

**AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
JULY 25, 2016
4:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. 2016 Fly In – Review
 - B. Airport CIP (page 6)
- V. INFORMATIONAL
 - A. AirTAP Briefings (page 7)
- 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: July 25, 2016

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the April 25, 2016, May 10, 2016, and May 23, 2016 Special Airport Commission meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve minutes from the April 25, 2016, May 10, 2016, and May 23, 2016 Special Airport Commission meetings.

**MINUTES
SPECIAL AIRPORT COMMISSION MEETING**

APRIL 25, 2016

Chairperson, Bob McDaniel called the meeting to order at 4:00 p.m. Commission members present were Steve Whitcomb, Aaron Kranz, Donovan Mayer, and Matt Larson (4:30 p.m.) Advisory member Ron Mergen, Public Works Director was present. Renee Eckerly, City Administrator was also present.

Motion was made by Mayer to approve the minutes from the January 25, 2016 Airport Commission meeting. Seconded by Kranz and unanimously carried.

2016 PROJECTS

Members were briefed on the land acquisition for the future hanger sites and the Council's decision not to pursue the Meagher property and instead utilize airport property and purchase 1.22 acres of City land adjacent to the airport. It was reported that the City is conducting an appraisal on the property which is a requirement of the FAA in order to utilize federal dollars. Members acknowledged this as a good use of property and funding.

CRACK SEALING PROJECT

The Airport CIP has identified a crack sealing project for this year at an estimated cost of \$90,000.00. Members all concurred that the City needs to keep the bituminous in good repair. The engineering for the project is not to exceed \$17,500.00. Funding will be 90% federal, 5% state, and 5% local.

Motion was made by Whitcomb to authorize Bolton & Menk to prepare the Plans & Specifications and advertise for bids and recommend such to the City Council. Seconded by Mayer and unanimously carried.

2016 FLY IN

Kranz reported on the following:

- The event will be Friday afternoon/evening Saturday, June 10th and 11th
- Bus service will pick up and transport pilots to and from the airport, golf course, Legion, Ron & Judy's, Queen Bees, and downtown area, at an estimated cost of \$250.00
- Breakfast to be catered and served by Queen Bees Bar & Grill with 3.00 per plate being donated to the Friends of the Airport.
- Chamber will take over the Fly In
- Craig Schiller will compose the flyer and send it out to 5,500 pilots at an estimated cost \$150.00
- An article will be in the MN Flyer magazine
- Working on plane rides as an attraction
- Under-wing camping for pilots
- A block of rooms to be reserved at the Paynesville Inn for pilots

2

Members discussed the Fly In planning. There was some discussion on serving alcohol, which will not happen this year, but may be proposed for future events. It was also noted that the Commission may need a special meeting to plan details for the Fly In event. Members will be notified if a special meeting is necessary.

Motion was made by Whitcomb to authorize the Fly In with expenditures to Schiller and for the bus service and recommend such to the City Council. Seconded by Mayer and unanimously carried.

There being no further business, the meeting was adjourned at 4:40 p.m.

**MINUTES
SPECIAL AIRPORT COMMISSION MEETING**

MAY 10, 2016

Chairperson, Bob McDaniel called the meeting to order at 4:00 p.m. Commission members present were Matt Larson, Steve Whitcomb, Aaron Kranz, and Donavan Mayer. Advisory member Ron Mergen, Public Works Director was present. Renee Eckerly, City Administrator was also present.

2016 FLY IN

Commission members were updated on the Fly In:

- The breakfast will be catered by Queen Bees Bar & Grill
- Ticket prices - pre-sale \$7.50, at the door \$8.00, children 6-10 \$5.00, under 5 free.
- Menu - Sausage, fritter bread, egg bake, juice & coffee
- \$ 2.50 per plate will go to the Friends of the Airport
- Tables & chairs - 40 to 60
- Cooking in hangar 1 with seating in hangars 1 & 2
- It was questioned if a tent is necessary, the conscience was no tent is needed
- Parking attendants – possibly the Lutheran Church Confirmation Class
- Golf carts - Teds RV, John Deere, A & C, and Torborg Equipment
- Trash - West Central Sanitation
- Pre-sale tickets - members are asked to sell them and local businesses will be asked to assist
- Flyers - there was some discussion on where and when to post them
- Radio ads - it was noted the Commission can get free radio ads just prior to the event
- Facebook - posting the event on Facebook was noted
- Banners - it was discussed where the Commission can put them up and the cost of the banners
- Friday afternoon and evening; the shuttle will run every hour to the Golf Course, Legion, Ron & Judy's, Queen Bees, and the down town area from 3:00 p.m. to midnight
- Underwing camping
- Saturday breakfast will run from 7:30 a.m. to 11:00 a.m.
- Trophies will be awarded for the best vintage, home built/experimental, and certified war bird and farthest traveled
- Airplane rides - members are searching for someone to give airplane and helicopter rides

It was requested to schedule a Special Airport Commission meeting for Monday, May 23, 2016 at 4:30 p.m.

There being no further business, the meeting was adjourned at 5:50 p.m.

4

**MINUTES
SPECIAL AIRPORT COMMISSION MEETING**

MAY 23, 2016

Chairperson, Bob McDaniel called the meeting to order at 4:30 p.m. Commission members present were Steve Whitcomb, Aaron Kranz, and Donovan Mayer. Matt Larson was absent. Advisory member Ron Mergen, Public Works Director was present. Renee Eckerly, City Administrator and Chuck DeWolf were also present.

FLY IN

Members were updated on the Fly In:

- The breakfast will be catered by Queen Bee's
- Tickets are \$7.50 in advance, \$8.00 at the door, children 6-10 \$5.00, under 5 free
- Menu - sausage, scrambled eggs, fritter bread, juice & coffee
- \$2.50 per plate will go to the Friends of the Airport
- Queen Bee's will provide 40 to 60 tables & chairs for seating in hangars 1 & 2
- Kranz will set up a tent as a center point for pilots to come to
- Parking attendants – possibly the Paynesville Lutheran Church Confirmation Class
- Golf carts
- Trash - West Central Sanitation
- Presale tickets were printed and distributed to members; they are asked to sell them and are also available at Queen Bee's, Ron & Judy's, Fire House Coffee, and Flagpole Country
- Flyers - there was some discussion on where and when to post them
- Radio ads - it was noted we can get free radio ads just prior to the event; radio ads will not be purchased
- The RC Club will be in hangar 5
- Friday afternoon and evening, the shuttle will run every hour to the Golf Course, Legion, Ron & Judy's, Queen Bee's, and the downtown area from 3 p.m. to midnight
- Underwing camping
- The Saturday breakfast will run from 8 a.m. to 11 a.m. and trophies will be awarded for the best vintage, home built/experimental, and certified war bird
- Airplane rides - Troy Caldwell will give rides and have a donation box
- Insurance - it was noted the City's insurance does not cover the events and the cost will be \$950.00. It was questioned if the City would cover this expense. Mergen noted the cost is not budgeted for, but we can ask the Council

Motion was made by Whitcomb to recommend the City cover the \$950.00 insurance premium for the Airport Fly In and recommend such to the City Council. Seconded by Mayer and unanimously carried.

- Helicopter rides - it was noted the cost to bring in a chopper is \$700.00 plus \$45.00 per ride. Members discussed if the Commission should pursue the helicopter. It was noted that if the Council pays the cost of the insurance premium, the Friends of the Airport will have money for the helicopter. If the Friends of the Airport need to cover the cost of insurance then there would not be funds to have the helicopter.

There being no further business, the meeting was adjourned at 5:15 p.m.

5

		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 Fairbault	90%	5%	5%	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ -	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, Taxiways	90%	0%	10%	\$ 277,000	\$ 249,300	\$ -	\$ -	\$ 27,700	\$ -	1	\$16,120
FY 2018 Entitlement Balance:												\$166,120	
Fairbault 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	\$ -	

6

AIR TAP Briefings

A publication of the Airport Technical Assistance Program of the Center for Transportation Studies at the University of Minnesota

2016 Vol. 16, No. 2

Editor's note: This issue of the AirTAP Briefings features several sessions from the 2016 Minnesota Airports Conference, held April 20–22 in Brainerd. Presentations for many sessions are also available at airtap.umn.edu/events/airportsconference/2016.

Is your airport 'Minnesota Nice?'

For many visitors, the airport is the first point of contact with a community: Is it presenting a welcoming and pleasant experience for visitors? This session featured three local airport managers sharing how they make their airport inviting and an overview on Minnesota Department of Transportation (MnDOT) efforts to gather information about amenities and services important to airport users.

Rachel Obermoller with MnDOT's Office of Aeronautics began by sharing findings from a recent survey of local pilots to identify what factors they consider when planning a trip (see box, pg. 2).

MnDOT found that pilots use a variety of resources to learn about airports, including the FAA's *Chart Supplements* (formerly *Airport/Facility Directory*), the *Minnesota Airport Directory and Travel Guide*, tablet or smartphone apps such as *ForeFlight* and *FitPlan Go*, and websites such as *AirNav.com* or *FitPlan.com* as well as an airport's website. Thus, it's important that those sources are kept up to date, Obermoller noted.

Because having a courtesy car presents a

liability issue for an airport, MnDOT asked pilots in the survey if they'd be open to bike transportation. Up to 75 percent of respondents indicated they would ride a courtesy bike, and almost two-thirds would ride a bike up to three miles one way. Looking into courtesy bikes might be a great way to provide pilots with a way to get to town, according to the survey.

Obermoller concluded by saying that everyday maintenance and keeping the pavement surfaces and approach in good condition are the most important factors for pilots considering whether to use an airport.

The airport panel began with Steve Birkland from the Milaca Municipal Airport, who said that what makes the Milaca airport special is the pride it takes in what it does. Milaca is a small town with limited funding for the airport. Despite this, the airport has grown and created amenities and services in small increments. Another way the airport ensures it remains an appealing destination is by requiring hangar owners to keep their areas and buildings maintained.

A significant change occurred when a skydiving business moved in, which brought



a lot of local spectators out to the airport. An increase in the number of visitors was a challenge, but the airport has made it work, Birkland said. Attention to detail, cleanliness (of bathrooms and the pilot's lounge), and Wi-Fi are all important, he continued. The airport partnered with an area Boy Scout troop to build a patio with grills and picnic tables, and it provides aircraft parking for a fly-in breakfast as well as under-the-wing camping on site. The airport also added an airplane wash station. Perhaps its most interesting event, Birkland said, was a fly-in held the weekend after the EAA Fly-in in Oshkosh that included a cookout, competitions, live bands, and flower drops.

Joe LaRue from Elbow Lake Municipal Airport said his airport focuses on quality and value and tries to exceed expecta-

MN Nice continued on page 2

An airport's story: Winona Municipal Airport

Winona Municipal Airport—Max Conrad Field is a general aviation airport located in the bluff country of southeastern Minnesota along the Mississippi River, about three miles northwest of the central business district of Winona.

The airport has two runways: Runway 12/30 and Runway 17/35. The City of Winona, which runs the airport, owns three T-hangars that provide a total of 20 hangar spaces. Construction of the airport took place between 1949 and 1951, with operations beginning in December of 1951. In the 1950s, the airport was named in honor of record-setting aviator Maximilian "Max" Conrad, born in Winona in 1903.

Keith Nelson with the City of Winona serves as the airport's director and George Bolon runs the airport's full-service fixed-base operator (FBO), WinAir. The FBO has been operating since 1997 and offers aircraft management, fuel, maintenance, charter service, aircraft leasing, flight instruction, and aircraft rentals.

According to Bolon, what is most valuable about the airport is its economic impact on the community. The airport was once served by one passenger airliner, North Central Airlines, until the mid-1970s. Today, local general aviation accounts for most operations. The city is home to such companies as Fastenal, RTP, Benchmark Electronics, and Watkins, all of which use the airport regularly. Winona's

two universities and one community college generate airport traffic as well. Winona is also a destination for arts and recreation. The city hosts well-known bluegrass music and Shakespeare festivals and is home to a marine art museum.

Bolon has noticed a general trend at the Winona airport in which corporate aviation has remained stable or grown, while recreational aviation (except for light sport) has been stable or shrinking. The Winona airport is also selling less aviation gas but more aviation jet fuel.

The airport has nearly completed a major 18-month, \$12 million renovation. The project extended the airport runways, put down new asphalt, added new lights and signage, and installed a new navigational system. Work was almost completely funded by federal aviation fuel tax dollars, with additional money from the Minnesota Department of Transportation and the City of Winona. Although the project extended the airstrip to 5,670 feet, which allows heavier planes and more traffic, the primary goal was safety, Bolon says. The new navigational system allows pilots to land with less visibility and lower ceilings than before.

At the 2016 Minnesota Airports Conference, Winona Municipal Airport received the Project of the Year award in the Key Airport category for the project. Bolon says the process used



The Winona airport received a Project of the Year award at the 2016 Minnesota Airports Conference. From left: Joe Harris, George Bolon, Michelle Baird, Keith Nelson, Bill Holland, and Tom Werner.

to rebuild the main runway was unique. The existing asphalt surface was recycled into the base course. Upon removal, it was pulverized and then mixed with fresh bituminous mixture containing 2 percent asphalt oil to create an 8-inch stabilized base. That base course was then overlaid with new asphalt pavement.

"To the best of my knowledge, this [method] has not been used in Minnesota or for a federally funded project," he says, adding that he expects this method will increase the service life of the runway from 20 to 30 years.

The project also won a 2015 Asphalt Merit Award from the Minnesota Asphalt Pavement Association.

Long-time MAC leader looks back



Jeff Hamiel

Once again, a highlight of the conference was Metropolitan Airports Commission (MAC) executive director Jeff Hamiel's annual update on the state of aviation in Minnesota. This year's was especially poignant, as Hamiel reflected on his 39-year career at the MAC. [Hamiel retired at the end of May.] He shared some stories and lessons learned from his tenure.

Hamiel noted that the single most significant event relating to aviation of the last 40 years was the Deregulation Act of 1978. He also talked about the search for a new airport site that occurred in the 1980s and 90s, and

how the events of September 11 impacted him, MAC's operations, and our country's approach to aviation security. He recalled how Northwest Airline's bankruptcy affected the Minneapolis-St. Paul International Airport, contrasting that with how the airport is currently moving forward with a significant expansion to make room for a hotel, more parking, and reconfigured entrance and exit roads. Hamiel also shared his enthusiasm for Brian Ryks to start work as the new MAC executive director this spring and encouraged the aviation community to welcome him back to Minnesota [from Michigan, where he was executive director of the Gerald R. Ford International Airport in Grand Rapids.]

Hamiel offered some advice, too. "If you are in a leadership position, the most impor-

tant thing is to take care of your people. Hire the best you can get and get out of their way," he said. They want to do the best job; don't over-supervise. "If you're a manager, give your people opportunities to make decisions. If they're good, congratulate them. If they fail, tell them to learn [from it] and move on," he said.

And sometimes you have to let people go. He said he tells his staff, "If you like your job and like working here, continue to do it well...if you don't like it, please find another job...Life is too short."

Finally, he emphasized the importance of integrity and urged people to always do what they think is right. "It's common sense," he said. "If you say you're going to do something, do it. If you don't follow through, admit it and make it square."

MN Nice from page 1

tions for service at a small airport. Staff works hard, which costs money, he said. Airport staff greet landers, help fuelers, and engage visitors in conversation. While the focus on details, and cleanliness, is important, LaRue said the most critical factor in success is building relationships and involving the community. Engaging groups that don't normally visit the airport has generated a lot of support, he continued; efforts have included providing tours for 4-H and other groups, participating with school events, mentoring students, hosting Aviation Day events and Young Eagle's flights, and partnering with other area airports to do things they couldn't otherwise do. The airport also sponsors community events, such as a family fun day and expo with demonstrations on how to control and build airplanes.

In addition, the airport publishes its own newsletter highlighting new license recipients and people who are active at the airport. Staff also post frequently on social media, update websites on a specific

Pilot considerations when planning a flight:

- Courtesy car (80%)
- Fuel (75%) and self-service fuel (50%)
- Clean restroom facilities (67.5%)
- Updated fuel prices online (62.5%)
- Clean and updated A/D building (57.5%)
- Nearest airport to my destination (50%)
- Runway lighting (50%)
- Instrument approach available (45%)

day each week, and take lots of photos, he added.

LaRue acknowledged that all of this work—building relationships with the community, finding other airport champions, finding flight instructors to stay on at the airport, and maintaining courtesy cars and equipment—is a challenge that takes a great deal of energy.

Chris Fredrick, Buffalo Municipal Airport, said his airport strives to create a comfortable environment for visitors, such as by maintaining a pilot's lounge with a kitchenette. He believes the airport needs

to work closely with the community, the tourism department, and the chamber of commerce. The airport has joined local community service organizations such as the Rotary and the Lions and also engages with the local newspaper and social media to get coverage of the airport.

The Buffalo airport is especially active in hosting events, community meetings, fly-ins, and school field trips, Fredrick said. Its A/D building is 1600 square feet with a seating capacity of 50; community groups and nonprofits can use it free of charge (businesses pay a nominal fee). The airport has an aerobatic pilot on site who performs a 30-minute air show every other year; the event is hosted by the local EAA chapter and draws about 900 guests. Another successful event was the Boy Scout aviation "camporee"—a two-and-a-half day event featuring flights, badge work, college presentations, and military displays. "The best part is that the Boy Scouts did all the work," Fredrick said; hangar owners were also gracious and opened their doors for the 600 scouts in attendance.

AirTAP was developed through the joint efforts of the Minnesota Department of Transportation (MnDOT), the Minnesota Council of Airports (MCOA), and the Center for Transportation Studies (CTS).

Briefings is published quarterly in print and online. Please direct comments to:
Amy Friebe, Briefings Editor
Mindy Carlson, AirTAP Manager
Jim Grothaus, AirTAP Director

Designer: Angela Kronebusch
Contributing writer: Ann Johnson

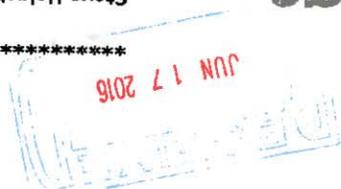
Center for Transportation Studies
University of Minnesota
511 Washington Avenue S.E.
Minneapolis, MN 55455
Phone: 612-626-1077
E-mail: groth020@umn.edu
Web: www.airtap.umn.edu

The University of Minnesota is an equal opportunity educator and employer. This publication is available in alternative formats upon request; call CTS at 612-626-1077. Printed on recycled paper with 20% postconsumer waste.

5636231597 COOL

Steve Helget
City Of Paynesville
221 Wahburne Ave
Paynesville MN 56362

*****MIXED AADC 55500 T18 P1



AirTAP Briefings

CENTER FOR TRANSPORTATION STUDIES
UNIVERSITY OF MINNESOTA