

**AIRPORT ZONING BOARD  
PAYNESVILLE CITY HALL  
OCTOBER 12, 2010  
7:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Membership (page 4)
  - B. Election of Officers (page 5)
  - C. Meeting Schedule – Annually the Second Tuesday of October at 7:00 p.m. or more frequently if necessary by call of the Chairperson.
  - D. Review Airport ALP
  - E. Appointment of Board of Adjustment (page 6)
  - F. Hwy. 23 and the Airport – Report
  - G. Airport Hangar - Report
- IV. OLD BUSINESS
- V. INFORMATIONAL
- VI. ADJOURN

**A quorum is essential; please contact Ron Mergen at 320-243-3714 ext. 230 or at [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) if you can't attend this meeting.**

***Voting Members: Patsy Fenske, Dallas Fenske, Joe Speldrich, Steve Brown, Steve Whitcomb, Phil Bailey, Don Adams, Stearns Co. Rep.; Jennifer Buckentine, Stearns Co. Rep., and Harlow Olson, Kandiyohi Co. Rep.***

***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 Zoning Board. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Airport Zoning Board 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 Zoning Board

Committee/Council Meeting Date: October 12, 2010

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the attached minutes from the October 13, 2009 Airport Zoning Board meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to approve the minutes from the October 13, 2009 Airport Zoning Board meeting.

**MINUTES  
AIRPORT ZONING BOARD**

**OCTOBER 13, 2009**

The meeting was called to order by Chairperson Phil Bailey at 7:00 p.m. Members present were Pasty Fenske, Dallas Fenske, Steve Brown, Don Adams, and Jennifer Buckentine. Absent were Renee Eckerly, Joe Speldrich, Steve Whitcomb, Audrey Olmscheid, and Harlow Olson. Also present were present were Ron Mergen, Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Buckentine to approve the minutes of the October 14, 2008 Airport Zoning Board meeting. Seconded by Dallas Fenske and unanimously carried.**

**MEMBERSHIP**

A letter of resignation was presented from Audrey Olmscheid. All other members noted their commitment to remain on the Board. There is a need to find someone to replace Olmscheid on the Board.

**Motion was made by Patsy Fenske to accept the letter of resignation from Audrey Olmscheid and recommend such to the City Council. Seconded by Brown and unanimously carried.**

**ELECTION OF OFFICERS**

**Motion was made by Brown to elect Bailey as Chair, Whitcomb as Vice Chair, and Mergen as Secretary. Seconded by Adams and unanimously carried.**

**BOARD OF ADJUSTMENT**

It was noted that the Board has three year terms. Members should be contacted to confirm if they are still willing to serve.

**Motion was made by Brown to appoint the following members to serve on the Board of Adjustment: Joe Voss, Mike Flanders, Bruce Stang, Bruce Vanderpool, and Dan Hoffman. Seconded by Dallas Fenske and unanimously carried.**

**PURPOSE OF THE BOARD**

To administer and review the zoning ordinance, new rules, and regulations for the protection of the public health, safety, convenience, prosperity and general welfare, and for the promotion of the most appropriate use of land and prevent the establishment of airport hazards. Collaborate with other units of government responsible for enforcement of the Zoning Ordinance.

## **ALP**

DeWolf presented the proposed changes in the Airport Layout Plan:

1. Change of the classification from a utility airport to other than utility, this will take the zone C from 6,000 feet to 10,000 feet.
2. The addition of a cross wind runway.
3. Extending the runway to 4,400 feet. The previous ultimate runway length was 4,000 feet.
4. A taxi way will be added.
5. Several new hanger sites were identified.

Members discussed the zoning effects of the changes. The zoning changes will likely be in 2011 and public notice and a hearing will be required.

## **HWY 23**

DeWolf updated the Board on Hwy. 23 indicating that MnDOT is on schedule to bid the project in November 2009 and start construction in the spring of 2010. A map of the future Hwy. 23 was reviewed.

## **AIRPORT HANGAR**

It was reported that the City is in the midst of constructing a 10 unit Tee Hangar and that all the units are filled.

There being no further business the meeting was adjourned at 7:40 p.m.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Airport Zoning Board

Committee/Council Meeting Date: October 12, 2010

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION:**      **Membership**

Prepared by: Staff

**COMMENTS:**

Discuss the Board's membership and persons willing to continue to serve. Discuss a replacement for Audrey Olmscheid.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

4

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Airport Zoning Board

Committee/Council Meeting Date: October 12, 2010

Agenda Section: New Business

Originating Department:

Item Number: III - B

**ITEM DESCRIPTION:** Election of Officers

Prepared by: Staff

**COMMENTS:**

Nominations for Chairperson.

Nominations for Vice Chair.

Nominations for Secretary.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to elect \_\_\_\_\_ as Chair.

A motion to elect \_\_\_\_\_ as Vice Chair.

A motion to elect \_\_\_\_\_ as Secretary.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Airport Zoning Board

Committee/Council Meeting Date: October 12, 2010

Agenda Section: New Business

Originating Department:

Item Number: III - E

**ITEM DESCRIPTION:** Appointment of Airport Board of Adjustment

Prepared by: Staff

**COMMENTS:**

The Airport Board of Adjustment appointed since 10-9-02:

Joe Voss	1 year
Mike Flanders	2 years
Bruce Stang	3 years
Bruce Vanderpool	3 years
Dan Hoffman	2 years

Discussion.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to appoint the following members to Board of Adjustment: