

**AIRPORT COMMISSION
PAYNESVILLE CITY HALL
JANUARY 27, 2010
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 4)
 - B. Meeting Schedule (page 5)
 - C. Minnesota Airports Conference (page 6)
- IV. OLD BUSINESS
 - A. Hangar
 - 1. Construction Update
 - 2. Rental of Storage Unit
 - 3. Insulating of City Hangars
 - 4. Closeout Report (page 8)
 - B. 2010 Fly-In
- V. INFORMATIONAL
 - A. Newspaper Article – Willmar Airport Hangar (page 11)
 - B. Thank You (page 12)
- 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: Troy Caldwell, Gene Beavers, Steve Whitcomb, Steve Brown & Bert Stanley.
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 27, 2010

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes from the December 28, 2009 and October 28, 2009 Airport Commission meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve minutes from the December 28, 2009 and October 28, 2009 Airport Commission meetings.

**MINUTES
SPECIAL AIRPORT COMMISSION**

DECEMBER 28, 2009

Bert Stanley called the meeting to order. Members present were Steve Whitcomb. Troy Caldwell, Gene Beavers, Ron Mergen and Steve Brown were absent. Also present were Renee Eckerly, City Administrator; and Kent Louwagie, Bolton & Menk, Inc.

There was not a quorum present.

RENTAL OF STORAGE UNIT

This will be discussed at the January meeting.

INSULATING CITY HANGARS

This will be discussed at the January meeting.

2009 TEE HANGAR

The members discussed imposing a \$1,000.00 penalty to Srock for the loss of December rent.

NEXT MEETING

The members suggested discussing at the January meeting the following:

- Liquidated damages (\$300.00 per day through December 17, 2009)
- Update on fixing north side of old hangar

Stanley stated that he will be gone for the month of January.

There being no further business the meeting was adjourned.

**MINUTES
AIRPORT COMMISSION**

OCTOBER 28, 2009

Bert Stanley called the meeting to order at 4:50 p.m. Members present were Steve Whitcomb and Troy Caldwell. Gene Beavers, Renee Eckerly and Steve Brown were absent. Also present were Ron Mergen, Public Works Director; and Chuck DeWolf, Bolton & Menk, Inc.

Motion was made by Caldwell to approve the minutes from the September 23, 2009 Airport Commission meeting. Seconded by Stanley and unanimously carried.

STATE AID MAINTENANCE & OPERATION AGREEMENT

The agreement was presented noting that the State covers 2/3 of the costs for operation and maintenance up to a maximum of \$13,795.00. The City will exceed this amount each year. The State determines the amount by runway and taxi way length. After a short discussion,

Motion was made by Whitcomb to approve the grant agreement and resolution and recommend such to the City Council. Seconded by Caldwell and unanimously carried.

2009 TEE HANGAR

DeWolf updated the Commission on the hangar progress, noting the frame work has begun and most of the material is on site. Pay Request No. 1 was also reviewed, it was noted that the contractor has requested a 1 month extension. DeWolf stated that there has not been any additional expense due to the delay; however, there has been lost revenue in the amount of \$1,000.00 due to the month delay. After a short discussion,

Motion was made by Stanley to assess a \$1,000.00 penalty for the delay in the contract, authorize a one month extension, and recommend such to the City Council. Seconded by Whitcomb and unanimously carried.

AIR TAP FALL FORUM

The Air Tap Fall Forum was reviewed.

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 27, 2010

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.

In 2007 the terms were extended for three years (through 2009), except the City Council appointee.

ADMINISTRATOR COMMENTS:

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 terms for _____.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Commission

Committee/Council Meeting Date: January 27, 2010

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 the fourth Wednesday of each month at 5:00 p.m. in the City Hall Council Chambers. These meeting are also currently tapped.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Airport Commission Meetings for _____.

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MINNESOTA AIRPORTS CONFERENCE



Minnesota Aviation in 2020

April 14-16, 2010 | Duluth Entertainment Convention Center (DECC) | Duluth, MN

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Please Note:

Conference registration and lodging fees
are reimbursable under your

Mn/DOT MAINTENANCE AND OPERATION AGREEMENT.

Watch for your registration materials in January!
Or visit our website: www.dot.state.mn.us/aero

For information on exhibiting or attending
the conference, contact Judy Meyers at
800-657-3922 ext. 7232 or judy.meyers@state.mn.us

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Ron Mergen
City of Paynesville
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Paynesville, MN 56362-1697

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PROJECT CLOSEOUT REPORT

A. PROJECT SUMMARY:

Airport: **Paynesville Municipal Airport (PEX)** Associated City: **Paynesville, Minnesota**
 Project No.: **AIP 3-27-0152-02-08** Contract No.: **Mn/DOT Agreement 93045**
State Project Number 7302-12

Grant Acceptance Date: **June 10, 2008** Original Grant Offer Amount: **\$45,068.00**
 Sponsor: **City of Paynesville** % Fed. Participation: **95**

Amendment No. 1 Date: **N/A** Amended Grant Amount: **N/A**

Primary Purpose:

Grant Description (final including all amendments):

Engineering Design for 10-Unit T-Hangar

Final Grant Amount Requested: **\$ 45,618.00**

B. EXECUTIVE SUMMARY *: Reasons for amendment cost increases or any other unusual factors.

Complete Engineering Design including project plans and specifications for a 10-Unit T-hangar building at the Paynesville Municipal Airport. These plans and specifications are related to T-hangar building construction funded under AIP 3-27-0152-03-09 (Phase I).

Actual administrative costs (bid advertising) exceeded the estimated in the original grant request by \$579.50. A grant amendment to cover these eligible costs is requested.

C. MANDATORY PROJECT REVIEW COMMENTS AND CERTIFICATION SUMMARY:

	<u>N/A</u>	<u>YES</u>	<u>NO*</u>
1. Project Complies with Sponsors Master List of Certifications (Date Signed: July 26, 2005)	___	<u>X</u>	___
2. Liquidated damages were not assessed.	___	<u>X</u>	___
3. Satisfactory "as-builts" are in the Sponsor's files.	___	<u>X</u>	___
4. All Special Conditions Satisfied	<u>X</u>	___	___

* Comment is required for any item checked in the "NO" column:

D. FINAL PAYMENT RECOMMENDATIONS AND PROJECT AMENDMENT REQUIREMENT:

(Check appropriate items)

- 1. No further payment is due.
- 2. If funds are available and the grant is appropriately amended in the amount of \$550.00, a payment of \$10,550.00 is recommended.
- 3. A final payment in the amount of _____ is recommended.
- 4. Sponsor's Audit Report: A-128 system audit performed and approved on _____ by cognizant agency _____.

All costs were necessary, reasonable in amount, and otherwise allowable as project costs per attached final project cost summary.

Airport Sponsor: _____ Date: _____
(Signature)

Mn/DOT Aeronautics: _____ Date: _____
(Signature)

FAA MSP-ADO: _____ Date: _____
(Signature)

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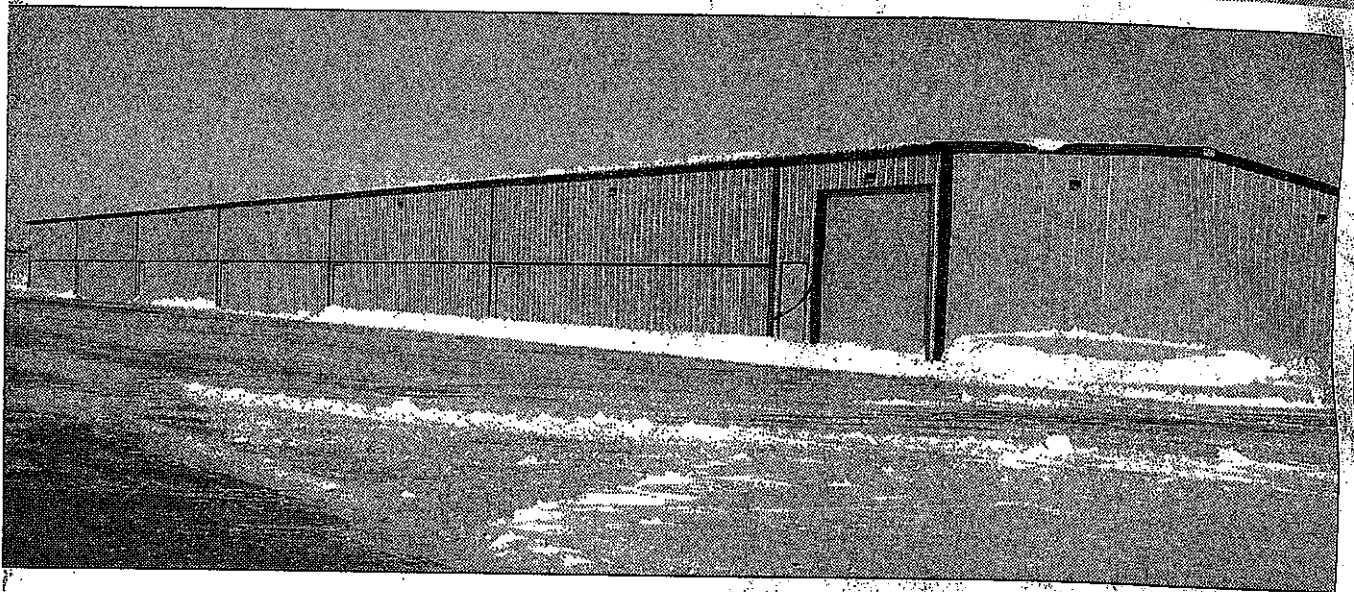
FINAL PROJECT COST SUMMARY (TOTAL PROJECT COSTS)

<u>Item Ref.</u>	<u>Description</u>	<u>Original Application Amount</u>	<u>Increase/ (Decrease) Amount</u>	<u>Final Recommended Amount</u>
A.	Administrative			
1.	Legal			
2.	Audit			
3.	Administrative	\$ 1,000.00	\$ 579.50	\$ 1,579.50
4.	Closeout	\$ 1,980.00	\$ 0.00	\$ 1,980.00
B.	Engineering			
1.	Planning	\$ 44,460.00	\$ 0.00	\$ 44,460.00
2.	Inspection			
3.	Testing			
C.	Land			
1.	Acquisition/Incidental			
2.	Relocation Expenses			
3.	Relocation Payments			
D.	Construction (Prime Contracts)			
1.				
2.				
E.	Equipment			
1.				
2.				
F.	Other			
	Appraisal Fees			
	Property Closing Costs			
G.	Final Recommended Amount (Summation Lines "A" through "F")			\$ 48,019.50
H.	Federal Share (Line "G" x 95% Federal Participation)			\$ 45,618.00
I.	Grant Offer Amount (includes Multi-Year Amendment)			\$ 45,068.00
J.	Increase or (Decrease) (Line "H" less Line "I")			\$ 550.00
(Note: 15% Maximum Increase Over <u>Original Grant Offer</u> for Development Projects, 0% increase for Planning Projects)				
K.	Previous Payments			\$ 35,068.00
L.	Recommended Final Payment (Line "H" less Line "K")			\$ 10,550.00

MAJOR GRANT DESCRIPTION WORK ITEM COST BREAKOUT

<u>MAJOR GRANT DESCRIPTION ITEMS (see attachment)</u>	<u>TOTAL *</u>	<u>FEDERAL *</u>
Engineering Design for 10-Unit T-Hangar	\$ 44,460.00	\$ 42,237.00
Grant Assistance & Closeout	\$ 1,980.00	\$ 1,881.00
Administrative – Bid Advertising	\$ 1,579.50	\$ 1,500.00
TOTAL	\$ 48,019.50	\$ 45,618.00

* Includes all costs -- administrative, engineering, etc.



The Willmar City Council recently proposed reducing the rental rate for some hangars at the Willmar Municipal Airport. Tribune photo by Ron Adams

Council hopes reduced hangar rates bring pilots back to Willmar

By David Little
dlittle@wctrib.com

WILLMAR — Hangar rental rates will be going down Jan. 1 at the Willmar Municipal Airport under action taken by the Willmar City Council. Council members hope the reduced rates will fill seven empty hangars vacated by pilots who moved their planes to airports charging lower rates.

Willmar has 18 hangars. Rates depend on the width of the door. The present rates of \$160-\$180 per month, plus utilities, will be

reduced to \$120-\$140 per month. The Airport Commission recommended the rates be reduced. Neighboring airports are charging \$100 per month with utilities included, city staff.

Council member Denis Anderson asked if the reduced rates will affect the airport budget.

"Our hope is that because of the reduced rents we'll be able to lease out the empty hangars, thereby making up what's lost here," said City Administrator Michael Schmit during a recent City Council meeting. "If we're not

able to do that, we'll have to deal with it at some point in the budget year because it is less revenue."

Doug Reese said the Public Works/Safety Committee, which supports the new rates, was hoping the city would rent more hangars and that income loss would not be significant.

Ron Christianson added the committee wanted to keep the present tenants "because there has been talk of several of them moving out if we continue the rates. We want to hang onto them and rent more."

BRIEFS

Qwest ending death benefits for retirees in '10

ties by \$220 million. Qwest says it wants to protect its pension fund's ability to pay out benefits

from dropping the benefit but they lost their appeal this past summer

The Independent of Marshall reports the body of 69-year-old Loa Jean Tenson at

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Thank you for
everything!

Great service.

Love the airport!

Dave & Lisa Schaffer