

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

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Member Resignation/Appointment (page 4)
  - B. FBO – Pilot Training
- IV. OLD BUSINESS
  - A. Review 2013 Fly-In
  - B. Land Acquisition - Update
  - C. Airport Zoning – Update
  - D. Fuel System Upgrade (page 6)
- V. INFORMATIONAL
- 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, Bob McDaniel, 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: October 23, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the July 24, 2013 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve minutes from the July 24, 2013 Airport Commission meeting.

**MINUTES  
AIRPORT COMMISSION**

**JULY 24, 2013**

Steve Brown called the meeting to order at 5:30 p.m. Commission members present were Bob McDaniel, Larry Bollman, Gene Beavers, Phil Bailey. Others present were Renee Eckerly, City Administrator; and Chuck DeWolf, Bolton & Menk, Inc. Ron Mergen was absent.

**Motion was made by Beavers to approve the minutes of the May 22, 2013 Airport Commission meeting. Seconded by Bollman and unanimously carried.**

**UPGRADING FMU 2500 – FUEL SYSTEM UPGRADE**

The Commission asked about putting a shelter-type structure over the system. A new system is \$12,000.00 that would be split 50:50 with the State. An upgrade would cost \$4,767.00. DeWolf was researching utilizing State funding, but the upgrade will not qualify so the cost of such would need to come out of Capital Improvement. The current system was installed in 2000.

**Motion was made by Beavers to approve the quote from Zahl in the amount of \$4,767.00 to upgrade the system and recommend such to the City Council. Seconded by Bailey and unanimously carried.**

DeWolf will verify with the State on funding.

**AIRPORT CIP**

On the CIP project list, the estimated cost for the fuel system is \$35,000.00. The Commission questioned the large difference in amounts. It was suggested to have Mergen bring back costs for both a new and upgraded fuel system; along with any State and Federal funding amounts.

**Motion was made by Beavers to rescind the previous motion to upgrade the fuel system. Seconded by Bailey and unanimously carried.**

Funds from the 2013 projects are being banked, but way below the Federal limit at \$186,511.00. The City will receive \$150,000.00 again in 2014.

DeWolf reviewed the Airport CIP:

|  |                       |                                  |
|--|-----------------------|----------------------------------|
| 2014   | Land Acquisition      | This is being worked on          |
| 2013   | Fuel System           | In progress (State funding)      |
| 2013   | Update Airport Zoning | In progress (State funded 70:30) |
| 2014   | Airport Beacon        |                                  |
| 2017 & 2018 Projects will stay at the current position |                       |                                  |

**AIRPORT FLY IN**

The Task List was reviewed:

- Items #1 and #2 have been completed.

- Complimentary Pilot Tickets will be completed by Welling.
- Microphone Sound System – Steve Brown will contact Moorhouse and he will bring something.
- Life Link – Bollman stated that this is a maybe. They are relocating from Hutchinson to Willmar.
- Brown will contact planes.
- Vendors – Bailey will contact the Radio Club and ask Mergen about contact information on other vendors.
- Flyer – The Commission would like the flyer emailed to them.
- Advertising – The flyer will be in the Press next week.
- Hangars – Bollman needs the contacts for Hangars 1 – 5 on the south side.
- Army Chopper – McDaniel contacted them, but they don't have the money to come.
- Golf Carts – McDaniel has arranged for 3 carts from Ted's RV and the Miss Paynesville Queens will give the rides. Karlene Gray will be in charge of the girls and the flags.
- Gator – Bollman will contact John Deere or Torborg Equipment to get a Gator to get to the end of the air strip to close it for the air show.
- Posters & Flyers – McDaniel has put up flyers all the way to Kimball.
- Advertise – Brown contacted St. Cloud radio; Moorhouse will take care of this.
- Flight Simulator is not coming.
- Fundraising – everyone should help with this.
- Car Show – Bailey will bring his cars.
- Ground Control – Moorhouse is checking with his son on this.
- Flour Drop – Brown feels the event is too hectic for this event.
- State Patrol – Brown has contacted them and will be here if there is no emergency.
- Friends of the Airport – everything is set for the Breakfast.
- The breakfast will be served rain or shine and will be under cover this year.
- Hangars – 1-5; ask to have planes out by 7:00 a.m. and back in by 2:00 p.m.

## **LAND ACQUISITION**

This is being worked on through the City's Land Negotiations Committee.

## **AIRPORT ZONING**

The Airport Zoning Board will need to meet in August to set a public hearing for the new airport zoning. Two hearings are required before the zoning can be approved.

## **MN AIRPORT SYSTEM PAVEMENT EVALUATION 2012 UPDATE**

The report shows the pavement is good and we are following the CIP. The Airport rating was 95; anything over 60 is good.

McDaniel asked how to get young trainees into the flying system. He has ordered a kit to see if interested; can be stimulated locally.

There being no further business, the meeting was adjourned at 5:46 p.m.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Airport Commission

Committee/Council Meeting Date: October 23, 2013

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION:** Member Resignation/Appointment

Prepared by: Staff

**COMMENTS:**

Please review the attached resignation from Phil Bailey from the Airport Commission and Airport Zoning Board, effective immediately.

Discuss a replacement.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to accept the resignation from Phil Bailey from the Airport Commission, effective immediately and recommend such to the City Council.

## Ron Mergen

---

**From:** Phil Bailey [century.enterprises@hotmail.com]  
**Sent:** Tuesday, October 15, 2013 8:32 AM  
**To:** Ron Mergen  
**Subject:** Re: 10/22 meeting

Yes, I think that it will have to be for both.

Philip M. Bailey

On Oct 15, 2013, at 8:22 AM, "Ron Mergen" <[Ron@paynesvillemn.com](mailto:Ron@paynesvillemn.com)> wrote:

> Phil  
>  
> Is this for the Airport Commission and the Airport Zoning Board, thanks Ron  
>  
> -----Original Message-----  
> From: Phil Bailey [<mailto:century.enterprises@hotmail.com>]  
> Sent: Monday, October 14, 2013 8:57 AM  
> To: Ron Mergen  
> Subject: 10/22 meeting  
>  
> Ron,  
> Once again, I will be out of state next week and unable to attend the meeting. Ron I really appreciate the opportunity that I have had to be on the Airport committees, but because my schedule has me out of town most of the time, I think that it is time to resign my position. Again Ron, I appreciate the opportunity that I have had to work with everyone on the airport commission and the city council. Please pass this message on to the rest of the group.  
>  
> Philip M. Bailey  
> Century Enterprises  
> "Finding Solutions Through the use of Technology and Common Sense"  
> 320-260-2020  
>

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME: Airport Commission**

Committee/Council Meeting Date: October 23, 2013

Agenda Section: Old Business

Originating Department:

Item Number: IV - D

**ITEM DESCRIPTION: Fuel System Upgrade**

Prepared by: Staff

**COMMENTS:**

Please review the attached quotes:

|                                  |             |                               |
|----------------------------------|-------------|-------------------------------|
| Zahl Petroleum Maintenance Co.   | \$4,767.00  | to upgrade the current system |
| Zahl Petroleum Maintenance Co.   | \$12,518.00 | new system                    |
| Minnesota Petroleum Service Inc. | \$12,367.30 | new system                    |

Discussion.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to accept the quote from \_\_\_\_\_ in the amount of \_\_\_\_\_ for \_\_\_\_\_ and recommend such to the City Council.

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# ZAHL-PETROLEUM MAINTENANCE CO.

DIV. OF DAN LARSON ENTERPRISES, INC.

Sales, Service, Installation of Petroleum Equipment Since 1952

www.zahl-pmc.com

June 20, 2013

City of Paynesville  
Ron Mergen  
221 Washburn Ave  
Paynesville, MN 56362

**Proposal for upgrading existing FMU 2500 at Paynesville Airport**

Main Board, IO Board, Back Plate Assembly (LRU)

New Alpha Numeric Door

Data Logger

Modem Board

Upgrade Software

**Net Equipment Cost**

3,073.00

Tax

189.00

Freight

115.00

Installation and Start Up

1,390.00

**Total Cost \$4,767.00**

NOTE: DUE TO PRICE FLUCTUATION, PRICE ON EQUIPMENT IS SUBJECT TO CHANGE AFTER TWO WEEKS

We propose to furnish material and/or labor in accordance with specifications and estimates.

Total Proposal: **Four Thousand Seven Hundred Sixty Seven & No/100**

Note: This proposal may be withdrawn by us if not accepted within 30-days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Date of Acceptance: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Zahl Petroleum Maintenance Company Authorized Signature Ed Puchtel

PAYMENT SCHEDULE: 20% DOWN PAYMENT DUE BEFORE ORDERING EQUIPMENT  
UPON COMPLETION OF WORK BALANCE WILL NEED TO BE PAID IN FULL.  
BALANCE DUE NET 30 DAYS FROM INVOICE DATE

Date of Acceptance: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Sincerely,  
Ed Puchtel  
Zahl-PMC



# ZAHL-PETROLEUM MAINTENANCE CO.

DIV. OF DAN LARSON ENTERPRISES, INC.

Sales, Service, Installation of Petroleum Equipment Since 1952

www.zahl-pmc.com

March 25, 2013

Paynesville Municipal Airport

**Attention: Ron Mergen**

City of Paynesville

Public Works Director

**We are pleased to provide this proposal for the installation of the Fuelmaster system at the Paynesville, MN Airport**

### Furnished Equipment

|   |               |
|---|---------------|
| 1)-Fuelmaster FMU 2560 Pedestal, Credit Card/ Smart Card, 2-Hose, Help Desk | 6,938.00      |
| 1)-DTA Data Logger  | 355.00        |
| 1)-Pedestal Receipt Printer   | 1,865.00      |
| 1)-Smart Card Encoder USB   | 495.00        |
| 25)-Smart Cards @ \$4.00 EA   | 100.00        |
| 1)-Freight  | 125.00        |
| 1)-Use Tax  | <u>654.00</u> |

**Total Equipment w/ Freight Tax \$10,532.00**

### Installation

- Remove existing FMU from island
- Install Fuelmaster FMU pedestal on island
- Bring on line with existing software
- Start system up and provide training on equipment
- Work with owner's electrician on installation of Fuelmaster system

**Total Installation \$1,986.00**

**GRAND TOTAL \$12,518.00**

### Options

Provide journal printer w/ surge protection **Add 555.00**

Provide (NIC) Network Card **Add \$693.00**

Quick Stop Button **Add \$152.00**

3101 SPRING STREET N.E. - MINNEAPOLIS, MN 55413

PHONE: (612) 331-8550 - FAX: (612) 331-8553

EQUAL OPPORTUNITY EMPLOYER

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# ZAHL-PETROLEUM MAINTENANCE CO.

DIV. OF DAN LARSON ENTERPRISES, INC.

Sales, Service, Installation of Petroleum Equipment Since 1952

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### Notes

In checking with Fuelmaster your current software is up to date. Should a software upgrade be required at time of installation this would be provided at an additional expense to you

Delays because of owner's electrician could result in some additional costs to owner

Equipment has 4 weeks lead time. Scheduling would be confirmed with you upon arrival of equipment. We have included a use tax and not a sales tax in our proposal which, we are required to pay

We propose to furnish material and/or labor in accordance with specifications and estimates.

Total Proposal: **Twelve Thousand Five Hundred Eighteen & No/100 Plus options**

Note: This proposal may be withdrawn by us if not accepted within 30-days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Date of Acceptance: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Zahl Petroleum Maintenance Company Authorized Signature *Ed Puchtel*

PAYMENT SCHEDULE: 20% DOWNPAYMENT DUE BEFORE ORDERING EQUIPMENT IF IT IS CITY POLICY OTHERWISE FULL BALANCE WILL BE BILLED UPON COMPLETION OF PROJECT  
BALANCE DUE NET 30 DAYS FROM INVOICE DATE

Date of Acceptance: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Thank you for the opportunity to bid this project.

Best regards,  
Ed Puchtel  
Zahl-PMC

*Handwritten mark*



"Service After The Sale"

Minnesota Petroleum Service, Inc.  
682 39th Ave NE  
Minneapolis, MN 55421  
763-780-5191 F:763-780-5472  
www.mnpetro.com ideutsch@mnpetro.com

To: City of Paynesville  
Airport  
  
Attn: Ron  
1500 Airport Road  
Paynesville MN  
  
320-250-6349

Quote# TD-040113-1  
Date: 1-Apr-2013

| DESCRIPTION | QTY | PRICE | AMOUNT |
|-------------|-----|-------|--------|
|-------------|-----|-------|--------|

QT Technologies Model M3000 Pro Self-Serve Fueling Terminal  
Includes Siteminder Pro fuel management software featuring account management, sales activity, tail number entry, private card accounting, inventory management, tank level reconciliation and tierd discounting.

|   |      |            |            |
|---|------|------------|------------|
| QT Technologies Model M3000 Pro Self-Serve Fueling Terminal | 1.00 | \$8,833.00 | \$8,833.00 |
| All Weather Cover   | 1.00 | \$89.00    | \$89.00    |
| Labor/Programming/Training                                  | 1.00 | \$1,371.00 | \$1,371.00 |
| Mobilization  | 1.00 | \$125.00   | \$125.00   |

**Electrical:** 1.00 \$916.70 \$916.70

- Disconnect existing card reader power, pulser and communications.
- Reconnect existing power, pulser and communications wiring for new card reader.
- New wiring has not been included.

**Electrical exclusions:**  
• Upgrade for power or product isolation is excluded.  
• Upgrades for the emergency stop systems are excluded.  
• Conduit repairs and/or thaws are excluded.  
Electrical permit, fees and taxes are included in price.

Taxes are not included unless otherwise specified.

Please remit deposit to:  
Minnesota Petroleum Service, Inc.  
682 39th Ave NE  
Minneapolis, MN 55421

|                          |             |
|--------------------------|-------------|
| Subtotal                 | \$11,334.70 |
| Tax(Figured at 7.125) \$ | 807.60      |
| Freight Charges \$       | 225.00      |

Please fax signed and accepted quote to:  
Tracey Scott Deutsch (763)-780-5472

Total \$12,367.30

**DEPOSIT DUE IN FULL UPON ACCEPTANCE**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Acceptance: \_\_\_\_\_

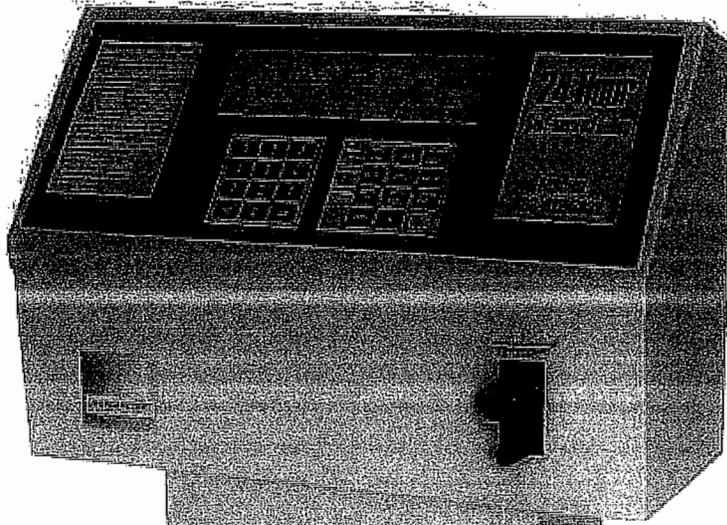
Date: \_\_\_\_\_

**Thank you for your business!**

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# QT TECHNOLOGIES

## Self-Service Fueling Solutions



# M2000

Hardware - Software - Accessories



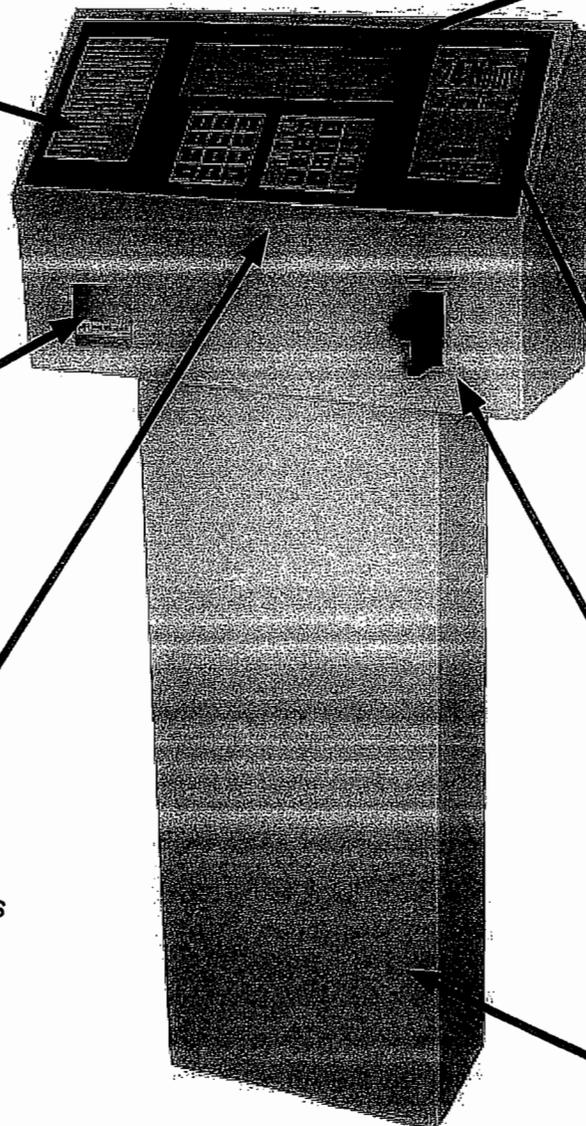
# M3000

## The Clear Leader in Self-Service Fueling

**Custom Graphics:**  
The front panel provides detailed operating instructions or special advertising.

**Reliable Thermal Printer:**  
Easy to load. No ink ribbons. Receipts won't blow away.

**Customized Keypad:**  
The keypad allows for quick selection of products. Color-coded fuel keys reduce chances of mis-fueling and the alphanumeric data entry pad captures tail or registration numbers.



**Large Format High Contrast Backlit Display:**  
4 lines of 40 characters allows for easy instructions that you define.

**More Custom Graphics:**  
Provide local phone numbers, radio frequencies, taxi instructions or advertising.

**Credit Card Reader:**  
An insertion style card reader that captures both customer name and account number.

**Large Footprint:**  
The base provides a large area for electrical access and reduced installation time.

972.406.5900

www.QTTechnologies.com