

**SPECIAL AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
JUNE 4, 2014
5:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. 2014 Fly-In (page 4)
- V. INFORMATIONAL
- VI. ADJOURN

Please contact Ron Mergen at 320-243-3714 ext. 230 or at ron@paynesvillemn.com if you can't attend the meeting.

**Members: Bob McDaniel, VACANCY, Gene Beavers, Matt Larson, 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: June 4, 2014

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the April 21, 2014 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve minutes from the April 21, 2014 Airport Commission meeting.

**MINUTES
AIRPORT COMMISSION MEETING**

APRIL 21, 2014

Steve Brown called the meeting to order at 5:10 p.m. Other Commission members present were Bob McDaniel and Matt Larson. Gene Beavers was absent. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

Motion was made by McDaniel to approve the minutes of the January 22, 2014 Airport Commission meeting. Seconded by Larson and unanimously carried.

MEMBER VACANCY

It was reported that the Commission still has a vacancy and any potential member's names can be give to the Mayor or Mergen. One potential member was noted and McDaniel will follow up on it.

2014 FLY IN

The Commission reviewed the 2014 Fly In and Task List. Tasks and duties were assigned. Items discussed included:

1. Someone needs to head-up the meals as Steve Whitcomb has resigned from this duty.
2. Someone needs to park vehicles – McDaniel will follow up on this.
3. Larson will contact the Guard Unit in St. Cloud about an Army Chopper.

Members agreed that the May meeting is needed to plan the Fly In.

THRU THE FENCE

A letter from Andy Winstrom was reviewed. Winstrom is still interested in the thru the fence options.

FBO – PILOT TRAINING

A concept of a FBO was reviewed. DeWolf reported that an estimated cost for this size structure would be \$475,000.00. Members stated that the amount needs to be decreased to about \$250,000.00. Down-sizing options were discussed:

1. Eliminate the lean-to's
2. Shorten the build-up, but design it as an add-on

The idea is, if the City builds it, someone will come.

MN AIRPORT CONFERENCE

Larson and McDaniel reported that the Conference was very informative and the contacts made are beneficial. McDaniel explained how the FBO operates in Rushford, MN. Larson is researching information on setting up a pilot training program.

2014 BEACON

DeWolf reported that the grant work is in progress and construction should be scheduled for later this summer. Members discussed the location to be sure it does not interfere with any future building sites or plans.

FUTURE MEETING

Motion was made by McDaniel to set a Special Airport Commission meeting for Wednesday, May 28, 2014 at 5:00 p.m. to review the Fly In. Seconded by Larson and unanimously carried.

There being no further business, the meeting was adjourned at 5:45 p.m.

**2014 Paynesville Municipal Airport Fly-In Breakfast
Task List**

	TASK	RESPONSIBLE PARTY	CONFIRMED
1.	FAA Waiver Application	N/A	
2.	Confirm dates with Performers	N/A	
3.	Price/Caterer/Menu, etc.	?	
4.	Send invitations to Fire Department & Ambulance asking for volunteers	Matt	
5.	Arrange for portable restrooms	Ron	
6.	Prepare complimentary breakfast tickets for pilots	City Staff	
7.	Trash receptacles – Contact West Central Sanitation, Jeff Bertram	Ron	
8.	Registration table - table and chairs	Steve	
9.	Notify Press – Photo opportunity	Steve	
10.	Water & Pop	?	
11.	Create necessary signage	Ron	
12.	Direct traffic/parking of vehicles	Bob	
13.	Confirm Pilots/Commentator	N/A	
14.	Microphone & sound system with CD player	Steve	
15.	Weather Watcher	N/A	
16.	Tape off restricted areas – showlines & parking	N/A	
17.	Send flyer to all municipal airports	Ron	
18.	Contact Fly Service Station to Close and Open Airport during shows – (800) 642-6505	N/A	
19.	Coordinate ground radio	Steve	
20.	Coordinate with all hanger tenants (1-5) on the south side to empty hangers for use on that day	Matt	
21.	Thank You's	Ron	
22.	Contact Mike Noll-Army Chopper	Matt	
23.	Contact Life Link	Steve	

05/30/14

24.	Plane Counter	N/A	
25.	Contact Vendors- , Aviation Art Museum Loren Pearson – Paynesville Radio Control Airplane Club	Ron	
26	Confirm pilots insurance policies – late July	N/A	
27.	Vendors Location & Set up	Volunteers	
28.	Golf Carts & Drivers	Bob	
29.	Make Poster/Flyer	Staff	
30.	Advertising MNDOT Web Site Mn Flyer Mid West Flyer St. Cloud Radio Stations Alexandria TV Station		
31.	Fundraising		
32.	Car Show		
33	MNDOT State Patrol Chopper	Steve	