

**SPECIAL AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
MAY 22, 2013
5:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Welcome New Member – Bob McDaniel
 - B. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
 - A. 2013 Fly-In (page 4)
- 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: Larry Bollman, Gene Beavers, Phil Bailey, Bob McDaniel, and Steve Brown.
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: May 22, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the April 24, 2013 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve minutes from the April 24, 2013 Airport Commission meeting.

MINUTES AIRPORT COMMISSION

APRIL 24, 2013

Chairperson Steve Brown called the meeting to order at 5:15 p.m. Commission members present were Gene Beavers and Larry Bollman. Phil Bailey and Renee Eckerly were absent. Others present were Ron Mergen, Public Works Director; Chuck DeWolf, Bolton & Menk, Inc.; and Ashley Alsum, Cable Coordinator.

Motion was made by Beavers to approve the minutes from the January 23, 2013 Airport Commission Meeting with one correction being Phil Bailey was absent not Steve Brown. Seconded by Bollman and unanimously carried.

LED WINDSOCK PROGRAM

A letter from aeronautics explained the program where MnDOT provides all the equipment and the City is required to install it. This program would save the City approximately \$100.00 a year in power consumption. It was noted that the City has responded to the program.

MEMBER REPLACEMENT

Several people were discussed and the names will be forwarded to the Mayor.

FLY IN

Possible activities were discussed:

1. Bill Cowden and Darrell Massman at the cost of \$4,800.00; members noted that this is out of our budget.
2. Tether balloon rides at the cost of \$750.00 for one hour due to heat and wind this only operates until 8:30 a.m. and this will require 6 to 8 volunteers.
3. Westside skydivers; waiting for a response.
4. North American flight team at the cost of \$400.00 per plane; members felt this is expensive for what we get.
5. Fagen Fighters WWII museum; waiting for a response. The Commission wants to pursue this option.
6. Rob Ator with Fagen Air Show with a Pitts at the cost of \$1,000.00 to \$1,500.00; members discussed that this is within the budget and it may be an incentive for Fagen Fighter to also be here. After a short discussion,

Motion was made by Beavers to contact Rob Ator for the 2013 Air Show at the cost of \$1,000.00 - \$1,500.00 and recommend such to the City Council. Seconded by Bollman and unanimously carried.

LAND ACQUISITION

It was noted that the City has a Land Acquisition Committee set up and they are working on negotiations with the land owner.

REHAB OF FUEL SYSTEM

It was reported that the credit card system has given the City issues and needs to be upgraded. Two contractors have given the City quotes for replacing the units, each at approximately \$12,000.00. Members felt this was unreasonably high and the Commission should revisit the issue and see if there are other options. It was suggested to build a shelter over the unit to protect it from the weather.

ZONING

DeWolf reported that this is a 2013 project and they are starting the process of re-zoning as per the Airport Layout Plan.

PAPI & REIL

DeWolf reported that all the work is complete and the City is waiting on FAA to inspect and certify the installation.

SPECIAL MEETING

Members requested a special meeting be set for May 22, 2013 to review the Fly In Task List.

There being no further business, the meeting was adjourned at 5:50 p.m.

**2013 Paynesville Municipal Airport Fly-In Breakfast
Task List**

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

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24.	Plane Counter		
25.	Contact Vendors-Jerry's Flying Service, Waterless Plane Wash, Aviation Art Museum Loren Pearson – Paynesville Radio Control Airplane Club		
26	Confirm pilots insurance policies – late July		
27.	Vendors Location & Set up		
28.	Golf Carts & Drivers		
29.	Make Poster/Flyer		
30.	Advertising St. Cloud Radio Stations Alexandria TV Station		
32.	Flight Simulator		
33.	Fundraising		
34.	Car Show		