# Kickoff Meeting Summary

## Airport Master Plan
## Sheldon Regional Airport

**Date:** 4/9/2026
**Time:** 8:00 AM
**Subject:** Airport Master Plan Kickoff Meeting
**Facilitator:** BEI and KLJ

**Attendees:** Lyle Vust, Nic Vust, Todd Uhl, Ken Van Kekerix, Sam Wagner, Tom Eggers, Tania Herrera Gonzales, Nancy McDowell, Josh Kraayenbrink, Jason Eygabroad, Andrew Zielike, Kent Penney, Jack Vogt, Shane Wright

## Agenda Topics

A project kickoff meeting for the Airport Master Plan (AMP) was held on April 9th, 2026, at the Sheldon City Council Chambers with members of the Planning Advisory Committee (PAC). The purpose of the meeting was to provide an overview of the AMP process and align stakeholders on the project goals, scope, timeline and key deliverables. The kickoff meeting serves as a formal introduction to the planning process and establishes roles and responsibilities of all parties throughout the process. The kickoff meeting also provides an opportunity to review existing conditions, identify critical issues and garner input regarding the needs of the airport to be addressed during the project. The following presents a synopsis of the agenda items discussed.

**Project Roles and Responsibilities**

- KLJ Planning Team will manage study, provide analysis and complete technical work.
- BEI will manage the project and the engineering components
- Planning Advisory Committee (PAC) will review analysis, identify needs and provide feedback and recommendations.
- City of Sheldon / Airport Commission will provide guiding principles, make decisions, and review/approve planning documents.
- FAA and Iowa DOT will provide technical guidance. The FAA approves the critical design aircraft and ALP

**Airport Master Plan Overview and Objectives**

- Airport Master Plans are a flexible road map for meeting aviation needs. The narrative report identifies needs, documents decisions made when evaluating alternatives and provides a plan for implementing improvements. The Airport Layout Plan (ALP) is a graphical depiction of the airport's existing facility and long-term plan.
- The components of the Sheldon Airport Master Plan include a narrative report, ALP, Runway Safety Area Determination, Exhibit A (Property Map), Aeronautical Survey and Wildlife Hazard Site Visit. The overall project schedule will be about two years with most of the analysis, meetings and decisions taking place in the first twelve months. The remaining schedule will include the drafting and finalizing of documents, reviews and approvals.
- Sheldon Airport has an FBO (Midwest Flying Service) based at the airport which operates several jet aircraft providing aircraft charter and medical transport. Sheldon also has occasional air ambulance traffic from Sanford and Avera

- Key planning considerations for the Airport Master Plan include evaluating critical design aircraft and airfield design standards, need for crosswind runway, address Runway Safety Area (RSA) deficiencies, and identify additional hangar development areas.
- Sheldon Airport is currently designed to accommodate B-II Large (greater than 12,500 pounds) aircraft. Over the last 5 years the airport has experienced an increase in C-II aircraft with 2025 reaching approximately 400 annual operations. Determining critical design aircraft is a key component of this planning study.

**Review Existing Conditions and Airfield Design Standards**

- Primary Runway
    - Runway 15-33 is paved with a length of 4,199 feet and width of 75 feet. PAC members noted that current runway length necessitates fuel stops for jet aircraft when temperatures are high or there are contaminants (rain, snow, ice) on the runway.
        - Committee members noted a length of 5,500 feet would be ideal for jet aircraft use
    - The runway pavement is concrete and listed as fair condition with last major reconstruction in 1980. PAC members noted joint seal failing from last patch and occasional blow-outs during extreme heat during summer months.
    - The RSA currently does not meet grade standards, extends off property and slopes down to the Floyd River. The airport would need to acquire additional land to address deficiencies.
    - Should the airport need to meet C-II standards if C-II aircraft operations exceed the regular use threshold of 500 annual operations, the design surfaces grow larger and encompass roadways, rail road tracks, and the river.
- Proposed Crosswind Runway
    - The previously approved ALP (2013) shows a proposed crosswind runway that is 5,500 feet long by 100 feet wide and meets C-II standards.
    - Wind coverage at the airport was evaluated and Runway 15-33 can accommodate small aircraft with crosswind components of 10.5 knots and less, 90.7% of the time. FAA recommends airport meet 95% wind coverage for small aircraft.
- Aircraft Operations
    - FAA TFMSC operations are aircraft operations under IFR flight plans. Data from the most current (2025) was collected as part of this study. It was noted that many smaller aircraft do not operate under IFR and as such, may not be captured in this data. PAC members commented that approximately 80 percent of the operations at Sheldon may be on IFR flight plans.
    - Midwest Flying Service conducts numerous medical and organ transport flights annually and has seen this number continue to grow. Their current jet fleet consists of two Cessna Citation 650 and a Cessna Citation 550.
    - Once or twice a month Avera and Sanford conduct fixed wing air ambulance missions using King Air and Pilatus PC-12 aircraft.
    - There are no Aerial Applicators based on the airport and they have not used the airport in a number of years.
- Weather/Instrument Approach Procedures

    - Sheldon has an AWOS located on the airfield. It was noted that this system was installed in the 1980s and has issues with computer failure causing visibility to be reported incorrectly.
    - Sheldon has instrument approaches with 1-mile visibility and 300-foot ceiling minimums. It was noted that based on weather analysis, the airport currently experiences approximately eight days annually where the airport is below weather minimums or unusable. Improvements to the current instrument approach procedures will be evaluated, however lower approach minimums can increase airport protection surfaces and introduce new zoning considerations
    - PAC members asked how Sheldon compares to other airports in the region in regard to usability during poor weather conditions. It was noted that at 2.2% or eight days per year below minimums is pretty typical for airports of similar size to SHL.
    - In 2025, MFS experienced approximately 10-15 times where they had to divert to nearby airports due to weather being below minimums.
- Terminal Area
    - Committee members noted the current T-hangars have too small depth for most current aircraft.
    - PAC members noted that space for 100-foot x100-foot hangars should be planned to accommodate aircraft needing hangar space at SHL.
    - Apron size and parking have been adequate for the airports operations.
- Miscellaneous
    - PAC members shared that wildlife has been a continued issue at the airport. Midwest Flying Service has experienced four bird engine ingestions in the last few years.
    - PAC members shared that deer are also an issue at the airport. DNR has provided some assistance with depredation however they continue to come back. They typically congregate on the runway during hunting season.
    - The airport has previously gotten deer tags from DNR. However, once deer are depredated, they must remain at the airport until DNR can pick them up. This creates a wildlife attractant for coyotes and crows. These issues and possible solutions will be evaluated during the wildlife hazard site visit.
    - O'Brien County does not have zoning, but the City of Sheldon zoning extends 2 miles beyond city limits which does encompass the airport property. However, the airport's airspace is largely not protected by zoning.

## Action Items

KLJ will begin outreach to airport stakeholders and use this information to determine critical design aircraft. Following this, Chapter 1 (Airport Overview and Critical Design Aircraft) will be submitted to the FAA for approval. Once the Critical Design Aircraft is approved, KLJ will begin working to draft Facility Requirements, which will be presented at the next PAC meeting in early summer.