

**AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
APRIL 27, 2015
5:00 P.M.**

AGENDA

- I. CALL TO ORDER

- II. CONSENT AGENDA
 - A. Minutes (page 1)

- III. NEW BUSINESS
 - A. Agreement For Transfer Of Entitlements (page 4)

- V. OLD BUSINESS
 - A. Review Updated CIP (page 6)
 - B. 2016 Fly In – Flight Line Planning (page 7)
 - 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 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: April 27, 2015

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the January 26, 2015 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve minutes from January 26, 2015 Airport Commission meeting.

**MINUTES
AIRPORT COMMISSION MEETING**

JANAURY 26, 2015

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

Motion was made by McDaniel to approve the minutes of the November 24, 2014 Airport Commission meeting. Seconded by Mayer and unanimously carried.

APPOINTMENT OF NEW MEMBERS

Motion was made by McDaniel to appoint Aaron Kranz and Steve Whitcomb to the Airport Commission, effective immediately and recommend such to the City Council. Seconded by Mayer and unanimously carried.

RESIGNATION

Motion was made by McDaniel to accept the resignation of Steve Brown from the Airport Commission and recommend such to the City Council. Seconded by Larson and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Larson to elect McDaniel as Chair, Larson as Vice Chair, and Mergen as Secretary. Seconded by Kranz and unanimously carried.

Terms are as follows:

Kranz	term expires	December 31, 2017
Whitcomb	term expires	December 31, 2016
McDaniel	term expires	December 31, 2017
Larson	term expires	December 31, 2015

MEETING SCHEDULE

Motion was made by Larson to set the Airport Commission meetings for the fourth Monday at 5:00 p.m. on a quarterly basis. Seconded by Kranz and unanimously carried.

LAND RENT

It was explained to members that the farm land rent is bid out every three years and the City is currently advertising for such. The City has had several pilots request an additional 30 feet of land paralleling the runway planted into grass for the length of about 1,000 feet or less than one acre. This is for safety reasons.

Motion was made by Kranz to recommend seeding 30 feet by 1,000 feet into grass on the north side of the runway and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

REVIEW OF FUTURE PROJECTS

The CIP was reviewed and explained to members. This year the plan is to conduct the environmental assessment for the parallel taxi way and acquire land for an additional tee hangar. The need for an additional tee hangar was discussed and suggested that this project be moved up on the priority list. DeWolf noted that the Commission can revise the CIP later this year as it is submitted on an annual basis to MnDOT Aeronautics. Also discussed was the request to insulate several hangars, this would need to be planned with the proposed units.

2015 FLY IN

Members discussed whether to host a Fly In this year or start planning for a 2016 Fly In. This will be discussed further at the next meeting.

BEACON

DeWolf reported on the project. The beacon is on site, but due to winter conditions it will be constructed when the frost is out.

ZONING

DeWolf noted the City has received information back from MnDOT on the zoning and there are some concerns with the density on the east end of Zone B. Bolton & Menk, Inc. will be presenting options to the Airport Zoning Board.

FLIGHT TRAINING FOR YOUNG PILOT

Members discussed how to entice young people into aviation. McDaniel suggested each board member spend a day at school with information promoting aviation and a flight school opportunity. It was also noted that Aircraft Owners & Pilots Association (AOPA) may be a funding source for the training. Kranz noted that Experienced Aircraft Association (EAA) is an organization that may be another source for funding; Kranz will make a call to the EAA.

SPECIAL MEETING

A special meeting was scheduled for February 23, 2015 at 5:00 p.m. to only discuss the Fly In.

There being no further business, the meeting was adjourned at 5:55 p.m.



U.S. Department
of Transportation

Federal Aviation
Administration

AGREEMENT FOR TRANSFER OF ENTITLEMENTS

In accordance with section 47117C(2) of Title 49 U.S.C. (hereinafter called the "Act).

Hereby waives receipt of the following amount of funds apportioned to it for each fiscal year specified under section 47114©(1) of the Act.

	<u>Amount</u>	<u>Fiscal Year</u>
\$	132,419.00	2013
\$	127,581.00	2014
\$		
TOTAL \$	260,000	

On the condition that the Federal Aviation Administration makes the waived amount available to: City of Faribault, Minnesota for eligible projects under section 47104(a) Act. This waiver shall expire on earlier of September 30, 2017 or when the availability of apportioned funds would lapse under section 47117(b) of the Act.

FOR THE UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

FOR City of Paynesville
(Name of Transferor Sponsor)

BY _____

BY _____

TITLE _____

TITLE City Administrator

DATE _____

DATE _____

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____ acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Agreement and find that the Sponsor has been duly authorized to make such transfer and that the execution thereof is in all respects due and proper and in accordance with the laws of the State of Minnesota and the Act

Dated at _____ this day of _____, 20__

(Signature of Sponsor's Attorney)

Title _____

FEDERAL AIRPORT FUNDING REPAYMENT AGREEMENT

BETWEEN

**THE CITY OF FARIBAULT, MINNESOTA
AND THE CITY OF PAYNESVILLE, MINNESOTA**

The City of Faribault, Minnesota agrees to transfer back to the City of Paynesville, Minnesota a portion of their FAA funding allocation no later than Federal Fiscal Year 2017 in re-payment of the total amount of \$260,000. The City of Paynesville agrees to transfer \$260,000 in Federal Fiscal Year 2015 to the City of Faribault from their usable 2013 and 2014 FAA funding allocation.

The federal fiscal year of the transfer is 2015. Signature of each airport sponsor certifies agreement to repay the donor airport, City of Paynesville, by the recipient, City of Faribault, per the 2015 FAA transfer. (See FAA Agreement).

The parties to this Agreement understand that repayment of transferred funds is not required by FAA.

The parties to this Agreement understand that the receiving airport shall not be obligated to repay more than the original transferred amount. Interest shall not be applied.

The parties to this Agreement understand that repayment transfer of future FAA funding allocation is contingent on future funding legislation and the availability of funding to the original receiving airport.

Original Receiving Airport:

City of Faribault, Minnesota

Original Donor Airport:

City of Paynesville, Minnesota

Brian J. Anderson
City Administrator

Renee Eckerly
City Administrator

Date

Date

(PEX) - Paynesville Municipal Airport		5-YEAR AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)								Federal Entitlement Balance FY 2016: \$432,420				
**ALL COSTS BASED ON ESTIMATES USING 2011 PRICES														
State FY	Fed FY	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
			FAA %	State %	Local %									
2016	2015	Borrow Entitlements to Faribault	90%	5%	5%	\$ -	\$ 260,000	\$ -	\$ -	\$ -	1	5/15/2015	\$172,420	
												FY 2016 Entitlement Balance:	\$322,420	
2017	2016	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	5%	5%	\$ 90,000	\$ 81,000	\$ -	\$ 4,500	\$ 4,500	1	5/15/2016	\$241,420	
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	\$115,420	
												FY 2017 Entitlement Balance:	\$265,420	
2018	2017	Construct T-Hangar Site, Taxilanes	90%	0%	10%	\$ 200,000	\$ 180,000	\$ -	\$ -	\$ 20,000	1	7/15/2017	\$85,420	
												FY 2018 Entitlement Balance:	\$235,420	
Faribault Entitlement Payback (could be earlier)													\$260,000	
												Borrow Entitlements from other airports	\$430,000	
2019	2018	Construct 8-Unit T-Hangar Building	90%	0%	10%	\$ 1,028,000	\$ 925,200	\$ -	\$ -	\$ 102,800	1	7/15/2018	\$220	
							2019 Pay back Entitlements	\$ 150,000				FY 2019 Entitlement Balance:	\$220	
							2020 Pay back Entitlements	\$ 150,000				FY 2020 Entitlement Balance:	\$220	
							2021 Pay back Entitlements	\$ 130,000				FY 2021 Entitlement Balance:	\$20,220	
2022	2021	Rehabilitate Runway 11/29 Pavement (Mill & Overlay)	90%	0%	10%	\$ 720,000	\$ 20,220	\$ 627,780	\$ -	\$ 72,000	1	5/15/2021	\$0	
2022	2021	Rehabilitate Taxiway and Apron Pavement (Mill & Overlay)	90%	0%	10%	\$ 280,000	\$ -	\$ 252,000	\$ -	\$ 28,000	2	5/15/2021	\$0	
2022	2021	Rehabilitate Taxilane (Mill & Overlay) - Eligible	90%	0%	10%	\$ 120,000	\$ -	\$ 108,000	\$ -	\$ 12,000	3	5/15/2021	\$0	
2022	2021	Rehabilitate Taxilane (Mill & Overlay) - nonEligible	0%	70%	30%	\$ 80,000	\$ -	\$ -	\$ 56,000	\$ 24,000	4	5/15/2021	\$0	
												FY 2022 Entitlement Balance:	\$150,000	
2023	2022	Environmental Assessment for Parallel Taxiway, Land Acquisition and T-Hangar	90%	5%	5%	\$ 125,400	\$ 112,860	\$ -	\$ 6,270	\$ 6,270	1	5/15/2022	\$37,140	
												FY 2023 Entitlement Balance:	\$187,140	
2024	2023	Construct Parallel Taxiway - Phase I (Grading)	90%	0%	10%	\$ 890,000	\$ 187,140	\$ 613,860	\$ -	\$ 89,000	1	5/15/2023	\$0	
2024	2023	Construction Parallel Taxiway - Phase II (Paving)	90%	0%	10%	\$ 563,000	\$ -	\$ 506,700	\$ -	\$ 56,300	1	5/15/2023	\$0	
Summary for Airport = Paynesville Municipal Airport			TOTAL:			\$ 4,146,400	\$ 1,981,420	\$ 2,108,340	\$ 69,270	\$ 417,370	\$ -			

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Ron Mergen

From: Flight Line Enterprise [Info@FlightLineLTD.com]
Sent: Saturday, January 31, 2015 4:42 PM
To: Flight Line Enterprise
Subject: Airshow / Fly-in Planning Services



Airshow or Fly-in Planning Service

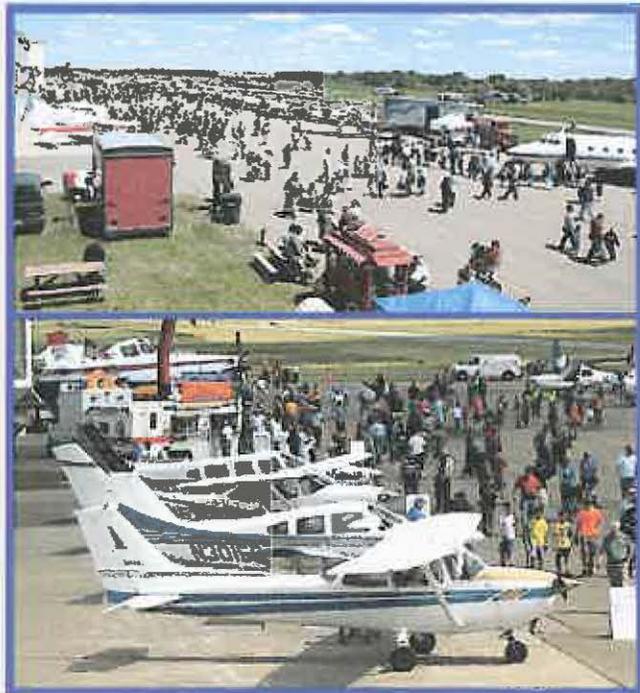
Let FLE help you make your next Airshow or Fly-in a success! We provide an airshow, fly-in or aviation event planning service for individuals, aviation organizations, FBO's, cities, and counties. Hire FLE to handle the many aspects and logistics of your next aviation event.

We can help you with:

- Designing your location
- Create direct mailings
- Create posters & fliers
- Broadcast emails
- Local advertising
- Arrange food vendors
- Arrange product vendors
- Site set-up designs
- Volunteer coordination
- Fundraising concepts

Let us:

Provide support, experience and guidance for your aviation event. We have been working in the industry for over 17 years and have successfully planned events for up to 22,000 attendees.



Our experience and professionals will handle your aviation show preparations so you can host your event stress free. We take into account your goals, budget, and timeline. It's our goal to create memorable experiences for your staff and guests.

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