

**SPECIAL AIRPORT COMMISSION  
PAYNESVILLE AREA CENTER – SMALL ROOM  
JANAURY 26, 2015  
5:00 P.M.**

**\*\*\* Please note meeting location change, due to City Council Remodel Project. \*\*\***

**AGENDA**

- I. CALL TO ORDER
  - A. Introduction of Guest Members
  
- II. CONSENT AGENDA
  - A. Minutes (page 1)
  
- III. NEW BUSINESS
  - A. Resignation & Appointment of New Members/Election Of Officers/Terms (page 4)
  - B. Meeting Schedule (page 6)
  - C. Land Rent (page 7)
  
- V. OLD BUSINESS
  - A. Review Future Projects (page 8)
  - B. 2015 Fly In (page 9)
  - C. Beacon Update
  - D. Zoning Update
  
- VI. 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: Bob McDaniel, Steve Whitcomb, Donovan Mayer, Matt Larson, and Aaron Kranz.  
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 26, 2015

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the November 24, 2014 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve minutes from November 24, 2014 Airport Commission meeting.

**MINUTES  
AIRPORT COMMISSION MEETING**

**NOVEMBER 24, 2014**

Steve Brown called the meeting to order at 5:00 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 from the July 28, 2014 Airport Commission meetings. Seconded by Larson and unanimously carried.**

**INSULATING TEE HANGAR**

It was reported that the City has received a request by one of the pilot tenants to insulate and heat their tee hangar. The tenant has obtained a price of \$2,500.00 to spray foam the unit. A number of questions were raised:

1. Building insurance
2. Can the City utilize the spray foam
3. What type of heat can be utilized as several options were discussed

Staff will have these questions answered and contact the pilot to determine which option the individual wants to pursue. The contract does allow for insulating of the unit, but electric cannot be utilized as a heat source. It was discussed that when the next set of hangars are built to have a row of them heated.

**CIP**

DeWolf reported on the CIP; noting that next year's projects will be the environmental assessment for the parallel taxiway, land acquisition, and tee hangars. Also presented were the plans through year 2021 along with the Federal, State, and local cost shares.

**REVIEW OF FLY IN**

A brief update was given on the results of the Fly In, noting that the Commission made a small amount of money with donations.

**BEACON UPDATE**

DeWolf informed members that the beacon is in and questioned if the Commission would like to see it installed now or wait until spring. Members agreed, if possible, it should be installed now.

**NEW MEMBER**

It was noted that the Commission is still in search of a new Commission member.

## **ZONING UPDATE**

DeWolf noted that the zoning request has been sent to MnDOT and the City is waiting for their response. DeWolf also reviewed the changes in the proposal.

## **PILOT TRAINING**

McDaniel proposed the City start a pilot training program to get young people interested in flying. Members all liked the concept and discussed a possible open house next spring (after school). McDaniel will also follow up with AOPA for funding.

## **PUBLIC RELATIONS**

It was discussed to name the airport or the field. Several names were mentioned. It was also discussed that it can be confusing for out of town pilots that are not familiar with the name.

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 26, 2015

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION:** Resignation & Appointment of New Members/Election of Officers/Terms

Prepared by: Staff

**COMMENTS:**

Please review the attached letter of resignation from Steve Brown. Steve Whitcomb and Aaron Kranz are interested in serving on the Commission.

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

**ADMINISTRATOR COMMENTS:**

Last year's officers were:

Brown – Chair

Beavers - Vice Chair

Mergen – Secretary

Terms were as follows:

Brown – term expires December 31, 2014

McDaniel – term expires December 31, 2014

Larson – term expires December 31, 2015

VACANCY – term expires December 31, 2016

Beavers (Council Member) – term expires December 31, 2014 (annually)

**COMMITTEE/COUNCIL ACTION:**

Motion to accept the resignation from Steve Brown and appoint Steve Whitcomb and Aaron Kranz and recommend such to the City Council.

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

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

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

Motion to set the following terms: \_\_\_\_\_.

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## Jennifer Welling

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**From:** Ron Mergen  
**Sent:** Wednesday, January 21, 2015 11:38 AM  
**To:** Jennifer Welling  
**Subject:** FW: Airport Commission

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**From:** Steve Brown [<mailto:stbrown@relco.net>]  
**Sent:** Wednesday, January 21, 2015 9:50 AM  
**To:** Ron Mergen  
**Subject:** Airport Commission

RE: Airport Commission 01/21/2015

Hello Ron,

I would like to thank the Paynesville City Council and the Paynesville Airport Commission for the opportunity I had to server on the Airport Commission.

I have been on the Commission since it was a joint effort between the City and the Township, I was able to be part of building the new airport.

I now feel it is time for me to resign my position and let someone else have the opportunity to help grow the facility. I would like to remain active in the airport events as a local pilot, helping during the Fly-in, etc. Please let me know if I can assist you.

Thank-X,  
Steve

Steve Brown  
27308 Co Rd 34  
Paynesville, MN 56362

*Steve Brown*

Controls Engineer  
Master Electrician



Innovative Process Technologies,  
Engineered Right.  
2281 3rd Ave S.W. Willmar, MN 56201  
Ph. 320.231.2210  
Direct. 320.222.0358  
Mobile. 320.212.5745  
Fax 320.231.2282  
[www.RELCO.net](http://www.RELCO.net)

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Airport Commission

Committee/Council Meeting Date: January 26, 2015

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 \_\_\_\_\_.

## The City of Paynesville Airport Land Rent

The City of Paynesville is accepting bids for land rent for one area at the Paynesville Municipal Airport. The City of Paynesville will accept bids until 11:00 a.m. on February 10, 2015 at Paynesville City Hall, 221 Washburne Ave, Paynesville, MN 56362 at which time they will be read aloud.

For more information and bid specifications contact Ron Mergen, Public Works Director, 320-243-3714 ext. 230 or at [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) from 8:30 a.m. to 4:30 p.m. Monday – Friday.

Bids shall be directed to the "City of Paynesville" in a sealed envelope and endorsed upon the outside wrapper "AIRPORT LAND RENT BID".

Bids will be for a three (3) year period (2015, 2016, and 2017 cropping seasons) and there is approximately one hundred four (104) total acres.

Payments – the first half is due June 1<sup>st</sup> of each respective year and the second half is due December 1<sup>st</sup> of each year.

The City reserves the right to reject any and all bids, to waive irregularities and informalities therein and to award the bid in the best interest of the City.

**Please Note:**

- The area identified on the map (1.5 acres) as parking (for Fly-In Breakfast) is required to be planted in small grains and harvested prior to August 9<sup>th</sup> of each year.
- The renter must comply with all farming distances from the airport runway.
- Obstructions to be farmed around include one wind sock and two electrical hand holes.
- The City reserves the right to remove area one (1) or eight (8) acres from the contract prior to each cropping season. The rental rate will be adjusted according to the cost per acre rental rate.
- No farm machinery is to cross the airport parking or taxi lanes.

See attached map for location of areas.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Price Per Acre \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

| (PEX) - Paynesville Municipal Airport                      |      | 5-YEAR AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) FINAL                         |                       |         |         |                     |                             |                       |                   | Federal Entitlement Balance FY 2015: \$432,419 |                   |                        |                             |                             |
|--|------|--|-----------------------|---------|---------|---------------------|-----------------------------|-----------------------|-------------------|--|-------------------|------------------------|-----------------------------|-----------------------------|
| **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 % |                     |                             |                       |                   |  |                   |                        |                             |                             |
| 2016   | 2015 | Environmental Assessment for Parallel Taxiway, Land Acquisition and T-Hangar | 90%                   | 5%      | 5%      | \$ 125,400          | \$ 112,860                  | \$ -                  | \$ 6,270          | \$ 6,270                                       | \$ -              | 1                      | 5/15/2015                   | \$319,559                   |
|  |      |  |                       |         |         |                     |                             |                       |                   |  |                   |                        | FY 2016 Entitlement Balance | \$469,559                   |
| 2017   | 2016 | Acquire Land for Hangar Area and Exhibit A Update (Parcels 12, 13)           | 90%                   | 5%      | 5%      | \$ 140,000          | \$ 126,000                  | \$ -                  | \$ 7,000          | \$ 7,000                                       | \$ -              | 1                      | 5/15/2016                   | \$343,559                   |
|  |      |  |                       |         |         |                     |                             |                       |                   |  |                   |                        | FY 2017 Entitlement Balance | \$493,559                   |
| 2018   | 2017 | Construct Parallel Taxiway - Phase I (Grading)                               | 90%                   | 0%      | 10%     | \$ 890,000          | \$ 493,559                  | \$ 307,441            | \$ -              | \$ 89,000                                      | \$ -              | 1                      | 5/15/2017                   | \$0                         |
|  |      |  |                       |         |         |                     |                             |                       |                   |  |                   |                        | FY 2018 Entitlement Balance | \$150,000                   |
| 2019   | 2018 | Construction Parallel Taxiway - Phase II (Paving)                            | 90%                   | 0%      | 10%     | \$ 563,000          | \$ 150,000                  | \$ 356,700            | \$ -              | \$ 56,300                                      | \$ -              | 1                      | 5/15/2018                   | \$0                         |
| 2019   | 2018 | Rehabilitate Runway 11/29 Pavement (Mill & Overlay)                          | 90%                   | 0%      | 10%     | \$ 720,000          | \$ -                        | \$ 648,000            | \$ -              | \$ 72,000                                      | \$ -              | 1                      | 5/15/2018                   | \$0                         |
| 2019   | 2018 | Rehabilitate Taxiway and Apron Pavement (Mill & Overlay)                     | 90%                   | 0%      | 10%     | \$ 280,000          | \$ -                        | \$ 252,000            | \$ -              | \$ 28,000                                      | \$ -              | 2                      | 5/15/2018                   | \$0                         |
| 2019   | 2018 | Rehabilitate Taxiway (Mill & Overlay) - Eligible                             | 90%                   | 0%      | 10%     | \$ 120,000          | \$ -                        | \$ 108,000            | \$ -              | \$ 12,000                                      | \$ -              | 3                      | 5/15/2018                   | \$0                         |
| 2019   | 2018 | Rehabilitate Taxiway (Mill & Overlay) - nonEligible                          | 0%                    | 70%     | 30%     | \$ 80,000           | \$ -                        | \$ -                  | \$ 56,000         | \$ 24,000                                      | \$ -              | 4                      | 5/15/2018                   | \$0                         |
|  |      |  |                       |         |         |                     |                             |                       |                   |  |                   |                        | FY 2019 Entitlement Balance | \$150,000                   |
| 2020   | 2019 | Construct T-Hangar Site, Taxilanes   | 0%                    | 50%     | 50%     | \$ 448,000          | \$ -                        | \$ -                  | \$ 224,000        | \$ 224,000                                     | \$ -              | 1                      | 7/15/2019                   | \$150,000                   |
|  |      |  |                       |         |         |                     |                             |                       |                   |  |                   |                        | FY 2020 Entitlement Balance | \$300,000                   |
| 2021   | 2020 | Construct 8-Unit T-Hangar Building   | 0%                    | 80%     | 20%     | \$ 977,000          | \$ -                        | \$ -                  | \$ -              | \$ 195,400                                     | \$ 781,600        | 1                      | 7/15/2020                   | \$300,000                   |
| <b>Summary for Airport - Paynesville Municipal Airport</b> |      |  | <b>TOTAL:</b>         |         |         | <b>\$ 4,343,400</b> | <b>\$ 882,419</b>           | <b>\$ 1,672,141</b>   | <b>\$ 293,270</b> | <b>\$ 713,970</b>                              | <b>\$ 781,600</b> |                        |                             |                             |

State Apportionment Funding

State Apportionment Funding  
Project completed in conjunction with Runway Repap  
Federal Discretionary

Federal Discretionary

Federal Discretionary

Hangar Loan

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**2015 Paynesville Municipal Airport Fly-In Breakfast  
Task List**

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

01/20/15

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