

**AIRPORT COMMISSION  
PAYNESVILLE AREA CENTER  
OCTOBER 27, 2010  
5:00 P.M.  
AGENDA**

**\*\*\*PLEASE NOTE LOCATION CHANGE\*\*\***

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Member Resignation (page 4)
- IV. OLD BUSINESS
  - A. Land Reimbursement - Update
  - B. 2011 Fly In
  - C. Pilot Complaint (page 6)
  - D. Friends of the Airport
- V. INFORMATIONAL
  - A. LMC – “outside the ox” (page 7) - Renee will present a video
- VI. ADJOURN

**Please contact Ron Mergen at 320-243-3714 ext. 230 or at [ron@paynesvillemn.com](mailto: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: October 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 September 22, 2010 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

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

## **MINUTES AIRPORT COMMISSION**

**SEPTEMBER 22, 2010**

Chairperson Bert Stanley called the meeting to order at 5:03 p.m. Members present were Steve Brown, Troy Caldwell, Gene Beavers, Ron Mergen (5:30 p.m.), and Steve Whitcomb. Also present were Chuck DeWolf, Bolton & Menk, Inc; Jennifer Welling, Administrative Assistant; Stephanie Hormann, Cable Coordinator; and Renee Eckerly, City Administrator.

**Motion was made by Whitcomb to approve the minutes of the August 25, 2010 Airport Commission Meeting. Seconded by Brown and unanimously carried.**

### **GRANT**

DeWolf has been researching and found the bill that was created for the Willmar Airport, but has not found where it became law. Eckerly will contact Senator Fischbach's office for help. This will be kept on the agenda for the next meeting.

### **2011 FLY IN**

The Commission reviewed what Hector and Glencoe were doing at their fly-ins and it did not appear that they did an air show. The Commission is looking for something new each year. Brown has attended the Glencoe Fly-In and commented that there was nothing more than planes and breakfast. Mahoney has been to some that have had a car show with the Fly-In. Caldwell had not attended any that offer something other than a breakfast.

### **PILOT COMPLAINT**

The Commission discussed if there was an incentive to pay ahead. Eckerly stated that the pilot that has the complaint is habitually late with his payment. It was suggested to give the pilots an incentive to pay early so the City staff would not have to invoice each pilot on a monthly basis. Eckerly stated that there are only two pilots that don't pay on time and have to be monitored. The T-Hangar Agreement states the penalty and the City Attorney is having staff return the check to the pilot. There was further discussion on sending out bills three months ahead or stop rejecting the check and bill the late fee on the next bill. Eckerly reported that the City has waived one late fee for this pilot already. Stanley stated that the pilot with the complaint has stopped buying fuel here because of this issue. It was stated that this pilot is always 30 – 45 days late; while all the other pilots are timely with their payments. Eckerly stated that by providing an incentive the City would lose revenue. Stanley stated that this loss would help offset office time and it might be a breakeven. Mahoney stated that if an incentive is given it should be given across the board. It was asked how many pilots pay annually, semi-annually, etc. There was some discussion on prorating the fees if a pilot leaves. Mahoney was not aware of any airport giving a pay early incentive.

The next agenda will provide a payment schedule and how the pilots are billed and have the City Attorney draft new language for the Agreement.

## **FRIENDS OF THE AIRPORT**

It was suggested to keep this on future agendas. Eckerly suggested advertising this in the City's newsletter, on the City's web site, and put an ad in the newspaper to contact Steve Whitcomb if any person is interested in being a Friend of the Airport. This would be a new organization to take over the Fly-In and breakfast with funds to be used for future air shows.

## **INFORMATIONAL**

MCOA newsletter was presented. It was noted that the storm water permit is complete. One pilot has moved out of his hangar; however, there is another interested party. It was asked if the farmer is staying off the taxi way. It was commented that he was, but there is a lot of mud on the road going into the airport.

There being no further business the meeting was adjourned at 5:33 p.m.

**REQUEST FOR COMMITTEE/COUNCIL ACTION**

**COMMITTEE/COUNCIL NAME:** Airport Commission

Committee/Council Meeting Date: October 27, 2010

Agenda Section: New Business

Originating Department:

Item Number: III - A

**ITEM DESCRIPTION:** Member Resignation

Prepared by: Staff

**COMMENTS:**

Please review the attached resignation letter from Troy Caldwell. Persons interested in serving on the Commission include:

Phil Bailey  
Larry Bollman

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to accept Troy Caldwell's resignation from the Airport Commission effective December 1, 2010 and recommend such to the City Council.

Motion to appoint \_\_\_\_\_ to the Airport Commission, effective December 1, 2010 and recommend such to the City Council.

mailed 9/30/10

**Caldwell Asphalt Co., Inc.**  
**24060 175<sup>th</sup> St NE**  
**Hawick, MN 56273**  
**320.243.4023**  
phone or fax

September 22, 2010

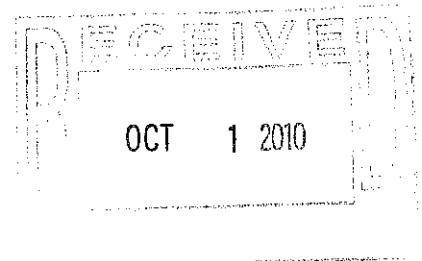
TO: Airport Commission, Paynesville, MN

At this time, I cannot give my position on the commission the time & attention it deserves. I hereby submit my resignation from the Airport Commission effective December 1, 2010.

Respectfully,



Troy Caldwell



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Hangar	Renter	Pay Monthly	Current	Comments	Pay Other	Current	Comments	Late Charges	Comments on late charges
1	Jeremy Nelson	Y	Y	Always pays on time				No	
2	Todd Asche	Y	Y	Always pays on time				No	
3	Andrew Winstrom				Yearly	Thru 11/10	Has \$20 balance for 12/10 rent	Yes	
4	Jay Olsen				Quarterly	Thru 9/10	Always pays on time	No	
5	Clem Kalthoff				Quarterly	Thru 9/10	Always pays on time	No	
6	Harlan Rohner	Y	N	Usually late/always pays late fees				Yes	Usually has late fees, always pays them.
7	Jeremy Brutger				Semi-Annual	Thru 9/10	Always pays on time	No	
8	Jim Funk				Quarterly	Thru 10/10	New Renter-Paid on time	No	
9	Joseph Furman	Y	Y	Always pays on time				No	
10	Curtis Miller	Y	Y	Always pays on time				No	
11	Gary Miest	Y	Y	Usually pays on time-one in 2008				Yes	
12	Gene Buboltz				Annual	Thru 3/11	Always pays on time	No	
13	Mike LaPatka	Y	Y	Always pays on time-except 1 time in 2008				Yes	One late in '08 - paid \$20 late fee
14	Brad Dahmes	Y	Y	Usually pays on time-2 late in 2008, 1 in 2010				Yes	Two late '08, one early '10 - paid all 3
15	J. Ferrell	Y	Y	Usually pays on time-one in 2010				Yes	One late in 2010-paid fee
16	Troy Caldwell	Y	Y	Always pays on time				No	
17	Jim DeRose				Annual	Thru 12/10	Pre-pays on time	No	
18	Ed Anderson				Annual	Thru 12/10	Pre-pays on time	No	
19	Phil Bailey				Annual +	Thru 2/12	Pre-pays on time	No	
20	Bill Lothert				Semi-Annual	Thru 12/10	Pre-pays on time	No	
*Winstrom	*On 1/5/09 - was charged for 12 months rent. On 4/22/09 AW came in and disputed bills he received. He had been charged monthly in 2/09, 3/09 and 4/09 for 1-3/09 late fees at \$20 each. AW claimed he had been out of the country and didn't receive bills. Rather than waste any more time arguing with him, he was given credit for all 3 months late fees this time by RE. But, would not happen again.								
**Winstrom	**On 1/10 AW was charged for 1/10 land rent. No pmt. On 2/1/10 he was billed for 2/10 rent and \$20 late fee. RM informed me AW had called around 3/1 and on 3/17 he came in to argue late fee for 1/10 saying he was again away and didn't receive bills. On 3/17/10, he paid for 12 months rent for 1-12/10, but RE said this time she would not forgive the 1/10 late fee and he was getting a break already on 2/10 and 3/10 late fees since payment wasn't made until 3/17/10. And, he was aware from previous year that rent was due again in 1/10.								
***Miest	***Had 3 months of no payment - had trouble with bank about paying direct payments. Paid 3 late fees of \$20 each. Never been late since.								
Notes:	All billing is done around the first for the month. Some pilots claim how they want to be billed (monthly, quarterly, etc). Given til 10th without penalty. Usually give til 15th on bill to allow for weekends, holidays, etc. Billing for airport takes about 1/2 hour month.								

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**Today our state is facing a giant deficit.  
It's getting more and more difficult to pay  
for city services.**

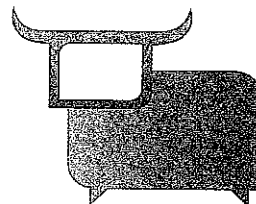
**Even worse, if big changes aren't made,  
Minnesota cities of all types will be broke  
by 2015.**

**But we don't have to let that grim news be  
our reality, or leave our future to chance.**

Become part of a conversation to find better solutions! It's your future, and we hope you'll be part of creating "outside the ox" answers by visiting [www.outsidetheox.org](http://www.outsidetheox.org) and answering these questions:

- **What do you think?**
- **What city services do you and your family use?**
- **How should we pay for these services?**
- **What would it mean to you if those services were reduced or eliminated?**

**Broader Thinking,  
Better Solutions.**



[outside the ox.org](http://outside.theox.org)