and the United States NOTAM System. This section is intended to provide an overview of the NOTAM process.

NOTAMs provide timely information to personnel concerned with flight operations on unanticipated or temporary changes to components of or hazards in the National Airspace System (NAS). Component changes may pertain to facilities, services, procedures, or hazards in the national airspace system.

NOTAM distribution is through the FAA's PilotWeb network to provide current information to pilots: <https://pilotweb.nas.faa.gov/PilotWeb>

#### GENERAL CRITERIA

The management of a public use airport is expected to make known, as soon as practical, any condition on or in the vicinity of the airport, existing or anticipated, that will prevent, restrict, or present a hazard during the arrival or departure of aircraft. Airport management is responsible for observing and reporting the condition of airport movement areas.

Normally notification should be made not more than 3 days before the expected condition is to occur. Public notification is usually accomplished by the NOTAM system.

A NOTAM is required for any change in the published information about the airport and/or its operating capabilities, such as:

- 1) The establishment or withdrawal of electronic and other aids to air navigation and aerodromes.
- 2) Changes in frequency, identification, orientation and location of electronic aids to air navigation.
- 3) Interruptions in service or unreliability, and the return to normal operation of en-route and terminal aids to air navigation.
- 4) Significant changes in the serviceability of runways and associated approach or runway lighting systems that could restrict aircraft operations.
- 5) The presence or removal of obstructions which are considered to be hazardous to aircraft navigation including disabled aircraft.
- 6) Notification of construction or men working on or near the runway, taxi-ways and ramp areas.
- 7) Notification of maintenance occurring on or around the runway, taxi-ways and ramp areas - such as snow removal or grass cutting.

This same notification system should be used when the condition has been corrected or otherwise changed. Airport operators are also responsible for canceling NOTAMs that are no longer applicable to airport facilities.

Airport operators are responsible for providing an up to date list of airport employees who are authorized to issue NOTAMs to the appropriate air traffic facility (normally the associated Flight Service station listed in the Airport Facilities Directory (A/FD)).

# APPENDICES

## APPENDIX A - NOTAM PROCEDURES (cont)

### INDIVIDUALS AUTHORIZED TO INITIATE NOTAM

- 1) Buffalo Municipal Airport Manager
- 2) City of Buffalo; City Administrator
- 3) City of Buffalo; Streets & Facilities Maintenance Superintendent
- 4) City of Buffalo; Streets & Facilities Assistant Maintenance Worker

### INITIATING A NOTAM

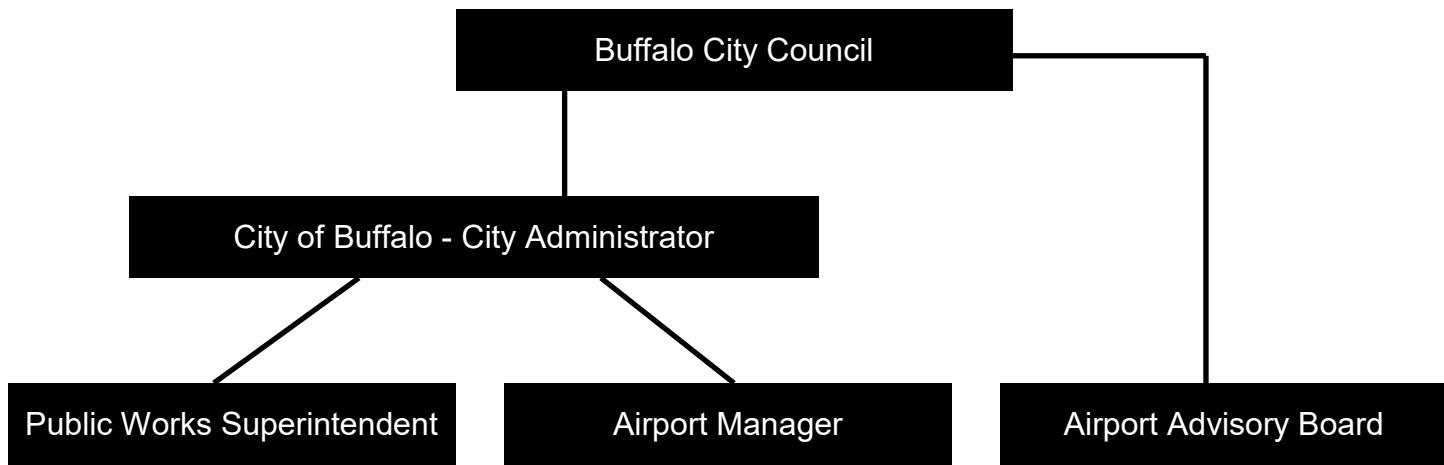
When a NOTAM is required, contact Flight Services at 877.487.6867. During the voice prompt, issuer will need to state "Minnesota" to be directed to the appropriate Flight Service Location.

The Flight Service Station Specialist will require the following precise information:

- 1) The name of the airport: **CFE - Buffalo Municipal Airport**
- 2) The nature of the change: **Type of NOTAM**
- 3) The time at which the change will occur
- 4) The time at which the change will return to normal (if the change is temporary)

The Flight Service Station Specialist will require your name and identifier to make sure that you are indeed an authorized person allowed to issue NOTAM.

## APPENDIX B - BUFFALO MUNICIPAL AIRPORT ORGANIZATION CHART



# APPENDICES

## APPENDIX C - AIRPORT WEEKLY INSPECTION REPORT

### BUFFALO MUNICIPAL AIRPORT WEEKLY INSPECTION REPORT

Day \_\_\_\_\_ Year \_\_\_\_\_ Time: \_\_\_\_\_

Runway 18/36 Condition: Snow      Ice      Wet      Dry

#### Pavement Condition:

Taxiway 18A \_\_\_\_\_ Taxiway 36A \_\_\_\_\_

Taxiway A1 \_\_\_\_\_ Taxiway A2 \_\_\_\_\_

Taxiway A3 \_\_\_\_\_ Apron Areas \_\_\_\_\_

Signage \_\_\_\_\_

FOD (Foreign Object Debris) \_\_\_\_\_

#### Runway Lighting System:

Runway 18 – End \_\_\_\_\_

Runway 36 – End \_\_\_\_\_

Runway Edge Lights \_\_\_\_\_

Taxiway 36A \_\_\_\_\_

Taxiway A1 \_\_\_\_\_

Taxiway A2 \_\_\_\_\_

Taxiway A3 \_\_\_\_\_

Taxiway 18A \_\_\_\_\_

Taxiway Marking Poles \_\_\_\_\_

PAPI's - 18 \_\_\_\_\_ PAPI's - 36 \_\_\_\_\_

#### Fuel Pump System:

100LL - Fuel Price \_\_\_\_\_

Note: Check hoses, nozzles, grounding cables, cabinets, etc. and note any faults

Remarks: \_\_\_\_\_

#### Non – Airside Areas:

Concrete Ditch: \_\_\_\_\_

SWPPP - West Central Outfall \_\_\_\_\_

SWPPP - South Inlet of Box Culvert \_\_\_\_\_

Grass & Wetland Areas \_\_\_\_\_

Obstruction Lights \_\_\_\_\_

Perimeter Fencing & Gates \_\_\_\_\_

T-Hangar Inspection \_\_\_\_\_

Terminal Building & Sidewalks \_\_\_\_\_

Signature: Chris Fredrick Print Name: \_\_\_\_\_

# APPENDICES

## APPENDIX D - AIRPORT MAINTENANCE PLAN

### MAINTENANCE MISSION STATEMENT

Proper commitment to a maintenance program ensures that a safe useable facility is available to the public at all times. It is also important to recognize that the Airport is a gateway to the municipality and its condition and appearance are a reflection of the local attitude and support for the Airport and its facilities.

### SCHEDULE OF INSPECTIONS

Airport Manager will inspect the following areas on a weekly basis and fill out the Airport Weekly Inspection Report.

- 1) Gates
- 2) Pavement Areas
- 3) Lighting Systems
- 4) Navigational Aids
- 5) Terminal Building
- 6) T-Hangar Inspections
- 7) Fueling Operations
- 8) Box Culvert

#### (1) GATES

Airport entry gates will be inspected and tested to make sure that the gates are fully operational. If repairs need to be done, Airport Manager will contact City of Buffalo Streets Superintendent to see if his crew can fix the issue before calling manufacturer.

**Main Apron Gate:** The main apron gate remains closed daily to deter driving on the apron and ramp areas. The gate will open when a vehicle approaches the gate from the inside.

**North & South Gates:** The north and south gates will remain closed during the day for safety and security reasons. Hangar owners and lessees of hangar space will receive a gate access card from the airport manager. Card access can be activated and deactivated by the City of Buffalo IT Department as needed.

#### (2) PAVEMENT AREAS

The surface of all pavement areas (runway, taxiways, apron, etc.) will be inspected weekly for damage, vegetation and debris. Debris should be removed immediately upon detection. Cracks and or vegetation will be noted and filled or removed as deemed necessary by Airport Manager, City Engineer and or maintenance staff.

# APPENDICES

## APPENDIX D - AIRPORT MAINTENANCE PLAN (cont)

### SCHEDULE OF INSPECTIONS (cont)

#### (3) LIGHTING SYSTEMS

##### RUNWAY & TAXIWAY LIGHTS

Lighting will be checked to make sure that all lights are in working condition and not in need of replacement. This includes replacement of bulbs or the entire lighting unit. If found to be in need of repair, Airport Manager will contact City of Buffalo Streets Maintenance Department for assistance.

##### RUNWAY SIGNAGE

Signage will be inspected for damage and for bulb outages.

#### (4) NAVIGATIONAL AIDS

##### PAPI's

PAPI lights will be inspected weekly and replaced as needed.

- 1) Inspect housing and closure system
- 2) Clean interior of housing unit and check for any damage to electrical connections, filters and protective glass.
- 3) Inspect to make sure mounting unit is stable and no vegetation is growing to obscure the light beam.

##### WINDSOCK

Windsock will be inspected for light outages and normal wear and tear on the sock itself. If sock is damaged, Airport Manager will contact Mn/DOT Aeronautics to have a replacement sock sent out.

##### BEACON

Beacon will be inspected from the ground to make sure that is rotational and being lit during hours of darkness. Maintenance will be notified if any issues appear.

##### AWOS

Airport Manager will call the AWOS weekly to make sure that it is functioning properly and will inspect the computer in the pilot weather station as well. If either of these are not functioning, then Mn/DOT Aeronautics and or Vaisala will be contacted.

#### (5) TERMINAL BUILDING

Airport Manager will inspect building and grounds directly adjacent to the terminal for cleanliness, trash, lighting and any other items that may be in disrepair. Immediate action will be taken to make sure these items are functioning properly.

*Buffalo*  
CITY OF BUFFALO, MINNESOTA

# APPENDICES

## APPENDIX D - AIRPORT MAINTENANCE PLAN (cont)

### SCHEDULE OF INSPECTIONS (cont)

#### (6) T-HANGAR INSPECTIONS

The Airport Manager is responsible for weekly inspections of the City owned T-Hangars to make sure that lessee's are abiding by lease requirements. The airport manager will also make sure to inspect:

- 1) Entrance Side Doors
- 2) Periodic safety checks of overhead hangar doors to make sure they are functioning properly.
- 3) Inspect hangar for storage of hazardous materials that are not associated with general airplane maintenance.
- 4) Inspect hangar to make sure that there is enough room to maneuver through the lessee's space with ease.

#### (7) FUELING OPERATIONS

The City of Buffalo has an outside vendor due an Annual Facility Inspection done on the AV gas fuel facility. This inspection is done in the fall of the year.

The Airport Manager is responsible for weekly inspections of the fuel facility which includes:

- 1) Checking for fuel leaks
- 2) Checking for frayed wires
- 3) Fuel testing for water
- 4) Checking fire extinguishers to make sure that they are not discharged and that they have not went past their annual inspection date.

#### (8) BOX CULVERT

The airport manager will do weekly inspection of the box culvert to make sure it is functioning properly and does not have standing water in it for more than 48 hours.

### SEASONAL MAINTENANCE

#### MOWING (Spring - Summer - Fall)

Grass cutting will be completed on an "as required" basis by the City of Buffalo Streets and Parks Department.

A NOTAM will be issued advising that there is "work in progress" for grass cutting.

- 1) Mower operator will have a hand-held radio on them so that they can listen for planes arriving and departing.
- 2) Mower operator will give way to all aircraft.

*Buffalo*  
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# APPENDICES

## APPENDIX D - AIRPORT MAINTENANCE PLAN (cont)

### SEASONAL MAINTENANCE (cont)

#### PLOWING OF SNOW (Winter)

City of Buffalo Streets Department is responsible for all plowing of snow at the Buffalo Municipal Airport. A NOTAM will be issued stating that the runway is being plowed. The airport will be plowed in this order.

- 1) Runway
- 2) Runway Taxiways
- 3) Main Ramp Area
- 4) Private Hangar and T-Hangar Taxiways and Ramp Areas.

City staff will make an effort to get the runway plowed as soon as possible after a snowfall. If by chance the runway is not plowed and a plane is needing to land or take-off, the airport manager will contact the Streets and Parks supervisor to get the runway plowed immediately.

City staff will make sure to keep the ends of the runways clear of any snow banks. City staff will also make sure to blow snow away from and around runway and taxiway lights to make sure that all lights are made visible from the ground and air and that banks are kept at a low enough height that all planes can safely move about the airport.

### WATERWAY AREAS

#### SPRING

Review all waterway, ditches and culverts to make sure that they are clear of debris prior to the snow melt.

#### SUMMER

Review all waterways around the airport (Calder Ave, Calder Ave to TH55, TH55 to downtown and Calder Ave to Lake Mary) and perform any maintenance needed.

#### FALL

Review all waterways around the airport (Calder Ave, Calder Ave to TH55, TH55 to downtown and Calder Ave to Lake Mary) and perform any maintenance needed.

#### WINTER

When deemed necessary by City staff, snow will be removed from waterways at the airport to help improve water flow during the spring snow melt.

**Wetland Maintenance** will be done by City staff as soon as the wetland areas are frozen hard enough for equipment to be able to work without breaking through.

\*\* Note: Dredging of the ditch areas (to remove sediment build-up) at the airport will be done every 8 to 10 years or as deemed necessary by the City of Buffalo staff.

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# APPENDICES

## APPENDIX E - AIRPORT EMERGENCY PLAN

### PLAN PURPOSE

The purpose of this plan is to ensure the safe and efficient handling of any emergency situation that may arise at the Buffalo Municipal Airport. It is intended to assist the Airport Manager, and emergency organizations with carrying out their responsibilities efficiently in case of an airport emergency.

### COMMAND CENTER OR EMERGENCY OPERATIONS CENTER

The Buffalo Municipal Airport Arrival/Departure Building (AD Bldg.) will serve as the "Command Center" for an emergency situations at the airport.

The address is:

Buffalo Municipal Airport Arrival/Departure Building  
1305 Calder Ave  
Buffalo, MN 55313  
763-682-0296

### AIRPORT EMERGENCY COORDINATOR

The coordinator of this plan will be the Airport Manager, who will be responsible for the administration of this of this plan and who will ensure full implementation of these procedures during any emergency or disaster condition. Incident command will be established consistent with Wright County emergency response procedures and National Incident Management System (NIMS) guidelines.

### BASIC ASSUMPTIONS

In developing this plan, the following were considered:

- 1) How to best work together as a team and use the resources of the city, county and airport.
- 2) How to manage communications at the airport during an emergency.
- 3) How to hand off control as the availability of staff and the nature of the emergency changes.
- 4) How to coordinate radio frequencies so that all emergency responders can communicate effectively with each other.
- 5) Where to go during an emergency.
- 6) How to inform tenants and other airport users about the emergency.
- 7) How to restrict access and control bystanders during an emergency.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

The individuals and agencies that have a role in an emergency at the Buffalo Municipal Airport are listed in Table 1 (on pages 14 - 16) of this operations manual. This list is not meant to be an all-inclusive in terms of agencies or individuals involved, as others may be needed.

*Buffalo*

CITY OF BUFFALO, MINNESOTA

## APPENDICES

### APPENDIX E - AIRPORT EMERGENCY PLAN (cont)

TABLE 1—AIRPORT EMERGENCY RESPONSIBILITIES (cont)

Position or Description	Responsibilities for Airport Emergency
<b>Airport Manager</b>	<ul style="list-style-type: none"><li>• Serve as Emergency Coordinator (backup)</li><li>• Assume Incident Command responsibility for all response and recovery operations, as appropriate.</li><li>• Establish, coordinate, maintain, and implement the Airport Emergency Plan.</li><li>• Contact 911 and provide appropriate alerts and notifications.</li><li>• Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to aviation users (NOTAM's)</li></ul>
<b>City Administrator</b>	<ul style="list-style-type: none"><li>• Assume Incident Command as appropriate.</li><li>• Provide access to City resources.</li></ul>
<b>Fire Chief / Department</b>	<ul style="list-style-type: none"><li>• Serve as Emergency Coordinator</li><li>• Manage and direct firefighting and rescue operations.</li><li>• Direct search and rescue or hazardous materials response.</li><li>• Coordinate mutual aid resources through Incident Command System.</li><li>• Assist with search and rescue or evacuations.</li></ul>
<b>Police Chief / Department</b>	<ul style="list-style-type: none"><li>• Manage and direct police operations.</li><li>• Assist with traffic control and scene security.</li><li>• Assist with search and rescue or evacuations</li><li>• Respond as needed for activities involving crowds or assemblies of people.</li><li>• Respond to bomb threats or acts of terrorism.</li><li>• Assume Incident Command as appropriate.</li></ul>
<b>County Emergency Management Director</b>	<ul style="list-style-type: none"><li>• Assist airport with obtaining all resources offered by the state or federal governments.</li><li>• Assist the county in obtaining any state or federal government resources that may be needed as a result of an emergency.</li></ul>
<b>Hospital</b>	<ul style="list-style-type: none"><li>• Provide emergency medical services to the airport during emergency conditions to include triage, stabilization, first aid, medical care, and transportation of the injured.</li><li>• Coordinate planning, response, and recovery efforts with hospitals, fire and police departments, airport operator, etc.</li><li>• Coordinate the hospital disaster plan with the airport and community Emergency Operations Plan (EOP).</li></ul>

*Buffalo*

CITY OF BUFFALO, MINNESOTA

# APPENDICES

## APPENDIX E - AIRPORT EMERGENCY PLAN (cont)

**TABLE 1 – AIRPORT EMERGENCY RESPONSIBILITIES**

Position or Description	Responsibilities for Airport Emergency
<b>Tenants and FBO's</b>	<ul style="list-style-type: none"><li>Coordinate the use of their available equipment and supplies.</li><li>Coordinate the use of their workers. The tenants usually have information about the airport, aircraft, and other technical knowledge</li></ul>
<b>County Sheriff</b>	<ul style="list-style-type: none"><li>Provide primary law enforcement for off-airport emergencies.</li><li>Coordinate scene security.</li><li>Assist with investigations.</li><li>Assist with search and rescue efforts.</li></ul>
<b>Public Works Department</b>	<ul style="list-style-type: none"><li>Coordinate use of resources for debris removal or building maintenance.</li><li>Coordinate restoration of utilities.</li><li>Provide equipment for emergency response and recovery.</li></ul>
<b>Media Spokesperson</b>	<ul style="list-style-type: none"><li>Media spokesperson will be the only person to communicate with the media during any emergency.</li></ul>

### **AIRPORT GRID MAP**

Please see [Appendix F](#) on page 17 of this manual.

### **ADMINISTRATION AND REVIEW**

The Airport Manager is responsible for reviewing this document in January of each new year and for making recommendations for updates and changes to the Buffalo Municipal Airport Board at the February board meeting.

The Airport Manager will consult with local emergency departments to gauge interest from them to see if they are willing and find it necessary to stage a live emergency exercise. If a live exercise happens, emergency plan reviews and exercises will involve all of the agencies that have responsibilities in the execution of the emergency plan.

### **EMERGENCY CONTACTS**

Please see page 16 of this manual for emergency names and contact numbers.

*Buffalo*  
CITY OF BUFFALO, MINNESOTA

# APPENDICES

## APPENDIX E - AIRPORT EMERGENCY PLAN (cont)

### EMERGENCY CONTACT NAMES AND NUMBERS

City Staff	Contact Name and Number
Airport Manager	Chris Fredrick - <b>651.829.7312</b>
City Administrator	Taylor Gronau - 763.684.5406
Asst. City Administrator	Joshua Kent - 763.684.5465
Mayor	Steve Downer - <a href="mailto:steve.downer@ci.buffalo.mn.us">steve.downer@ci.buffalo.mn.us</a>
Street Superintendent	Carey Kotilinek - 612.363.1130

Local Agencies	Contact Name and Number
Police	<b>911</b> - Chief of Police: Pat Budke - 763.682.5976
Fire	<b>911</b> - Chief of Fire: John Harnois - 763.682.5550
Ambulance	<b>911</b> - Allina Health Emergency Medical Services
Hospital - Buffalo	<b>911</b> - Non-Emergency: 763.682.1212
Sheriff's Office	<b>911</b> - Non-Emergency: 763.682.1162
Utilities:	
Electric - City of Buffalo	763.682.1001
City of Buffalo Utility Director	763.238.4439
Electric - Wright Hennepin	763.477.3100
Natural Gas - CenterPoint	612.372.5050
Wright County Emergency Management	763.684.2364

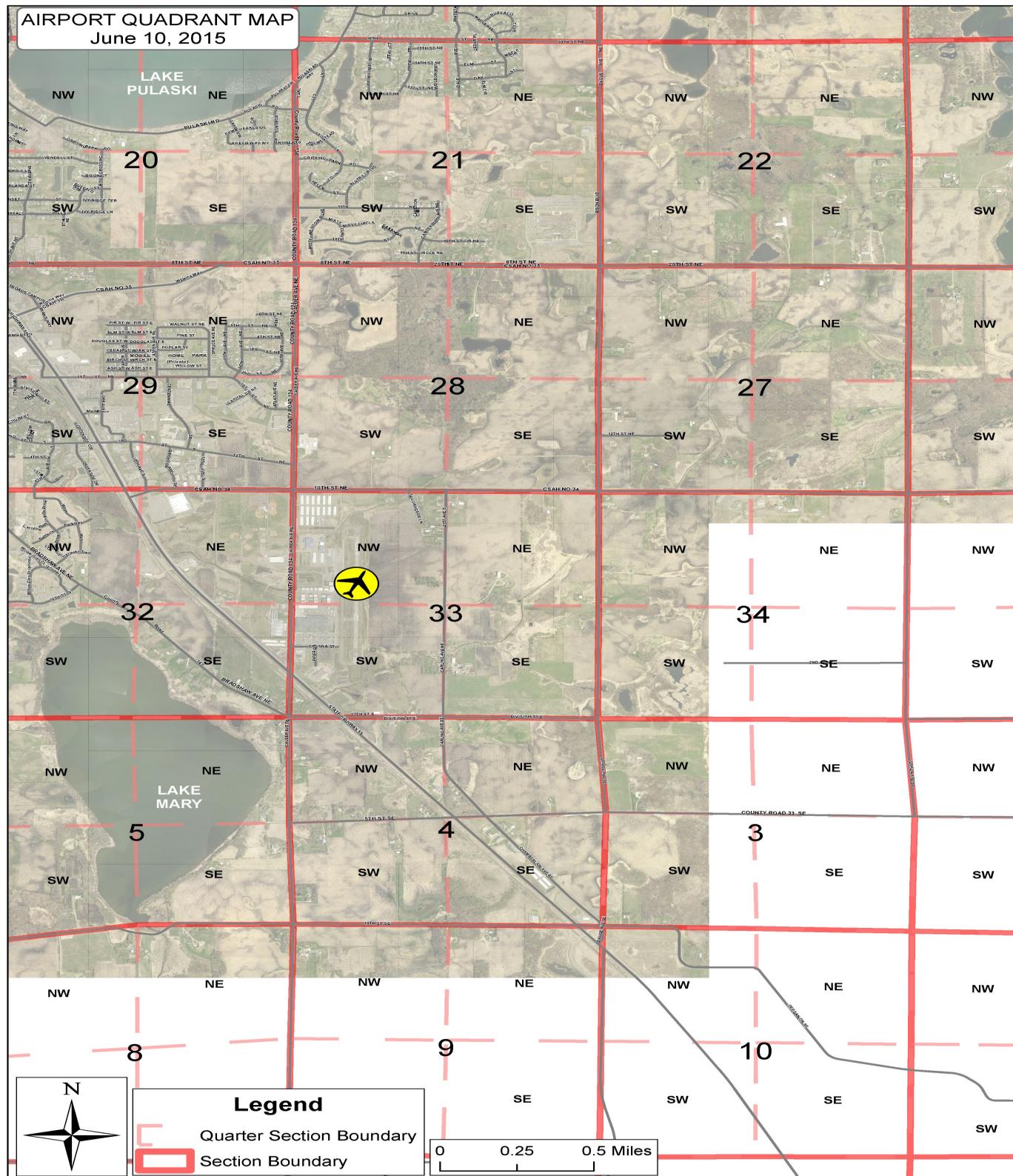
National & State Agencies	Contact Name and Number
ROC - Regional Operations Center	<b>817.222.5000</b> ( <i>1st call for accidents at airport</i> )
FAA	Local: 612.253.4400      National: 866.835.5322
TSA	1.877.456.8722
Flight Service Station (NOTAMs & Aircraft Accidents)	1.877.487.6867
MN Duty Officer (fuel spill)	1.800.422.0798

*Buffalo*

# APPENDICES

## APPENDIX F

## AIRPORT QUADRANT MAP



*Buffalo*  
CITY OF BUFFALO, MINNESOTA

## APPENDICES

## APPENDIX G

# AIRPORT SNOW REMOVAL DIAGRAM



# Buffalo

# REVISION HISTORY

# Buffalo

## HISTORY OF THE AIRPORT

In the early 1960's when aviation traffic started increasing, there were local people in Buffalo who were trying to obtain a local airport. Although there had been efforts made previously toward getting an airport in Buffalo there were greater priorities for other projects within the village. A few years later, a group of individuals and businesses gained village council approval for an airport. Meetings were held with Mn/DOT Aeronautics that resulted with Buffalo being placed on the priority list for towns to get an airport. The Buffalo Municipal Airport was then opened in July of 1966 after the grass runway had been completed.

The Flight Operations building was donated by the City. Several local businesses and clubs donated money and material to remodel the old granary building (see picture above). The Delta Flying Club installed a gas tank and was the first to sell fuel at the airport. During the 1970's Red (Baron) Anderson established his Red Baron Flying Service at the airport. Red was listed as airport supervisor and The Delta Club gave their gasoline business to Red as well. Red served his role as manager of the airport until 1986.

In 1965, Wright County Aviation, Inc., was formed to raise funds to construct a 6-unit T-hangar. Thirty-six individuals purchased a \$100 share, to cover the 20% down payment and Mn/Dot loaned the remaining 80% to be paid off after seven years. This hangar was donated to the City of Buffalo once it was paid off. A 2nd T-hangar was bought in 1979 much the way the 1st hangar was and was donated back to the City in 1990.

In the spring of 1980 Mn/DOT Aeronautics allocated money that was used to pave hard surfaces around the (2) T-hangars and taxiways to the north and middle entrances to the runway. With the help of many volunteers and donations a paved runway measuring 2600' x 60' was completed in the fall of 1986. The paving of the runway led to Buffalo Aviation opening their doors in the old operations building while construction of their 80' x 100' commercial hangar (this hangar is now owned by D'Shannon Aviation) was erected. Buffalo Aviation began hosting open houses/pancake breakfasts in the late 1980's that included championship aerobatic air shows. These open houses were held in June in conjunction with The City of Buffalo's annual event called Buffalo Days. Today, the Buffalo Municipal Fly-In Breakfast includes a car show and air show and is hosted by West Metro Aviation.

In 1985 the Buffalo Municipal Airport Advisory Board was formed. The board held monthly meetings and with help from Mn/DOT Aeronautics and the FAA an engineering firm was hired to assist the board with an Airport Layout Plan (ALP). The ALP was needed for the airport to become eligible for Federal funding for future construction plans at the airport.

In the early 1990's, an ALP with a cross wind runway was adopted by the Advisory Board but it never came to fruition because of opposition to a longer runway. Many local citizens believed that the crosswind runway would be used for larger aircraft to land in Buffalo. In 1991 a third T-Hangar was erected through the Mn/DOT Aviations hangar loan program and additional taxiways were also paved.

*Buffalo*

CITY OF BUFFALO, MINNESOTA

## HISTORY OF THE AIRPORT (cont)

In 2000 the Buffalo City Council, with recommendation from the Advisory Board, approved the development of a new ALP and Bolton & Menk engineering firm was hired to help with this project. The improvements outlined in the ALP were based primarily on the safety concerns for extension of the taxiway to the south and extension of the runway. Also in 2000, four private hangers began construction in a newly developed privately owned hangar area. The Advisory Board worked with City Council to change the zoning in this area so that private hangars could build more affordably on land that the City of Buffalo leases to the hangar owners. Today, we have twenty-one privately owned hangars at the airport.

In the fall of 2001 ground was broken for a 4<sup>th</sup> City owned T-Hangar that would be Buffalo's first hangar that would include individual stalls. This hangar was completely leased before construction began and the new tenants moved into the hangar in the fall of 2002. The fall of 2003 saw the installation of an Automated Weather Observation System (AWOS) by Mn/DOT Aeronautics and in June of 2005 a new fuel tank and automated system were installed on the west side of the apron.

The Advisory Board's next task was to replace the old operations building with a new Arrival/Departure (A/D) Building and discussions were ongoing over the 2004/2005 winter months after receiving the local portion of funds needed from the Buffalo Housing and Redevelopment Association (HRA). The new A/D building was completed in 2005/2006 and features a meeting room for 50, airport manager's office, 24/7 weather station, pilots lounge, kitchenette and restrooms. In March of 2007 the City was notified that the newly constructed A/D building would be receiving an Award of Excellence for design at the Minnesota Council of Airports annual symposium. Advisory Board Chairperson Doug Roush narrated a presentation about the building at the conference before accepting the award. Also in attendance representing the City of Buffalo was City Administrator Merton Auger, Assistant City Administrator Laureen Bodin, Board Member Rich Demeules and the Project Manager for SEH Consulting.

In December of 2007 the Advisory Board started to develop yet another new ALP because of the speed of growth and interest at the airport. This new plan should take the airport through the year 2017.

The Airport Board continued to work with Bolton & Menk, Mn/DOT Aeronautics and the FAA from 2007 to 2010 on the ALP. In early 2010, the Buffalo City Council passed the Airport Improvement Project that resulted in the runway being extended from 2600' to 3200', widened from 60' to 75', new full length parallel taxiway, new runway pilot controlled lighting and PAPI's, larger ramp area, larger parking lot with new south and north access roads with security gates and new retention drainage ponds. The airport was shut down for approximately four weeks and reopened on September 3, 2010.

In May of 2011 the Buffalo Municipal Airport was notified by the FAA that runway 17/35 would officially be changed to runway 18/36 starting in July because of changes in the polar magnetic shifts.

*Buffalo*  
CITY OF BUFFALO, MINNESOTA



## AIRPORT ADVISORY BOARD AGENDA REPORT

**MEETING DATE: February 3, 2026**

**PREPARED BY: Airport Manager, Chris Fredrick**

**PRESENTED BY: Airport Manager, Chris Fredrick**

**AGENDA ITEM: AIRPORT STORMWATER MODELING PROJECT**

### **BACKGROUND SUMMARY:**

The intent of the Stormwater Modeling is to establish measurable goals to address specific water rate and volume management issues in and around the Buffalo Municipal Airport and set in motion a sustainable approach to stormwater rate control, addressing existing deficiencies and providing opportunities for future growth of the Buffalo Municipal Airport.

The project will be broken into two phases.

- **Phase 1:** Update Existing Conditions Models, Report System Deficiencies and Develop Preliminary Opportunities
- **Phase 2:** Develop Proposed Runoff Rate and Storage Solutions

**RECOMMENDED ACTION:** Staff recommends that City Council approve proceeding with the project.



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

Ph: (320) 231-3956  
Fax: (320) 231-9710  
Bolton-Menk.com

December 16, 2025

Taylor Gronau, City Administrator  
City of Buffalo, MN  
212 Central Avenue  
Buffalo, MN 55313

RE: Proposal for Airport Stormwater Modeling

Dear Taylor,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Stormwater Modeling project at the Buffalo Municipal Airport.

## Project Description

The intent of the Stormwater Modeling is to establish measurable goals to address specific water rate and volume management issues in and around the Buffalo Municipal Airport and set in motion a sustainable approach to stormwater rate control, addressing existing deficiencies and providing opportunities for future growth of the Buffalo Municipal Airport.

The project will be broken into two phases.

- Phase 1:** Update Existing Conditions Models, Report System Deficiencies and Develop Preliminary Opportunities
- Phase 2:** Develop Proposed Runoff Rate and Storage Solutions

### *Airport/Willow Creek Floodplain Assessment*

During Phase 1, we will begin our work developing a more detailed existing conditions model in the airport and Willow Creek subwatershed area. This will expedite the flood assessment in this region, and support questions and answers surrounding future airport development.

Once the results of the airport/Willow Creek assessment is complete, we will schedule a meeting to discuss next steps. This could mean initiating a portion of the Phase 2 work to develop volume management solutions in the subwatershed area.

## Scope of Services

### Phase 1: Update Existing Conditions Models, Report System Deficiencies and Develop Preliminary Opportunities

#### ***Task 1.1: Populate Existing Conditions – GIS Model***

- Data from the city's SWMP (~2003) will be leveraged to update the hydraulic modeling. This data includes subwatershed delineations and HydroCAD models.
- Additional delineations, or modifications/updates based on development since 2003 will enhance the current data.
- Bolton & Menk will also explore our database and history of modeling to populate subwatersheds and expedite the delineation process.
- We will utilize available as-built data to bridge any gaps in the GIS data. We will also highlight any gaps that may require future survey data.

#### ***Task 1.2: Develop Existing Conditions – Hydraulics Model***

- Build a new hydraulic and hydrologic model using PCSWMM. This will leverage other active studies in motion, including the airport flood assessment and stormwater reuse studies.
- The goal will be to develop enough resolution to identify future water rate management solutions and prepare the tool for future updates and increased detail.

#### ***Task 1.3: Identify System Deficiencies***

- Leverage hydraulic modeling results to identify potential system capacity issues. We anticipate the following modeling outputs.
  - 10-year pipe capacity. Use results to map pipes that have flows less than the gravity capacity, those that are operating under pressure flow but not causing surface flooding, and those that are over capacity and causing surface flooding.
  - 100-year pond and surface storage capacity. Use modeling results to identify ponds and surface storage areas that have bounce elevations less than the “top of pond” elevation, those that bounce high enough to use the emergency overflow but do not impact adjacent structures, and those that may bounce high enough to be within 1-foot of a structure.
  - 100-year pond outlet pipe capacity. For pipes that are connected to the pond or surface storage outlet, we will test the downstream pipe capacity for the 100-year storm. As flows accumulate in the pipe and are routed downstream, sustainable solutions should provide 100-year capacity to ensure upstream structures are protected.
- Potential system issues may also correlate to subwatershed areas that generate the highest volume of runoff and the highest potential for pollution. This assessment will be validated by the results of the P8 model, especially in untreated subwatersheds.
- Develop a map of highest pollutant loading, locations of largest access to stormwater, availability of public land/parcels, and their proximity to other natural resources.
- Meet with City Staff to describe and validate the observed system deficiencies and to discuss the potential for proposed BMP locations. This step is critical in building confidence in the modeling results.

*NOTE: We will model the current Atlas 14 rainfall depths with MSE3 rainfall distribution for the 2-year, 5-year, 10-year, 25-year, 50-year, and 100-year events. Our primary system capacity assessment will focus on the current 10-year and 100-year storms. Additional items to consider for future system assessments and resiliency planning can include looking at future projected storms, or using storm translation methods; surface and pond flooding inundation mapping; other future infrastructure improvements; etc. Furthermore, Atlas 15 is imminent. If Atlas 15 is released during this study, we will work with the city to understand its impacts to the modeling efforts and develop an appropriate plan of action to incorporate it.*

**Task 1.4: Finalize Modeling Results and Discuss Proposed Water Rate and Storage Needs**

- Finalize modeling results and generate deliverables that tell the story of the current conditions and set the stage for future improvements.

**Phase 2: Develop Proposed Runoff Rate Solutions**

**Task 2.1: Develop Proposed Runoff Rate and Storage Solutions**

- Analyze modeling results and systems deficiencies to target stormwater runoff rate management solutions.
- Develop concept-level storage solutions, infrastructure improvements, flow rerouting, etc. to mitigate surface impacts and protect downstream resources.
- Identify and highlight other potential volume solutions, including potential infiltration (limited), conversion of existing impervious, etc. or identifying potential policy changes where additional peak flow mitigation, or overall impervious construction limits, could improve future runoff conditions.

**Fees**

Bolton & Menk, Inc. understands the importance of delivering project tasks on time and within budget. We closely monitor our time, budget, and efficiency of our staff to provide value and savings to our clients. We propose to provide the described work on an **HOURLY NOT TO EXCEED** contract up to a total fee of **\$20,136**. The following table describes the anticipated Phase and Task breakdown to complete the project. Hours will be billed monthly only for work completed on the project.

Bolton & Menk, Inc. understands the proposed scope of work is dynamic and subject to modification; therefore, our scope of services and estimated fee is open to further negotiation. Fees that are normal and customary expenses associated with operating a professional business will not be charged separately. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, and routine expendable supplies; and no separate charges will be made for these activities and materials.

Proposal for Stormwater Retrofit Study & Implementation Plan

12/16/2025

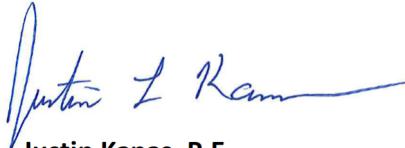
Page: 4

TASK NO.	WORK TASK DESCRIPTION	City Engineer	Project Manager	Design Engineer	Total Hours	Total Cost
<b>Phase 1: Update Existing Conditions Models, Report System Deficiencies and Develop Preliminary Opportunities</b>						
1.1	Populate Existing Conditions – GIS Model	1	0	8	9	\$1,380
1.2	Develop Existing Conditions – Hydraulics Model	0	5	49	54	\$8,485
1.3	Identify System Deficiencies	1	6	10	17	\$3,042
1.4	Finalize Modeling Results & Discuss Proposed Water Rate & Storage Needs	2	2	2	6	\$1,114
<b>SUBTOTAL HOURS</b>		4	13	69	86	
<b>SUBTOTAL FEE</b>		\$720	\$2,951	\$10,350		\$14,021
<b>Phase 2: Develop Proposed Runoff Rate Solutions</b>						
2.1	Develop Proposed Runoff Rate and Storage Solutions	2	4	31	37	\$6,115
<b>SUBTOTAL HOURS</b>		2	4	31	37	
<b>SUBTOTAL FEE</b>		\$370	\$940	\$4,805		\$6,115
<b>TOTAL HOURS</b>						
<b>TOTAL FEE</b>						
<b>123</b>						
<b>\$20,136</b>						

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy of this proposal.

Sincerely,

**Bolton & Menk, Inc.**



**Justin Kanas, P.E.**

Municipal Project Manager – Principal

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**Authorization and acceptance of this letter proposal.**

**City of Buffalo, Minnesota**

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Mr. Taylor Gronau  
City Administrator

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Date