

**AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
JANUARY 25, 2016
5:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers/Terms (page 5)
 - B. Meeting Schedule (page 6)
- V. OLD BUSINESS
 - A. CIP Projects For 2016
 - 1. Land Purchase For Future Hangars
 - 2. Crack Sealing For Runway & Taxi Area
 - B. 2016 Fly In
- 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: January 25, 2016

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the June 29, 2015, October 26, 2015 and December 21, 2015 Airport Commission meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve minutes from June 29, 2015, October 26, 2015 and December 21, 2015 Airport Commission meetings.

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**MINUTES
AIRPORT COMMISSION MEETING**

JUNE 29, 2015

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

Motion was made by Mayer to approve the minutes of the April 27, 2015 Airport Commission meeting. Seconded by McDaniel and unanimously carried.

AIRPORT CIP

DeWolf reviewed the current Capital Improvement Plan. The next major project will be to purchase property in 2016 - 2017 and construct hangars (8 or 10 units) in 2017 – 2018. DeWolf also explained the loaning of entitlement funds to Faribault. The City will receive this money back when the City constructs its new hangar or for another project. Over the last several years the City has had 8 pilots on the waiting list for hangar space. Members asked if the City could move the hangars up on the list; if that was done the City would have to find another funding source as the hangars are estimated at over a million dollars.

FLY IN

The representative from Fly Line had to cancel. Members asked to reschedule him for an August meeting.

PILOT TRAINING

Larson updated the Commission stating that he is certified to instruct a ground school and is working on his flight instructor license. Sponsoring a pilot flight school was discussed. For the ground training it would cost an estimate of \$400.00 for the flight training and would cost the students \$120.00 per hour for 20 hours and \$75.00 per hour for another 15 – 20 hours. The first item needed would be a plane and a place to store the plane.

ZONING UPDATE

DeWolf updated the Commission on the zoning issues, mainly regarding the easterly area in the Fly Zone B. With the runway expansion to 4,450 feet this zone extends in an undeveloped area of a future potential housing area. MnDOT rules are a housing density of not less than 3 acres per home, which would guarantee the property would likely never come into the City and the City would lose the tax base. Members discussed options:

- Reduce the ultimate runway length to 4,000 feet
- Extend the runway west and deal with the power line
- Proceed with the zoning as proposed

Members requested more information on each option.

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

**MINUTES
AIRPORT COMMISSION MEETING**

OCTOBER 26, 2015

Bob McDaniel called the meeting to order at 5:00 p.m. Commission members present were Aaron Kranz, Steve Whitcomb and Matt Larson. Donovan Mayer was absent. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

Motion was made by Whitcomb to approve the minutes of the September 28, 2015 Airport Commission meeting. Seconded by Larson and unanimously carried.

MEETING LOCATION

It was discussed to move the meetings to the City Hall Conference Room. The previous Commission had elected to have the meeting videoed and re-broadcasted. After short discussion the members agreed to continue that practice.

LORAN MEYER LAND LEASE

Loren Meyer currently owns the barns abutting the airport property on the northwest section of the airport. Meyer is asking for a lease to cross the property line when backing trucks to the existing loading dock. After a short discussion,

Motion was made by Whitcomb to approve a 3 year lease with no overnight parking on the airport property and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

2016 Fly In

The Commission discussed that a Fly In can't be accomplished by meeting quarterly and expect to be successful. It was suggested to set up a sub-committee consisting of Kranz, Larson, McDaniel and Mergen to plan the event. Other items discussed were food, parking, publicity, date of the event, and having it in conjunction with Town and County Days. Kranz will contact the Chamber to set up a planning meeting with them.

Motion was made by Kranz to set up a Fly In Planning Sub-Committee. Seconded by Larson and unanimously carried.

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

**MINUTES
SPECIAL AIRPORT COMMISSION MEETING
AIRPORT FLY IN COMMITTEE**

DECEMBER 21, 2015

Bob McDaniel called the meeting to order at 5:10 p.m. Commission members present were Aaron Kranz and Matt Larson. Donovan Mayer and Steve Whitcomb were absent. Advisory members present were Ron Mergen, Public Works Director and Renee Eckerly, City Administrator.

2016 FLY IN

McDaniel noted he will obtain a list of meeting dates from other groups and organizations to avoid conflicts with the Fly In. McDaniel handed the meeting over to Kranz, Fly In Committee Chair.

The following items were reviewed:

- Date - move to coincide with Town & County Days, Saturday, June 11, 2016
- Work with the organizers of Town & Country Days and the car show and start at the Airport and have an end point of downtown
- Food - it was discussed to bid out a catering host or to have the Friends Of The Airport prepare and serve the meal. It was noted that the most successful years we have had were when the Friends of the Airport that handled the meal. Eckerly noted the Chamber is working with McDonalds on a meal and that would be very hard to compete against.
- Static display - members discussed the vital importance of having static displays for pilots and residents to view and a reason to come out and something to keep them at the airport.
- Advertising - it was noted the Committee needs to schedule items out a minimum of 90 days prior to the event for FAA permitting and advertising
- Attractions – an air show, Kranz and Larson will research; rides and vendors were also discussed

The next meeting was scheduled for January 19, 2016 at 5:00 p.m.

There being no further business, the meeting was adjourned at 5:25 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Commission

Committee/Council Meeting Date: January 25, 2016

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:

Last year's officers were:

Bob McDaniel – Chair

Matt Larson - Vice Chair

Ron Mergen – Secretary

Last year's terms were 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

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 following terms: _____.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Commission

Committee/Council Meeting Date: January 25, 2016

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 _____.