

**SPECIAL AIRPORT COMMISSION  
CITY HALL COUNCIL CHAMBERS  
JUNE 22, 2011  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
  - A. Airport Zoning - Update
  - B. 2011 Fly-In & Friends of the Airport (page 4)
  - C. Slurry Seal – Chuck will give an update
  - D. Land Reimbursement – Report
  - E. Through The Fence (page 6)
- V. INFORMATIONAL
  - A.
- 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: Larry Bollman, Gene Beavers, Phil Bailey, 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 22, 2011

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the attached minutes from the April 27, 2011 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

A motion to approve minutes from the April 27, 2011 Airport Commission meeting.

## MINUTES AIRPORT COMMISSION

APRIL 27, 2011

Bert Stanley called the meeting to order at 5:00 p.m. Members present were Steve Brown, Gene Beavers, and Larry Bollman. Phil Bailey and Renee Eckerly were absent. Also present were Chuck DeWolf, Bolton & Menk, Inc; Ron Mergen, Public Works Director; Stephanie Hormann, Cable Coordinator; and Tim Mahoney.

**Motion was made by Beavers to approve the minutes of the January 26, 2011 Airport Commission Meeting. Seconded by Brown and unanimously carried.**

### AIRPORT ZONING

It was explained to the members that the Zoning Board has recommended proceeding with updating the Airport Zoning Ordinance. The Council asked that the Airport Commission visit the issue and see if it could be delayed. Members asked that this be back on the next regular meeting.

### 2011 FLY IN

Two attractions for the Fly In were presented:

- The North American Flight Team - they will bring in up to 4 planes at a designated time. Spectators can tour the aircrafts, and they will depart at a designated time and fly several formations.
- The Aircraft Simulator - members discussed charging for the simulator.

The Commission discussed how to pay for these attractions. It was noted the Friends of the Airport group are organizing and the proceeds from the breakfast will go towards the fly in and donations may also be needed.

**Motion was made by Beavers to secure the North American Flight Team with 3 Planes and recommend such to the City Council. Seconded by Bollman and unanimously carried.**

**Motion was made by Brown to book the simulator for the Fly In and recommend such to the City Council. Seconded by Bollman and unanimously carried.**

The task list was also reviewed and jobs assigned.

### SLURRY SEAL

DeWolf updated the Commission on the following:

1. The FAA will only pay for a 20' taxiway width, the City's taxiway is 40' and was designed and approved by the FAA. Members felt strongly the FAA should pay for 40' since the FAA designed and approved it.
2. The FAA will not pay for the section in front and back of the original hanger, being it was constructed with MNDOT funds. DeWolf noted MNDOT will pay on a 50:50 basis.

3. The FAA will also not cover the pads in front of the private hangers.

Members discussed these areas noting the three areas to be a very small portion of the project. The local share is 5% or approximately \$8,000.00 if the City covers all the areas the FAA does not; the local share would be approximately \$15,000.00 – \$20,000.00. After a short discussion,

**Motion was made by Beavers to submit a letter to the FAA requesting funding on the taxiway for the full 40' width. Seconded by Brown and unanimously carried.**

**Motion was made by Brown to proceed with the Slurry Seal; noting these sections can be deleted if funding can't be secured and recommend such to the City Council. Seconded by Bollman and unanimously carried.**

### **LAND REIMBURSEMENT**

It was noted that Stanley, DeWolf, and Mergen went to St. Paul to testify at the Senate and House Committee Hearings where a bill was introduced to allow the City to keep the money and use it for future airport projects i.e. land purchase. The City has not been informed of the bill's progress to date.

### **HANGAR REQUEST - FURMAN**

The letter from Joe Furman was reviewed and it was noted that he is 5<sup>th</sup> or 6<sup>th</sup> on the list to move to a south side of the hanger.

There being no further business the meeting was adjourned at 5:57 p.m.

**2011 Paynesville Municipal Airport Fly-In Breakfast  
Task List**

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

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06/15/11

	Service, Waterless Plane Wash, Aviation Art Museum Loren Pearson – Paynesville Radio Control Airplane Club		
26.	Confirm pilots insurance policies – late July	N/A	
27.	Vendors Location & Set up	Volunteers	
28.	Golf Carts & Drivers	Larry	
29.	Make Poster/Flyer	City Staff	
30.	Advertising St. Cloud Radio Stations Alexandria TV Station	Bert	
32.			

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**COMMITTEE/COUNCIL NAME:** Airport Commission

Committee/Council Meeting Date: June 22, 2011

Agenda Section: Old Business

Originating Department:

Item Number: IV - E

**ITEM DESCRIPTION:** Through The Fence

Prepared by: Staff

**COMMENTS:**

Please review the attached FAA letter regarding their interim policy on residential through-the-fence (RTTF) access to federally-obligated airports in the Federal Register.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to submit the Sponsor Certification to the FAA and recommend such to the City Council.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Great Lakes Region  
Illinois, Indiana, Michigan,  
Minnesota, North Dakota  
Ohio, South Dakota  
Wisconsin

Minneapolis Airports District Office  
6020 28<sup>th</sup> Avenue South  
Room 102  
Minneapolis, Minnesota 55450

April 26, 2011

Ms. Renee Eckerly  
City Administrator  
221 Washburn Ave  
Paynesville, MN 56362

APR 28 2011

Dear Ms. Eckerly:

On March 18, 2011, the Federal Aviation Administration (FAA) published its interim policy on residential through-the-fence (RTTF) access to federally-obligated airports in the Federal Register (76 Fed. Reg. 15028; March 18, 2011). The purpose of this letter is to:

1. notify you of the interim policy;
2. ask you to certify the status of RTTF at your airport within 90 days; and
3. direct you to resources regarding this policy.

The interim policy clarifies the FAA's concerns about arrangements allowing aircraft owners to taxi from their residential property onto a federally-obligated airport. Although the FAA is amending Grant Assurance 5, *Preserving Rights and Powers*, by adding paragraph "g" to prohibit these arrangements in the future, the interim policy does not require sponsors with existing arrangements to terminate this practice. Rather, the interim policy requires sponsors with existing RTTF arrangements to adopt measures to substantially mitigate existing and potential problems with RTTF access. As a result, airport sponsors with existing access will need to identify all RTTF access points on their Airport Layout Plan (ALP) and develop an access plan.

The interim policy requires all airport sponsors to certify their status with regard to the interim policy. Compliance Guidance Letter (CGL) 2011-1, *FAA Implementation of Interim Policy Regarding Access to Airports From Residential Property and Review of Access Arrangements*, explains how the FAA will implement the interim policy.

Both the interim policy and the CGL have been posted on the FAA's Web site at: [http://www.faa.gov/airports/airport\\_compliance/residential\\_through\\_the\\_fence/](http://www.faa.gov/airports/airport_compliance/residential_through_the_fence/).

Paynesville Municipal Airport

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Please review these documents to **determine if RTTF access exists at your airport and certify your status to this office within 90 days.**

Your certification may be submitted with the form enclosed, by adopting a local resolution, or submitting a signed affidavit.

Your certification will determine how the FAA applies paragraph "g" of Grant Assurance 5 at your airport. Sponsors certifying the presence of existing RTTF arrangements will need to comply with the interim policy. If your FAA-approved ALP does not currently depict the RTTF access points, the ALP should be updated with a pen and ink change and sent to the FAA with the certification. The access plan must be submitted before October 1 of the fiscal year in which the sponsor will request an AIP grant beginning in Fiscal Year 2013 (i.e., October 1, 2012 if seeking a grant in Fiscal Year 2013).

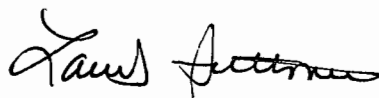
Sponsors who certify no existing RTTF arrangements at their airport will be subject to paragraph "g" of Grant Assurance 5 which will read as follows:

"It [airport sponsor] will not permit or enter into any arrangements that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport."

Additional resources about this policy can be accessed at:  
[http://www.faa.gov/airports/airport\\_compliance/residential\\_through\\_the\\_fence/](http://www.faa.gov/airports/airport_compliance/residential_through_the_fence/).

If you have any questions or need additional information, please feel free to contact Andy Peek at 612-713-4346.

Sincerely,



*for* Steven J. Obenauer  
Manager  
Airports District Office - Minneapolis

Enclosure

**U.S. Department of Transportation**  
**Federal Aviation Administration**  
**Airport Improvement Program**  
**SPONSOR CERTIFICATION**  
**RESIDENTIAL THROUGH-THE-FENCE ACCESS**

\_\_\_\_\_  
 (Sponsor)

\_\_\_\_\_  
 (Airport)

Title 49, United States Code, Section 47105(d), authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on Residential Through-the-Fence (RTTF) access are in the FAA's Interim Policy (76 Fed. Reg. 15028; March 18, 2011) and further explained in the FAA's Compliance Guidance Letter 2011-1, FAA Implementation of Interim Policy Regarding Access to Airports From Residential Property and Review of Access Arrangements (March 21, 2011). The AIP project grant agreement contains a specific assurance on RTTF and may contain a special condition regarding the status of RTTF at this airport.

Except for the certified items below marked not applicable (N/A), the list describes the current status of RTTF at this airport. This certification does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

	Yes	No
1. This airport has one or more Residential Through-The-Fence access points as defined in the FAA's Interim Policy (76 Fed. Reg. 15028; March 18, 2011).		
2. This airport will submit an RTTF access plan in accordance with the Interim Policy prior to requesting its first AIP grant after Fiscal Year 2012.		

I certify the responses to the forgoing items are accurate as marked and further certify to the best of my information and belief that all required RTTF submissions will be correct and complete.

\_\_\_\_\_  
 (Name of Sponsor)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Signature of Sponsor's Designated Official Representative)

\_\_\_\_\_  
 (Typed Name of Sponsor's Designated Official Representative)

\_\_\_\_\_  
 (Typed Title of Sponsor's Designated Official Representative)