

**AIRPORT COMMISSION  
CITY HALL COUNCIL CHAMBERS  
JANUARY 23, 2013  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 4)
  - B. Meeting Schedule (page 5)
  - C. 2013 Projects (CIP) (page 6)
    - 1. Land Acquisition
    - 2. Rehab Fuel System
    - 3. Zoning - Update
- IV. OLD BUSINESS
  - A. Member Replacement
  - B. 2013 Fly-In (page 7)
  - C. Papi & Reil – Update
- V. INFORMATIONAL
  - A. MnDOT Aeronautics – On Site Inspection (page 10)
- VI. ADJOURN

**Please contact Ron Mergen at 320-243-3714 ext. 230 or at [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) if you can't attend the meeting.**

**Members: Larry Bollman, Gene Beavers, Phil Bailey, and Steve Brown.  
Advisory Members: Ron Mergen, Renee Eckerly, and Chuck DeWolf.**

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Airport Commission. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Airport Commission meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall 320-243-3714 early so that necessary arrangements can be made.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Airport Commission**

Committee/Council Meeting Date: January 23, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the October 24, 2012 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve minutes from the October 24, 2012 Airport Commission meeting.

**MINUTES  
AIRPORT COMMISSION**

**OCTOBER 24, 2012**

Vice Chairman Steve Brown called the meeting to order at 5:15 p.m. Commission members present were Larry Bollman and Gene Beavers. Phil Bailey and Bert Stanley were absent. Others present were Ron Mergen, Public Works Director; Chuck DeWolf, Bolton & Menk, Inc.; Ashley Alsum, Cable Coordinator; and Tim Mahoney.

**Motion was made by Beavers to approve the minutes from the July 25, 2012 Airport Commission Meeting. Seconded by Bollman and unanimously carried.**

**MEMBER RESIGNATION**

It was reported that Bert Stanley has been on the Commission for over 10 years and has submitted a letter of resignation.

**Motion was made by Bollman to accept the letter of resignation from Bert Stanley and recommend such to the City Council. Seconded by Beavers and unanimously carried.**

**2012 FLY IN**

The 2012 Fly In was briefly discussed noting that all the donations were given to the Friends of the Airport. It was discussed to contact the acrobatic pilots and find out what their price would be for 2013.

**PAPI's & REIL'S**

DeWolf reported that the underground work has been completed and the contractor is waiting for the equipment to arrive. The project is to be done in approximately two weeks.

**HANGAR RENTAL RATES**

A letter from Gary Rothstein (City's insurance agent) was presented which indicates the City's premiums will be reduced by one half. With that, members felt the urgency to raise the rental rates has somewhat diminished. It was also noted that the contract states the City can't raise the rates except on the two year anniversary date. There is a snow and ice issue on the north side hangars and that maybe there should be a pay differential. After a short discussion,

**Motion was made by Beavers to raise the South side hangars to \$120.00 per month and leave the North side hangars at \$100.00 per month and recommend such to the City Council. Seconded by Bollman and unanimously carried.**

**FUEL PRICING POLICY**

The current fuel price is \$.31 cents per gallon over cost and the need to stay competitive was discussed and stressed. After a short discussion,

**Motion was made by Brown to rescind the motion recommending the price increase to \$.10 over costs. Seconded by Bollman and unanimously carried.**

**Motion was made by Beavers to increase the fuel price policy by \$.05 to equal \$.36 over cost and recommend such to the City Council. Seconded by Bollman and unanimously carried.**

There being no further business, the meeting was adjourned at 5:40 p.m.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Airport Commission

Committee/Council Meeting Date: January 23, 2013

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION:** Election of Officers/Terms

Prepared by: Staff

**COMMENTS:**

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

**ADMINISTRATOR COMMENTS:**

In 2012 all terms were set for one year.

**COMMITTEE/COUNCIL ACTION:**

A motion to elect \_\_\_\_\_ as Chair.

A motion to elect \_\_\_\_\_ as Vice-Chair.

A motion to elect \_\_\_\_\_ as Secretary.

Motion to set the terms for \_\_\_\_\_.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Airport Commission

Committee/Council Meeting Date: January 23, 2013

Agenda Section: New Business

Originating Department:

Item Number: III - B

**ITEM DESCRIPTION:** Meeting Schedule

Prepared by: Staff

**COMMENTS:**

Each Commission this time of year sets their annual meeting schedule. Currently, the Commission meets quarterly on the fourth Wednesday at 5:00 p.m. in the City Hall Council Chambers.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to set the Airport Commission Meetings for \_\_\_\_\_.

**(PEX) - Paynesville Municipal Airport**

**DRAFT 2013 5-YEAR AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)**

Federal Entitlement Balance FY 2013: \$186,511

**\*\*ALL COSTS BASED ON ESTIMATES USING 2011 PRICES**

State	Fed	Description	Funding Participation			Project Cost	Federal Entitlement Funding	Other Federal Funding	State Funding	Local Funding	Other Programs	Local Project Priority	Project Bid Date	Federal Entitlement Balance
FY	FY		FAA %	State %	Local %									
	2013	Acquire Land for Hangar Area (Parcels 12, 13)	90%	0%	10%	\$ 140,000	\$ 126,000	\$ -	\$ -	\$ 14,000	\$ -	1	-	\$60,511
	2013	Rehabilitate Fuel System	90%	0%	10%	\$ 35,000	\$ 31,500	\$ -	\$ -	\$ 3,500	\$ -	2	-	\$29,011
													FY 2014 Entitlement Balance: \$179,011	
2013		Update Airport Zoning (State Eligible Costs funded 70%)	0%	70%	30%	\$ 36,000	\$ -	\$ -	\$ 25,200	\$ 10,800	\$ -	1	-	\$179,011
	2014	Environmental Assessment for Parallel Taxiway (Phase I & Phase II)	90%	0%	10%	\$ 90,000	\$ 81,000	\$ -	\$ -	\$ 9,000	\$ -	2	-	\$98,011
	2014	Construct Airport Beacon	90%	0%	10%	\$ 70,000	\$ 63,000	\$ -	\$ -	\$ 7,000	\$ -	3	5/15/2014	\$35,011
													FY 2015 Entitlement Balance: \$185,011	
	2015	NO PROJECTS PROGRAMMED	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	-	\$185,011
													FY 2016 Entitlement Balance: \$335,011	
	2016	NO PROJECTS PROGRAMMED	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	-	\$335,011
													FY 2017 Entitlement Balance: \$485,011	
	2017	Construct Parallel Taxiway - Phase I (Grading)	90%	0%	10%	\$ 890,000	\$ 485,011	\$ 315,989	\$ -	\$ 89,000	\$ -	3	5/15/2017	\$0
													FY 2018 Entitlement Balance: \$150,000	
	2018	Rehabilitate Pavement (Mill & Overlay) - Runway 11/29, Taxiway, Apron, Taxilane	90%	0%	10%	\$ 1,600,000	\$ 150,000	\$ 1,290,000	\$ -	\$ 160,000	\$ -	1	5/15/2018	\$0
<b>Summary for Airport = Paynesville Municipal Airport</b>						<b>TOTAL:</b>	<b>\$ 2,861,000</b>	<b>\$ 936,511</b>	<b>\$ 1,605,989</b>	<b>\$ 25,200</b>	<b>\$ 293,300</b>	<b>\$ -</b>		

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**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Airport Commission**

Committee/Council Meeting Date: January 23, 2013

Agenda Section: Old Business

Originating Department:

Item Number: IV - B

**ITEM DESCRIPTION: 2013 Fly In**

Prepared by: Staff

**COMMENTS:**

Massman	\$2,000.00
Insurance	\$250.00
Fuel	\$250.00

Cowden	\$1,500.00
Insurance	\$250.00
Fuel	\$250.00
Smoke Oil	\$300.00

<b>TOTAL</b>	<b>\$4,800.00</b>
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**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to \_\_\_\_\_.

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## Ron Mergen

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**From:** Bill Cowden [rv8n222bc@hotmail.com]  
**Sent:** Friday, January 11, 2013 8:35 AM  
**To:** Ron Mergen  
**Subject:** Re: RE:

Yes I have talked with Darrel, I think he is out of town for work. His phone number is: 715-281-5507. If we come in the night before the event handles the arrangements. I know you are limited so I understand if you are unable.

Thanks,  
Bill

Ps: I am installing a new propeller on the Yak and should see 10% gain in performance! It's going to be a fun season!

Sent from my iPad

On Jan 11, 2013, at 8:18 AM, Ron Mergen <[Ron@paynesvillemn.com](mailto:Ron@paynesvillemn.com)> wrote:

Bill, have you heard from Darrel and what his price would be? If you fly in the night before I would assume we would need to provide hangar space and rooms? I can get the smoke oil, thanks Ron

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**From:** Bill Cowden [<mailto:rv8n222bc@hotmail.com>]  
**Sent:** Thursday, January 03, 2013 7:53 AM  
**To:** Ron Mergen  
**Subject:** Re:

Happy new year Ron. I forwarded this to Darrel for his response. I have the date open. Are we planning two shows again? We would also consider arriving the night before if that would help. What other shows have done is to have a practice box the night before which makes it fun and helpful for everybody involved with the production. Will there be smoke-oil available for us? Also if you need to be an additional insured I would have to pass that fee along too. I can do it for \$1500 plus expenses (fuel, 4qts Aeroshell 100W). I will have posters to sign for the kids of all ages and may be able to bring a pro announcer.

Thanks,

Bill

You can search my name on YouTube and see a short video a gentleman made at the Osceola show last year. They didn't have smoke oil for us and didn't let us know, so no smoke.

Sent from my iPad

## Ron Mergen

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**From:** Darrel Massman [dmassman@energysusa.com]  
**Sent:** Monday, January 14, 2013 1:58 PM  
**To:** Ron Mergen  
**Subject:** Re:

Hi Ron; Sorry it took so long to get back with you. That date works with me. Total cost = \$2,000 show, \$250 for insurance, and approx 50 gallons fuel.

Thanks.

Darrel Massman  
Energys USA Inc  
715.281.5507 cell  
715.258.9798 office

----- Original Message -----

**To:** Darrel Massman  
**Sent:** Friday, January 11, 2013 1:35 PM

I talked to Bill about performing at the Fly in on Aug 11<sup>th</sup> , does that meet with your schedule and what is your price to perform, thanks Ron



**Minnesota Department of Transportation**

**Office of Aeronautics**

Mail Stop 410  
222 East Plato Boulevard  
Saint Paul, MN 55107-1618

Phone: 651-234-7200

Fax: 651-234-7261

December 27, 2012

Ron Mergen  
Paynesville Municipal Airport  
221 Washburne Ave  
Paynesville, MN 56362

Dear Ron Mergen:

This year an on-site inspection of the Paynesville Municipal Airport was conducted under the FAA's Airport Master Record (Form 5010) Program. The inspector collected the most current information concerning the physical condition or status of the facility, the visual landing aids, and the obstructions surrounding the airport. In Minnesota, the Department of Transportation, Office of Aeronautics performs many of these inspections under contract to the FAA.

The 5010 inspections are intended to enhance safety for the flying public. The data gathered forms the basis for the federally produced flight publications such as the Airport/Facility Directory, Aeronautical Charts, and instrument Terminal Procedures Publications.

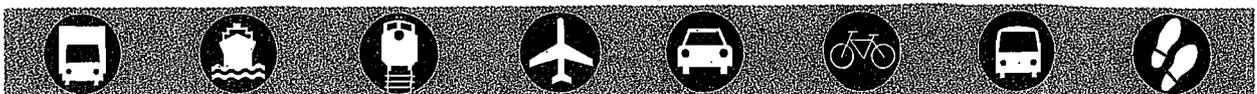
Attached for your review is a copy of the revised Form 5010 and Airport Layout Sketch which has been sent to the FAA. Data elements preceded by a ">" symbol are considered critical safety items. You should report *any* subsequent changes of these items to your Flight Service Station (telephone number in data element #88).

We have also enclosed an aerial view of the airport with inspection information overlaid for your reference. The numbers on this sheet correlate to the objects on the enclosed Survey Data Evaluation Reports. Some objects do not obstruct an airport surface and some obstructions might not be required to be removed. The second page of this report identifies the objects that are required to be addressed.

MnDOT uses handheld GPS units with local corrections and laser range-finders with inclinometers to collect airport data. While these devices are accurate, this is not survey grade data. Also, where one point is identified it may represent an entire group of trees. Further, the survey is done looking out from the airport and the objects we identify may be obscuring objects farther away that would also be obstructions. The airport sponsor has the option of obtaining survey data to verify our data and further define the objects in areas we have identified for action.

Your attention is directed to the conditions identified as safety discrepancies on the second page. We recommend that appropriate measures be taken to correct these problem areas in order to improve the condition of the airport and enhance safety. Further, it is the Airport Manager's responsibility to request a Notice-to-Airmen (NOTAM) be issued to advise pilots of any safety related problems that cannot be corrected immediately.

An Equal Opportunity Employer



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The Paynesville Municipal Airport was inspected on August 9, 2012. The inspector noted primary surface obstructions along the north edge of the runway. The primary surface extends 200 feet beyond each runway end and for Runway 11/29, 250 feet either side of the runway centerline. This area should be kept clear of brush, shrubs, trees, and other obstructions. Please clear and maintain this primary surface.

The inspector also noted the current Minnesota airport license was not posted. Please post this on your bulletin board to comply with the Minnesota airport rules.

The inspector noted the emergency fuel shutoff was not clearly marked. Please ensure the fuel shutoff has clear signage so that in an emergency, someone unfamiliar with the airport could locate this shutoff and stop the flow of fuel. This signage should be visible by someone operating the fuel pump.

Also enclosed is the listing of aircraft based at the Paynesville Municipal Airport as reported to the FAA through the website [www.basedaircraft.com](http://www.basedaircraft.com). Please review the report with our highlighted discrepancies and visit the website to update the aircraft based at the Paynesville Municipal Airport. This should be done at least annually to ensure that the FAA records are kept up to date with your based aircraft.

The Minnesota Department of Transportation and the FAA greatly appreciate your efforts to provide a safe general aviation facility for use by the flying community. Please notify me in writing when these items which were identified during the inspection have been corrected. If you need any assistance, please give me a call.

Sincerely,



Rachel Obermoller  
Aviation Representative

Enclosures (5)

cc: City of Paynesville  
Mn/DOT Regional Airport Engineer  
FAA, Minneapolis Airports District Office

*State of Minnesota*  
*Department of Transportation*



**PUBLIC AIRPORT  
LICENSE**

Paynesville Municipal Airport

has been inspected and approved by the Office of Aeronautics in accordance with  
Chapter 8800 of the Minnesota Rules

Judy Meyers  
Authorized Representative

License Number 7815

Expiration Date September 24, 2015

Christopher P. P.  
Director, Office of Aeronautics

