

**AIRPORT COMMISSION
PAYNESVILLE CITY HALL
JUNE 23, 2010
5:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Refuse – City had **one** request from a pilot for the City to provide a refuse container at the Airport for pilot use.
- IV. OLD BUSINESS
 - A. 2010 Fly-In (page 3)
 - B. Land Reimbursement - Update
 - C. 2010 Budget (page 5)
- 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: 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: June, 23 2010

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes from the May 26, 2010 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve minutes from the May 26, 2010 Airport Commission meeting.

**MINUTES
AIRPORT COMMISSION**

MAY 26, 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, Chuck DeWolf, Bolton & Menk, Inc.; and Tim Mahoney. Renee Eckerly was absent.

Motion was made by Whitcomb to approve the minutes of the April 28, 2010 Airport Commission Meeting. Seconded by Beavers and unanimously carried.

JUNE MEETING

It was noted that the June Council meeting has been change and asked if the Commission would like to follow suit, members discussed this and the consensus was not to change dates.

2010 FLY IN

It was noted that the FAA will not allow airplanes to cross the crowd line in order for planes to park in back of the tee hangers; it was suggested to move the crowd line to the east of the taxi line. Also presented was the new menu which will be served by the Lions Club. Members all agreed the menu is a needed improvement.

LAND REIMBURSEMENT LETTER

The letter from MNDOT was reviewed noting the situation in Willmar and MNDOT claims that it is a different situation and Willmar showed a hardship. The City's legislatures are working on this issue.

OVERHANG ON NORTH SIDE OF OLD HANGAR – ICE ISSUES

DeWolf noted Bolton & Menk has researched a deflection shield that can be installed on the bi-fold doors; however, they are not recommended as they don't work well in the cold climate. It was discussed to have the snow blower get as close as possible to the doors and possibly utilize a blade to keep the water flowing away from the hanger.

WINSTROM - THROUGH THE FENCE

The City received a letter from the FAA noting they do not support the thru the fence concept and if the City take steps to establish a residential through the fence airpark, the FAA may initiate a compliance investigation which could result in loss of the City's grant eligibility.

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

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

	TASK	RESPONSIBLE PARTY	CONFIRMED
1.	FAA Waiver Application	Ron Mergen	submitted
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.	Water & Pop		
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	

06/16/10

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	
32.			

PROPOSED BUDGET REPORT
AS OF: MAY 31ST, 2010

GENERAL FUND
PORT

(----- 2010 -----) (----- 2011 -----)

ENDITURES	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROPOSED BUDGET	VARIANCE	PERCENT VARIANCE
-5-4880-1000 SALARIES	13,036	11,754	12,250	10,602	4,348	12,314	1,712	16.15
-5-4880-1060 FICA WITHHOLDINGS	811	683	685	657	252	763	106	16.20
-5-4880-1070 PERA WITHHOLDINGS	877	789	823	742	319	893	151	20.32
-5-4880-1080 MEDICARE WITHHOLDINGS	190	159	160	154	59	179	25	15.94
-5-4880-1090 HEALTH INSURANCE	1,687	1,361	1,379	1,484	592	1,403	(81)	5.44-
-5-4880-1180 ENGINEERING	1,315	721	0	1,500	0	1,000	(500)	33.33-
-5-4880-1300 PROFESSIONAL SERVICES (LEGAL)	2,567	676	271	1,500	106	1,000	(500)	33.33-
-5-4880-1311 PROFESSIONAL SERVICES (GENERAL)	2,800	0	0	500	0	500	0	0.00
-5-4880-2000 POSTAGE	200	250	290	300	0	300	0	0.00
-5-4880-2020 TELEPHONE	675	612	747	650	231	750	100	15.38
-5-4880-2100 PRINTING & PUBLISHING	1,097	1,243	335	500	36	500	0	0.00
-5-4880-2200 UTILITIES	2,210	3,014	3,621	3,500	1,509	3,750	250	7.14
-5-4880-2300 TRAVEL & SCHOOLS	772	566	265	750	0	750	0	0.00
-5-4880-2400 MAINTENANCE & REPAIR OF EQUIP	1,281	1,731	1,204	1,500	681	1,500	0	0.00
-5-4880-2500 MAINTENANCE & REPAIR OF BLDG	1,147	91	90	750	96	750	0	0.00
-5-4880-2600 MAINTENANCE & REPAIR OF GROUND	6,651	9,281	8,095	8,000	3,612	9,000	1,000	12.50
-5-4880-3000 GENERAL/OFFICE SUPPLIES	457	599	468	650	104	650	0	0.00
-5-4880-3300 MOTOR FUELS & LUBRICANTS	621	0	910	1,000	0	1,000	0	0.00
-5-4880-3310 AVIATION FUEL	39,441	35,043	33,595	42,000	14,300	45,000	3,000	7.14
-5-4880-3320 CREDIT CARD FEES	663	802	805	800	163	825	25	3.13
-5-4880-3330 ANNUAL FLY IN	4,493	7,735	3,101	1,000	0	2,000	1,000	100.00
-5-4880-3830 CUSTODIAN	511	479	117	0	0	0	0	0.00
-5-4880-4100 INSURANCE AND BONDS	11,065	11,932	4,310	11,499	0	14,448	2,949	25.65
-5-4880-4300 SUBSCRIPTIONS & MEMBERSHIPS	220	250	210	250	130	250	0	0.00
-5-4880-4600 LICENSES & TAXES	4,262	4,828	4,641	5,000	4,198	5,000	0	0.00
-5-4880-5200 NEW EQUIPMENT	0	194	0	700	0	700	0	0.00
-5-4880-5300 EQUIPMENT RENTAL/LEASE	0	0	120	250	95	250	0	0.00
-5-4880-5400 TF TO CAPITAL IMP	14,000	14,000	14,000	9,000	0	9,000	0	0.00
-5-4880-8020 MISCELLANEOUS	0	0	0	0	0	0	0	0.00
TOTAL AIRPORT	113,048	108,792	92,492	105,238	30,829	114,475	9,237	8.78

80-1000 SALARIES
CURRENT YEAR NOTES:
2010 BUDGET IS BASED ON NO OT, NO WAGE INCREASE, 12 DAYS
FURLOUGH FOR EVERYONE EXCEPT LQ EMPL, ELIMINATING 4TH PUBLIC
WORKS PART TIMER, ELIMINATING 1/2 OF PT POLICE OFFICER
5-12-10 2011 BUDGET BASED ON PAYROLL COPY A INCLUDES MAPE
AND CITY ADM INCREASES AND NO FURLOUGHES

80-1060 FICA WITHHOLDINGS
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