

**SPECIAL AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
APRIL 25, 2016
4:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. 2016 Projects (page 4)
 - B. 2016 Fly In
- 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, 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 18, 2016

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the January 25, 2016 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve minutes from the January 25, 2016 Airport Commission meeting.

**MINUTES
AIRPORT COMMISSION MEETING**

JANAURY 25, 2016

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

Motion was made by McDaniel to approve the minutes of the June 29, 2015, October 26, 2015, and December 21, 2015 Airport Commission meetings. Seconded by Mayer and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Whitcomb to elect McDaniel as Chair. Seconded by Mayer and unanimously carried.

Motion was made by Mayer to elect Larson as Vice Chair. Seconded by Kranz and unanimously carried.

Motion was made by Whitcomb to elect Mergen as Secretary. Seconded by Mayer 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, 2018

MEETING SCHEDULE

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

CIP PROJECTS FOR 2016

Land Purchase For Future Hangars

Members were informed that the Council has started the process to acquire the property to construct a new set of Tee Hangars. The tentative plan is to construct the taxi lanes in 2017 and in 2018 construct the hangars. It was questioned if the Commission can layout another set of hangars to the East or North of the existing hangar units. Also discussed was having a hangar with an office option and heated hangars.

Crack Sealing

Members were informed of the cracks in the runway and taxi area. MnDOT inspectors noted this issue and requested the City have them sealed with this year's project.

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2016 FLY IN

Kranz reported that the tentative date is Saturday, June 11, 2016 for the Fly In which coincides with Town & County Days. Kranz is working with the Chamber to have the Chamber possibly take over organizing the event since it is during Town & Country Days. Schedule of completion:

March 1, 2016 - Have all the activities and attractions booked and scheduled so permits can be completed.

April 1, 2016 - Have the food service organized.

May 1, 2016 - Have the event advertisements complete including flyers, posters, web sites, etc. along with a parking area and other final details.

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

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Special Airport Commission

Committee/Council Meeting Date: April 25, 2016

Agenda Section: Old Business

Originating Department:

Item Number: IV - A

ITEM DESCRIPTION: 2016 Projects

Prepared by: Staff

COMMENTS:

Ron Mergen and Chuck DeWolf will give a verbal report. Please review the attached Memo from Bolton & Menk, Inc. and the Airport 5 year CIP.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to authorize Bolton & Menk to draft the plans and specifications and advertise for bids for the Crack Sealing Project and recommend such to the City Council.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Hwy 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

MEMORANDUM

Date: April 5, 2016

To: Honorable Mayor Thompson & Members of the City Council
City of Paynesville

From: Chuck DeWolf, P.E., City Engineer

Subject: 2016 Land Acquisition Project & Runway Crack Seal Project
Paynesville Municipal Airport
City of Paynesville, MN

As requested, the hangar area layout has been revised to eliminate the need to acquire private property west of the existing airport driveway for additional hangar development. The future hangar expansion area is now depicted north of the existing hangars as shown on the attached layout.

The revised layout requires 1.22 acres of property owned by the City of Paynesville to be purchased for airport property. The FAA is supportive of the hangar area change. To move forward with land acquisition, the FAA requires the following items to be completed:

- To use federal dollars in the purchasing of the City property for airport use, the FAA requires the property acquisition process follow federal standards.
- Preparation of a legal description for the new airport property.
- An Exhibit A property map will need to be completed for the existing airport property including the area to be acquired. We understand that the City will complete all of the data collection for this effort.
- The Categorical Exclusion completed for the property west of the hangar area will need to be updated and submitted to FAA for the new property to be acquired.
- The hangar area plan will need to be updated in the Airport Layout Plan. This will be a one sheet update showing the revised hangar area.

The engineering budget associated with completing the above tasks for the land acquisition is \$12,000.

In addition to the land acquisition, the Airport CIP also has a crack seal project planned for 2016. If the Council wishes to move forward with the project, we would prepare plans and specifications for the project and secure bids for the project. The engineering budget for the design, bidding, construction and grant administration associated with this project is \$17,500.

Both the land acquisition and the crack seal projects above can be completed utilizing federal dollars to cover 90% of the project costs (land costs, appraisal costs, legal costs, engineering costs, construction costs, etc.). The 2016 grant applications with purchase agreement and bids are due by July 1, 2016.

Please feel free to contact me at any time if you have any questions.

cc: Renee Eckerly, City Administrator
Ron Mergen, Public Works Director



Legend

- Parcels
- Departure Surface
- Future Building
- Future Pavement

0 200 Feet

Source: ESRI Imagery, Stearns County

		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 FAA %	State %	Local %	Project Cost	Federal Entitlement Funding	Other Federal Funding	State Funding	Local Funding	Other Programs	Local Project Priority	Federal Entitlement Balance
2016	2015	Borrow Entitlements to Faribault	90%	5%	5%	\$ -	\$ 268,000	\$ -	\$ -	\$ -	\$ -	1	\$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	\$241,420
2017	2016	Environmental CATEX and Acquire Land for Hangar Area and Exhibit A Update (Parcels 12, 13)	90%	5%	5%	\$ 140,000	\$ 126,000	\$ -	\$ 7,000	\$ 7,000	\$ -	1	\$115,420
												FY 2017 Entitlement Balance: \$265,420	
2018	2017	Construct T-Hangar Site, Taxilanes	90%	0%	10%	\$ 277,000	\$ 249,300	\$ -	\$ -	\$ 27,700	\$ -	1	\$16,120
												FY 2018 Entitlement Balance: \$166,120	
Faribault Entitlement Payback (could be earlier)												\$260,000	
												Borrow Entitlements from other airports \$600,000	
2019	2018	Construct 10-Unit T-Hangar Building	90%	0%	10%	\$ 1,140,130	\$ 1,026,117	\$ -	\$ -	\$ 114,013	\$ -	1	\$3
												FY 2019 Entitlement Balance: \$150,003	
2019	Pay back Entitlements						\$ 150,000						\$3
												FY 2020 Entitlement Balance: \$150,003	
2020	Pay back Entitlements						\$ 150,000						\$3
												FY 2021 Entitlement Balance: \$150,003	
2021	Pay back Entitlements						\$ 150,000						\$3
												FY 2022 Entitlement Balance: \$150,003	
2022	Pay back Entitlements						\$ 150,000						\$3
												FY 2023 Entitlement Balance: \$150,003	
2024	2023	Rehabilitate Runway 11/29 Pavement (Mill & Overlay)	90%	0%	10%	\$ 720,000	\$ 150,003	\$ 497,997	\$ -	\$ 72,000	\$ -	1	\$0
2024	2023	Rehabilitate Taxiway and Apron Pavement (Mill & Overlay)	90%	0%	10%	\$ 280,000	\$ -	\$ 252,000	\$ -	\$ 28,000	\$ -	2	\$0
2024	2023	Rehabilitate Taxiway (Mill & Overlay) - Eligible	90%	0%	10%	\$ 120,000	\$ -	\$ 108,000	\$ -	\$ 12,000	\$ -	3	\$0
2024	2023	Rehabilitate Taxiway (Mill & Overlay) - nonEligible	0%	70%	30%	\$ 80,000	\$ -	\$ -	\$ 56,000	\$ 24,000	\$ -	4	\$0
												FY 2024 Entitlement Balance: \$150,000	
2025	2024	Environmental Assessment for Parallel Taxiway, Land Acquisition and T-Hangar	90%	5%	5%	\$ 125,400	\$ 112,860	\$ -	\$ 6,270	\$ 6,270	\$ -	1	\$37,140
												FY 2025 Entitlement Balance: \$187,140	
2026	2025	Construct Parallel Taxiway - Phase I (Grading)	90%	0%	10%	\$ 890,000	\$ 187,140	\$ 613,860	\$ -	\$ 89,000	\$ -	1	\$0
2026	2025	Construction Parallel Taxiway - Phase II (Paving)	90%	0%	10%	\$ 563,000	\$ -	\$ 506,700	\$ -	\$ 56,300	\$ -	1	\$0
Summary for Airport = Paynesville Municipal Airport						TOTAL: \$ 4,335,530	\$ 2,451,420	\$ 1,978,557	\$ 69,270	\$ 436,283	\$ -		

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