

**AIRPORT COMMISSION
PAYNESVILLE CITY HALL
APRIL 28, 2010
5:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. 2010 Fly-In (page 4)
 - B. Land Reimbursement (page 6)
 - C. Rental of Storage Unit (page 7)
 - D. Overhang on North Side of Old Hangar
- V. INFORMATIONAL
 - A. MCOA (page 10)
- 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: April 28, 2010

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes from the March 22, 2010 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve minutes from the March 22, 2010 Airport Commission meeting.

**MINUTES
SPECIAL AIRPORT COMMISSION**

MARCH 22, 2010

Chairperson Bert Stanley called the meeting to order at 5:15 p.m. Members present were Gene Beavers and Steve Whitcomb. Troy Caldwell and Steve Brown were absent. Also present were Ron Mergen, Renee Eckerly, Chuck DeWolf, Bolton & Menk, Inc.; and Tim Mahoney.

Motion was made by Beavers to approve the minutes of the February 24, 2010 Airport Commission Meeting. Seconded by Stanley and unanimously carried.

STATE AIRPORT GRANT

The letter from MNDOT Aeronautics was reviewed noting that the City has been selected to receive the grant to complete the zoning changes needed. The changes will reflect the modification that is proposed in the updated Airport Layout Plan (ALP). After a short discussion,

Motion was made by Whitcomb to authorize Bolton & Menk, Inc. to complete the zoning changes and recommend such to the City Council. Seconded by Beavers and unanimously carried.

ALP

A letter was reviewed noting that the ALP has been forwarded to the FAA.

MEMBER TERMS

After a short discussion,

Motion was made by Whitcomb to set the following terms:

	Term	Expire
Steve Whitcomb	1	2010
Steve Brown	2	2011
Bert Stanley	2	2011
Troy Caldwell	3	2012
Gene Beavers	1	2010

Seconded by Beavers and unanimously carried.

INSOLATING HANGAR UNITS

It was reported that the pilot that wanted to insulate a hanger, after finding out the requirements, is no longer interested. Members suggested that no further action is needed on this item.

2010 FLY IN

The task sheet was reviewed and tasks assigned, members discussed the air show in the amount of \$2,000.00. It was noted this was all or none. Members discussed how to fund the air show. Bolton & Menk and Tim Mahoney have pledged a donation of \$250.00 each. It was suggested to ask the Lions Club for \$500.00, charge a fee to attend, or put out donation boxes around town, and ask the Council to fund the remaining portion from the CIP. These items will be discussed with the Lions Club and will discuss an improved breakfast menu with them. Members also discussed doing the breakfast without the Lions Club and use the revenue to support the air show, but members felt that they do not have the personnel to do such.

Motion was made by Whitcomb to approve \$2,000.00 for the 2010 Fly In air show by Massman and Cowden and recommend such to the City Council. The Commission has raised \$500.00 and will ask for \$500.00 from the Lions Club. Seconded by Beavers and unanimously carried.

LAND REIMBURSEMENT LETTER

Eckerly reported that this issue was sent to Representative Hosch and Senator Fischbach. Fischbach has responded that currently no one has the authority to refund this money and they are looking at introducing a bill that would give that authority to someone.

RENTAL OF STORAGE UNIT

A draft contract was reviewed and members suggested finalizing the contract and bring it back to the next meeting.

OVERHANG ON NORTH SIDE OF OLD HANGAR – ICE ISSUES

It was reported that for several weeks the hangers on the north side could not be utilized due to the large amount of ice in front of the doors. The new hangers were not as severe as the old units. DeWolf will get prices for installing rain gutters on the new units. There is not much that can be done to address the ice issues on the old hangar.

There being no further business the meeting was adjourned at 6:00 p.m.

**2010 Paynesville Municipal Airport Fly-In Breakfast
Task List**

	TASK	RESPONSIBLE PARTY	CONFIRMED
1.	FAA Waiver Application	Ron Mergen	
2.	Confirm dates with Performers	Ron Mergen	
3.	Contact Lions Club – Re: Price/Caterer/Menu, etc.	Steve	
4.	Send invitations to Fire Department & Ambulance asking for volunteers	Bert Stanley	
5.	Arrange for portable restrooms	Ron Mergen	
6.	Prepare complimentary breakfast tickets for pilots	Staff	
7.	Trash receptacles – Contact West Central Sanitation, Jeff Bertram	Ron Mergen	
8.	Registration table - table and chairs (Lions Club)		
9.	Notify Press – Photo opportunity	Bert	
10.	Breakfast		
11.	Create necessary signage	City Staff	
12.	Direct traffic/parking of vehicles	Kent Kortlever	
13.	Confirm Pilots/Commentator	Ron Mergen	
14.	Microphone & sound system with CD player	Bert Stanley	
15.	Weather Watcher		
16.	Tape off restricted areas – showlines & parking	Airport Commission	
17.	Send flyer to all municipal airports	City Staff	
18.	Contact Fly Service Station to Close and Open Airport during shows – (800) 642-6505	Ron	
19.	Coordinate ground radio	Pilots	
20.	Coordinate with all hanger tenants (1- 5) on the south side to empty hangers for use on that day	Bert Stanley	
21.	Thank You's	City Staff	
22.	Contact Mike Noll-Army Chopper	Bert Stanley	
23.	Contact Life Link	Bert Stanley	

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24.	Plane Counter	Troy Caldwell	
25.	Contact Vendors-Jerry's Flying Service, Waterless Plane Wash, Aviation Art Museum Loren Pearson – Paynesville Radio Control Airplane Club	Ron Mergen	
26.	Confirm pilots insurance policies – late July	Ron Mergen	
27.	Vendors Location & Set up	Ron Mergen	
28.	Golf Carts & Drivers	Steve Whitcomb	
29.	Make Poster/Flyer	City Staff	
30.	Advertising	Bert Stanley	
31.	Water & Pop		
32.			

MICHELLE FISCHBACH

State Senator, District 14
153 State Office Building
St. Paul, MN 55155
(651) 296-2084
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Paynesville, MN 56362
(320) 243-7052



Senate

State of Minnesota

March 24, 2010

Renee Eckerly
City of Paynesville
221 Washburne Ave
Paynesville, MN 56362

Dear Renee Eckerly:

This letter is a follow up to several telephone conversations and to provide a clearer understanding relating to the land acquisition from the Paynesville Municipal Airport for the Highway 23 Bypass.

Under Minnesota Statute 360.305, expenditures for airports and navigation, the Commissioner of Transportation does not have the authority to waive the right to repayment. Based on discussions with Senate Research and Senate Counsel, no department or Commissioner has the authority to waive the right to repayment.

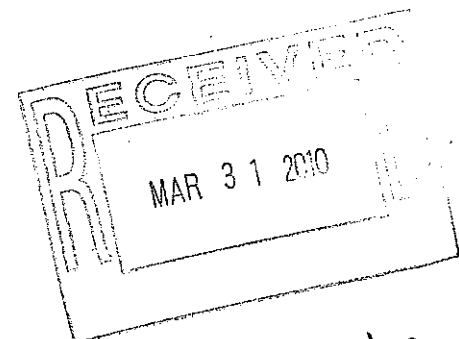
The Commissioner of Transportation could, in theory, be given the authority to waive the right to repayment; however, this would require a legislative change to Minnesota Statute 360.305 that would have state-wide ramifications.

I understand your desire to reinvest the funds into the purchase of additional lands to assist in the development of the Paynesville Municipal Airport. However, the City of Paynesville cannot benefit from the sale of the land.

Thank you for being diligent to this issue, and I hope that this provides a better understanding to the situation. Please do not hesitate to let me know if you need further information or assistance in the continued development of the Paynesville Municipal Airport.

Sincerely,

Michelle Fischbach
State Senator, District 14



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**PAYNESVILLE MUNICIPAL AIRPORT
GARAGE STORAGE AREA LEASE**

1) The City leases to the Tenant and the Tenant agrees to lease from the City a Garage Storage Area located at the Paynesville Municipal Airport. This Lease provides for aircraft storage in a Tee Hangar and minimum electricity for lighting and miscellaneous use, but no heat or other utilities. This Lease covers the Garage Storage Area.

2) The term of the Lease shall be for a period of two (2) years commencing on the 1st day of March, 2010. This Lease shall automatically renew as long as the terms of the Lease are not in default and neither the City nor the Tenant gives notice of intent to terminate in writing within the sixty (60) days prior to the two (2) year anniversary of the Lease.

3) Tenant shall pay to the City a rental charge of _____ (\$___) per month due and payable on or before the first day of each month in advance. The rent for the final month of the term shall be deposited at the time of the signing of this Lease and shall be security for the Tenant carrying out and completing all of the covenants, conditions and undertakings herein contained, including the payment of all rent due hereunder. Rent is due on the first day of each month. If rent is not paid by the 10th day of the month, it shall be considered late and a late payment fee of \$20.00 shall be assessed. Any payments received after the 10th day of the month and not accompanied by a late fee of \$20.00 may be rejected and returned. If rent is not paid as it comes due, the City may pursue the rights and remedies set forth below.

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Rental amounts shall be reviewed and may be adjusted by the City on each two (2) year anniversary of the Lease. Tenant shall be given notice of any increase at least ninety (90) days prior to the two year anniversary of the lease.

4) The Tenant shall keep the leased premises continually in a neat, clean and respectable condition, garbage and refuse of any kind to be removed at Tenant's expense. The Tenant shall return the leased premises to the same condition as delivered to the Tenant, reasonable wear and tear excepted. The Tenant shall remove any and all fixtures the Tenant has installed upon the leased premises at the termination of the Lease, and restore the premises following such fixture removal to its original condition unless otherwise agreed in writing between the Lessor and the Tenant.

5) The Tenant shall not suffer or permit any waste or nuisance on the leased premises, including specifically, but not exclusively, building materials or anything which interferes with the rights of other Tenants or the City in connection with the use of portions of the Airport not leased to the Tenant hereunder.

6) Tenant shall be responsible to obtain and maintain one fire extinguisher in Garage Storage Area. The fire extinguisher shall be properly maintained.

CONDITIONS

1) The use of the structures within the Paynesville Airport shall be exclusively for storage. There shall be no residential or business operation conducted out of these storage facilities except for storage related thereto. There shall be no overnight occupancy of these storage facilities.

2) There shall be no outdoor storage of any kind. This prohibition shall specifically include, but not be limited to motor vehicles. Vehicles may be parked in front of the structures for temporary keeping while the lot owners are on the premises only.

3) No dumpsters are allowed outside of the buildings.

4) No animals of any kind shall be kept, bred or maintained on the premises.

5) No hazardous waste or explosives shall be stored or disposed of on the premises.

6) There shall be no signs other than "for sale" signs on any of the structures or lots within the Paynesville Airport.

DATE: _____

CITY OF PAYNESVILLE:

TENANT:

By: _____
Jeff Thompson, Mayor

By: _____

By: _____
Renee Eckerly, City Administrator

Minnesota Council of Airports (MCOA)

644 Bayfield Street, Suite #120

St. Paul, MN 55107

MCOA Monthly News for April 2010

MCOA Pre-Conference Monthly Board meeting... will convene Tuesday, April 13, 2010, at 5:00 PM in the Eagle Room of the Inn on Lake Superior. This will be a closed meeting to discuss selected issues (a separate agenda will be provided) including a review of the upcoming conference activities and tasking. **All Board members are requested to attend.**

MCOA Annual Membership meeting... is to be held at the conference in the Harbor Side Ballroom at 4:00 PM Wednesday afternoon. **All conference attendees are invited to attend.**

2010 Conference Planning... has been completed and you are in for a treat. Great speakers, tasty food and beverages, and it will be an excellent opportunity to share your ideas and concerns with your contemporaries and exhibitors. Many exhibitors have signed up to demonstrate the latest trends in equipment and services. If you haven't already registered, you may do so on the MNDOT web site. Be sure to plan on attending the event, April 14-16, 2010, in Duluth, MN in the Canal Park area. Plan to arrive early on Wednesday for the tour of the 148th TFW at the airport. **We'll see you at the conference!**

Senate passes... a multi-year FAA Reauthorization bill by a vote of 93-0 last week. The House approved their own version of a multi-year "reauthorization" of programs and funding for the FAA last year. The legislation will now go to the House for possible approval. Now airports across the nation look to work with members of both the House and the Senate as they finalize this important piece of legislation among other issues important to small towns and rural communities' areas across the nation. (Stuttgart, AR Daily Leader, Leigh Kreimeir, April 1, 2010).

Air Campus USA... is an aviation educational program for middle school students to be held in July 2010. If you have or know of a middle school student who might be interested in applying for this program, it is a great opportunity for students to become involved in aviation. You can visit their web site at www.aircampususa.com or contact Mark Murray, HNTB Corp, at 313-304-6110.

Managing and Marketing... a small airport is a difficult task due to limited local resources and funding. The Transportation Research Board (TRB) will be conducting a web briefing or "webinar" on Tuesday, April 6, 2010, from 1:00 PM – 3:00 PM CDT that will explore ACRP Report 16: Guidebook for Managing Small Airports and ACRP Report 28: Marketing Guidebook for Small Airports. For more information, see the ACRP Webinar page on the Transportation Research Board Web site. Participants must register at least 24 hours prior to the start of the webinar, space is limited, and there is a fee for non-TRB sponsor employees.

International Air Transport Association (IATA)... reports for February show continued strength rising nearly 10% above the same month in 2009. Cargo volume on international carriers grew 26.5% in February also. "We are moving in the right direction. In two to three months, the industry should be back to pre-recession traffic levels. This is a full recovery. The task ahead is to adjust to two years of low growth," cautioned Giovanni Bisignani, IATA's Director General & CEO.

MNDOT Aero... Director Chris Roy will be visiting the MnDOT District Offices in April and May in order to meet with airport managers in the region to ask advice on planning needs. Airports will see an invitation to join Chris and his staff in an e mail. The April visit schedule is: April 7th – Duluth; April 8th – Mankato; April 19th – Detroit Lakes; April 20th – Bemidji; April 21st – Rochester. Dates for meetings in Brainerd and Willmar have not yet been set. During the visits, Chris will also meet with MnDOT District Staff to exchange information about how aviation projects and surface transportation projects coordinate in a multi-modal environment.

The State Aviation System Plan (SASP) update cycle will begin this Fall. The last SASP was published in 2006 before the Delta/NW merger, before cuts to Local Government Aid, and before the update of the 2030 Twin Cities Aviation System Technical Report. This SASP update will truly be a statewide effort.

*"Flying is the second greatest thrill known to man,
Landing is the first."*