

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

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. NPDES Permit (page 3)
 - B. CIP (page 5)
- IV. OLD BUSINESS
 - A. 2010 Fly-In (page 6)
 - B. Land Reimbursement - Update
 - C. 2011 Budget Report
- 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: July 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 June 23, 2010 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve minutes from the June 23, 2010 Airport Commission meeting.

**MINUTES
AIRPORT COMMISSION**

JUNE 23, 2010

Chairperson Bert Stanley called the meeting to order at 5:00 p.m. Members present were Troy Caldwell and Steve Brown. Absent were Gene Beavers and Steve Whitcomb. Also present were Renee Eckerly, City Administrator; Chuck DeWolf, Bolton & Menk, Inc.; and Stephanie Hormann, Cable Coordinator. Ron Mergen was absent.

Motion was made by Caldwell to approve the minutes of the May 26, 2010 Airport Commission Meeting. Seconded by Brown and unanimously carried.

REFUSE

Eckerly reported that there has been a request from one pilot to provide a refuse receptacle at the hangar. Mergen had explained to the interested pilot the problems this may cause and the need to increase the rent amount. The Commission discussed this and consented that a refuse container is not needed and would generate issues.

2010 FLY IN

Eckerly distributed a sample flyer and a few additions were made. These flyers need to be distributed around town and to the airports ASAP. It was suggested to use both flyers. The Commission reviewed the Task List; it looks good and everything seems to be on schedule. The Commission discussed whether the full menu of: scrambled eggs, sausage links, fried potatoes, cinnamon bread, orange juice, and coffee should be listed. It was suggested to confirm the prices with Whitcomb. Flyers should be sent to the St. Cloud radio stations and the Alexandria TV station. Eckerly reported that the FAA permit has been received.

LAND REIMBURSEMENT LETTER

Willmar is spending the money on the airport without paying the funds to the State. It was suggested to contact Willmar and ask how they interrupted their payback. Eckerly reported that Senator Fischbach is willing to come with representatives from MnDOT Aeronautics for a meeting with the Council and Commission.

2011 BUDGET

Eckerly reported that the City is planning for large LGA cuts and the Fly In right now for 2011 has been cut. The Commission will be kept aware (monthly) of the budget status.

There being no further business the meeting was adjourned at 5:25 p.m.



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

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

www.bolton-menk.com

July 19, 2010

Mr. Ron Mergen, Public Works Director
City of Paynesville
221 Washburne Avenue
Paynesville, MN 56362

RE: Storm Water Pollution Prevention Plan (SWPPP)
Paynesville Municipal Airport
City of Paynesville, Minnesota

Dear Ron,

As you are aware, the MPCA has issued a new NPDES/SDS General Storm Water Permit for discharges of stormwater associated with industrial activity. As a result of this action, all airports are required to obtain permit coverage and are also required to develop a Stormwater Pollution Prevention Plan (SWPPP). Therefore, the City is required to obtain coverage for the Paynesville Municipal Airport.

Based on the above information, the estimated engineering budget associated with assisting the City in obtaining permit coverage is \$5,000.00. The work involved in the process will include assisting the City in the preparation of permit documents and application forms and the preparation of a SWPPP for the airport. The preparation of the SWPPP will include the following:

1. Develop a facility map identifying drainage areas and individual off-site discharge locations.
2. Review, identify, and document all surface waters (including wetlands) within 1-mile of the facility boundary.
3. Review of all significant materials and pollutants stored or used onsite.
4. Develop facility and stormwater best management practices (BMP's) inspection requirements and schedule.
5. Identify stormwater discharge monitoring locations and evaluate for possible discharges other than stormwater.
6. Develop stormwater discharge monitoring requirements and schedule.
7. Develop a preventative maintenance program for stormwater BMP's.
8. Develop a spill prevention and response procedure.
9. Develop and implement an employee training program.
10. Develop and adopt a mercury minimization plan, if required.
11. Develop a program to document all existing stormwater BMPs and future modifications to existing BMPs as well as any newly listed materials or activities.



Ron Mergen, Public Works Director
July 19, 2010
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If you have any questions, please feel free to contact me at any time.

Sincerely,
BOLTON & MENK, INC.

A handwritten signature in cursive script, appearing to read "Chuck DeWolf".

Chuck DeWolf, P.E.
City Engineer

cc: Ron Roetzel, P.E., Aviation Group Manager

CIP PEX - Paynesville Municipal Airport			FINAL FEDERAL FY 2010 / STATE FY 2011 CIP						Federal Entitlement Balance FY 2010: \$150,000				
State	Fed	Description	Funding % Rates			Project Cost	FAA Funding	State Funding	Local Funding	Other Programs	Local	Project	Federal Entitlement Balance
FY	FY		FAA %	State %	Local %						Project Priority	Bid Date	
	2010	10-Unit T-Hangar Building & Site Preparation - Grant No. 2 (2,522 SF)	95%	0%	5%	99,756	94,768	0	4,988		1	5/15/2009	\$55,232
	2010	Airport Beacon	95%	0%	5%	55,000	52,250	0	2,750		1	5/15/2010	\$2,982
												FY 2011 Entitlement Balance	\$152,982
2011		Update Airport Zoning	0%	70%	30%	40,000	0	28,000	12,000		1	7/31/2010	\$152,982
	2011	Crack Seal / Slurry Seal Airport Pavement	95%	0%	5%	175,000	166,250	0	8,750		1	5/15/2011	-\$13,268
												FY 2012 Entitlement Balance	\$136,732
	2012	Environmental Assessment for Parallel Taxiway	95%	0%	5%	80,000	76,000	0	4,000		1	-	\$60,732
												FY 2013 Entitlement Balance	\$210,732
2013		Land Acquisition for Hangar Area	0%	70%	30%	140,000	0	98,000	42,000		1	7/1/2012	-
	2013	Runway 11-29 Lighting Improvements - PAPI's, REIL's	95%	0%	5%	160,000	152,000	0	8,000		2	5/15/2013	\$58,732
	2013	Parallel Taxiway to 3,300 feet Design and Construction	95%	0%	5%	800,000	760,000	0	40,000		3	5/15/2013	Discretionary / Apportionment
	2015	10-Unit T-Hangar Building & Site Preparation	95%	0%	5%	600,000	570,000	0	30,000		1	5/15/2015	-
	2016	Environmental Assessment for Crosswind Runway 1-19, Land Acquisition	95%	0%	5%	80,000	76,000	0	4,000		1	-	-
	2017	Crosswind Runway 1-19 Land Acquisition	95%	0%	5%	250,000	237,500	0	12,500		1	-	-
	2018	Crosswind Runway 1-19 Design and Construction	95%	0%	5%	950,000	902,500	0	47,500		1	5/15/2018	-
	2018	Arrival / Departure Building	95%	0%	5%	350,000	332,500	0	17,500		2	5/15/2018	-
	2018	Sewer & Water Service Extension	95%	0%	5%	220,000	209,000	0	11,000		3	5/15/2018	-
Summary for Airport = Paynesville Municipal Airport													
						Totals	3,999,756	3,628,768	126,000	244,988	0		

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**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	Done
4.	Send invitations to Fire Department & Ambulance asking for volunteers	Bert Stanley	Bert has sent a letter, but not heard back yet from Jack or Steve
5.	Arrange for portable restrooms	Ron Mergen	
6.	Prepare complimentary breakfast tickets for pilots	Staff	Ron?
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	In progress
12.	Direct traffic/parking of vehicles	Kent Kortlever	
13.	Confirm Pilots/Commentator	Ron Mergen	
14.	Microphone & sound system with CD player	Bert Stanley	Walt will do
15.	Weather Watcher		
16.	Tape off restricted areas – showlines & parking	Airport Commission	6:30 am
17.	Send flyer to all municipal airports	City Staff	Next week
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	2 weeks ahead
21.	Thank You's	City Staff	
22.	Contact Mike Noll-Army Chopper	Bert Stanley	Done

07/19/10

23.	Contact Life Link	Bert Stanley	Done
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 St. Cloud Radio Stations Alexandria TV Station	Bert Stanley	
32.			