

**AIRPORT COMMISSION  
CITY HALL COUNCIL CHAMBERS  
JULY 24, 2013  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Upgrading FMU 2500 (page 3)
  - B. Airport CIP (page 4)
- IV. OLD BUSINESS
  - A. 2013 Fly-In (page 5)
  - B. Land Acquisition
  - C. Airport Zoning
- V. INFORMATIONAL
  - A. MN Airport System Pavement Evaluation 2012 Update (page 7)
- 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, 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: July 24, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the May 22, 2013 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve minutes from the May 22, 2013 Airport Commission meeting.

**MINUTES  
SPECIAL AIRPORT COMMISSION**

**MAY 22, 2013**

Gene Beavers called the meeting to order. Commission members present were Bob McDaniel and Larry Bollman. Phil Bailey, Steve Brown, and Renee Eckerly were absent. Others present were Ron Mergen, Public Works Director; Chuck DeWolf, Bolton & Menk, Inc; and Matt Larson.

**Motion was made by Bollman to approve the minutes of the April 24, 2013 Airport Commission meeting. Seconded by Beavers and unanimously carried.**

**FLY IN**

It was reported that at this time the City has lined up Rob Ator that will be performing at 10:30 a.m. and 12:30 p.m. The Fly In Task list was reviewed and job duties assigned to all the members. Mergen will meet with Steve Brown and Steve Whitcomb from the friends of the Airport to coordinate the items they are responsible for. If another special meeting is needed it would be scheduled for June.

There being no further business, the meeting was adjourned at 5:40 p.m.



# ZAHL-PETROLEUM MAINTENANCE CO.

DIV. OF DAN LARSON ENTERPRISES, INC.

Sales, Service, Installation of Petroleum Equipment Since 1952

www.zahl-pmc.com

June 20, 2013

City of Paynesville  
Ron Mergen  
221 Washburn Ave  
Paynesville, MN 56362

**Proposal for upgrading existing FMU 2500 at Paynesville Airport**

Main Board, IO Board, Back Plate Assembly (LRU)

New Alpha Numeric Door

Data Logger

Modem Board

Upgrade Software

**Net Equipment Cost** 3,073.00

Tax 189.00

Freight 115.00

Installation and Start Up 1,390.00

**Total Cost \$4,767.00**

NOTE: DUE TO PRICE FLUCTUATION, PRICE ON EQUIPMENT IS SUBJECT TO CHANGE AFTER TWO WEEKS

We propose to furnish material and/or labor in accordance with specifications and estimates.

Total Proposal: **Four Thousand Seven Hundred Sixty Seven & No/100**

Note: This proposal may be withdrawn by us if not accepted within 30-days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Date of Acceptance: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Zahl Petroleum Maintenance Company Authorized Signature Ed Puchtel

PAYMENT SCHEDULE: 20% DOWN PAYMENT DUE BEFORE ORDERING EQUIPMENT

UPON COMPLETION OF WORK BALANCE WILL NEED TO BE PAID IN FULL.

BALANCE DUE NET 30 DAYS FROM INVOICE DATE

Date of Acceptance: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Sincerely,  
Ed Puchtel  
Zahl-PMC

3101 SPRING STREET N.E. - MINNEAPOLIS, MN 55413

PHONE: (612) 331-8550 - FAX: (612) 331-8553

EQUAL OPPORTUNITY EMPLOYER

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<b>(PEX) - Paynesville Municipal Airport</b>		<b>DRAFT 2013 5-YEAR AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)</b>								Federal Entitlement Balance FY 2013: \$186,511				
<b>**ALL COSTS BASED ON ESTIMATES USING 2011 PRICES</b>														
State	Fed	Description	Funding Participation			Project Cost	Federal Entitlement Funding	Other Federal Funding	State Funding	Local Funding	Other Programs	Local Project Priority	Project Bid Date	Federal Entitlement Balance
FY	FY		FAA %	State %	Local %									
		2013 Acquire Land for Hangar Area (Parcels 12, 13)	90%	0%	10%	\$ 140,000	\$ 126,000	\$ -	\$ -	\$ 14,000	\$ -	1	-	\$60,511
		2013 Rehabilitate Fuel System	90%	0%	10%	\$ 35,000	\$ 31,500	\$ -	\$ -	\$ 3,500	\$ -	2	-	\$29,011
<b>FY 2014 Entitlement Balance:</b>													<b>\$179,011</b>	
2013		Update Airport Zoning (State Eligible Costs funded 70%)	0%	70%	30%	\$ 36,000	\$ -	\$ -	\$ 25,200	\$ 10,800	\$ -	1	-	\$179,011
		2014 Environmental Assessment for Parallel Taxiway (Phase I & Phase II)	90%	0%	10%	\$ 90,000	\$ 81,000	\$ -	\$ -	\$ 9,000	\$ -	2	-	\$98,011
		2014 Construct Airport Beacon	90%	0%	10%	\$ 70,000	\$ 63,000	\$ -	\$ -	\$ 7,000	\$ -	3	5/15/2014	\$35,011
<b>FY 2015 Entitlement Balance:</b>													<b>\$185,011</b>	
		2015 NO PROJECTS PROGRAMMED	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	-	\$185,011
<b>FY 2016 Entitlement Balance:</b>													<b>\$335,011</b>	
		2016 NO PROJECTS PROGRAMMED	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	-	\$335,011
<b>FY 2017 Entitlement Balance:</b>													<b>\$485,011</b>	
		2017 Construct Parallel Taxiway - Phase I (Grading)	90%	0%	10%	\$ 890,000	\$ 485,011	\$ 315,989	\$ -	\$ 89,000	\$ -	3	5/15/2017	\$0
<b>FY 2018 Entitlement Balance:</b>													<b>\$150,000</b>	
		2018 Rehabilitate Pavement (Mill & Overlay) - Runway 11/29, Taxiway, Apron, Taxilane	90%	0%	10%	\$ 1,600,000	\$ 150,000	\$ 1,290,000	\$ -	\$ 160,000	\$ -	1	5/15/2018	\$0
<b>Summary for Airport = Paynesville Municipal Airport</b>						<b>TOTAL:</b>	<b>\$ 2,861,000</b>	<b>\$ 936,511</b>	<b>\$ 1,605,989</b>	<b>\$ 25,200</b>	<b>\$ 293,300</b>	<b>\$ -</b>		

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

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

07/15/13

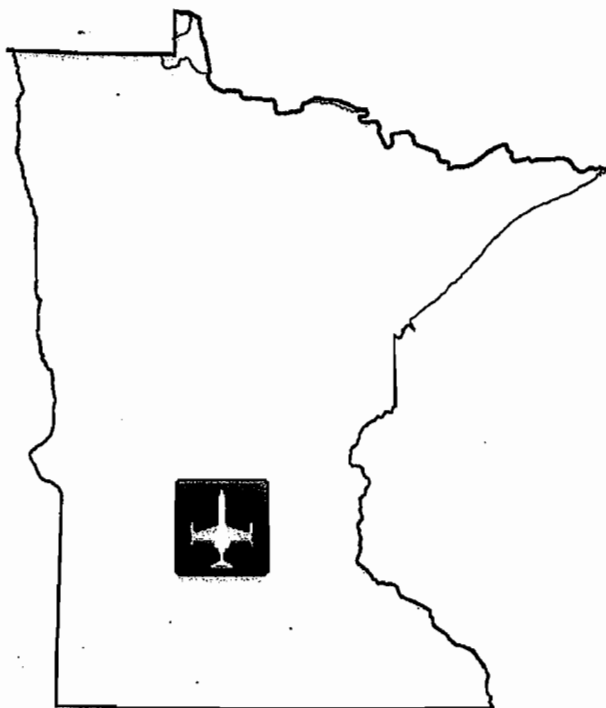
24.	Plane Counter		
25.	Contact Vendors-Jerry's Flying Service, Waterless Plane Wash, Aviation Art Museum Loren Pearson – Paynesville Radio Control Airplane Club		
26	Confirm pilots insurance policies – late July	Ron	
27.	Vendors Location & Set up	Volunteers	
28.	Golf Carts & Drivers	Larry	
29.	Make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



# Minnesota Airport System Pavement Evaluation 2012 Update

Paynesville Municipal Airport (PEX)

Paynesville, Minnesota



Prepared for:

Office of Aeronautics  
Minnesota Department of Transportation  
222 East Plato Boulevard  
Saint Paul, MN 55107  
(800) 657-3922

January 2013



Table 1. Branch definition.

Branch Id	Name	Number of Sections	Area (SF)
APA	Apron Area A	1	90,000
CTA	Connection Taxiway A	1	8,900
RY1129	Runway 11-29	1	252,700
TLA	Taxilane A	1	28,800
TLB	Taxilane B	1	34,400
Airport Total			414,800

## 2.2 Pavement Evaluation

The pavement surfaces at PEX were visually inspected on June 24, 2012, using the PCI procedure. During a PCI inspection, inspectors walk over the surface of the pavement and identify visible signs of distress within a sample unit. Appendix A presents the scalable map used during the inspection to locate the inspected sample units. Each distress type is identified, then classified as low, medium, or high severity, and recorded on field sheets. In general, the higher the severity, the higher the foreign object damage (FOD) potential. The quantity, or extent, is measured for each distress/severity combination.

After collecting and summarizing the distress type, severity, and quantity for each of the inspected sample units, the distress data were entered into the MicroPAVER database and a PCI was calculated. The PCI procedure uses established deduct curves to determine the actual number of points to deduct for each distress type/severity combination, depending on the density of the distress. The inspected sample unit PCI's were then averaged to determine an overall PCI for that section.

The PCI value provides a general sense as to the level of rehabilitation that will be needed to repair a given pavement. In general terms, maintenance activities such as crack sealing and patching often provide benefit when the PCI > 60. However, as the pavement continues to deteriorate, more complex and expensive treatments will be necessary. Pavements with a PCI between 40 and 60 are good candidates for a variety of major repairs ranging from overlays to reconstruction. Once the PCI drops below 40, reconstruction is typically the only viable alternative. Figure 3 presents the PCI inputs, rating scale, and the corresponding general work repair levels.

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## Pavement Condition Index (PCI)

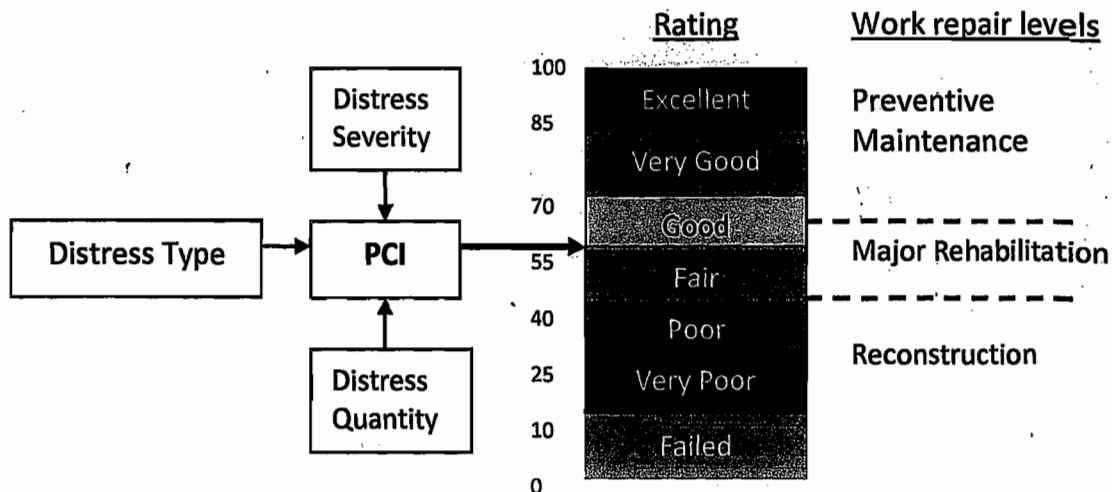


Figure 3. PCI rating scale and repair levels.

### 2.2.1 Distress Types

To better understand the cause of pavement deterioration, it is necessary to look at the distress types associated with each PCI. Each distress type has been classified into three groups based on cause—load, climate/durability, or other. Load-related distresses such as alligator cracking in asphalt pavements, or corner breaks in PCC pavements, indicate that the structural integrity of the pavement has been compromised. Climate-related distresses indicate that the pavement has aged due to seasonal environmental effects. Distresses that cannot be attributed solely to either load or climate, are classified as other. Table 2 presents the asphalt and PCC distress types in the PCI procedure, their classification, and identifies which distresses were located at PEX during the pavement inspection.

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Table 2. PCI distress types.

Asphalt Distresses	Cause Classification	PCC Distresses	Cause Classification
Alligator cracking	Load	Blowup	Climate
Bleeding	Other	Corner break	Load
Block cracking	Climate	Linear cracking	Load
Corrugation	Other	Durability cracking	Climate
Depression	Other	Joint seal damage	Climate
Jet blast	Other	Small patch	Other
Joint reflection cracking	Climate	Large patch	Other
L&T cracking	Climate	Popouts	Other
Oil spillage	Other	Pumping	Other
Patching	Other	Scaling/crazing	Other
Polished aggregate	Other	Faulting	Other
Raveling	Climate	Shattered slab	Load
Rutting	Load	Shrinkage cracking	Other
Shoving	Other	Joint spalling	Other
Slippage cracking	Other	Corner spalling	Other
Swelling	Other	Alkali Silica Reaction	Climate
Weathering	Climate		

Indicates distresses found at PEX

### 2.3 PCI Results

The results of the 2012 PCI inspection are presented in figure 4. The overall area-weighted PCI for PEX is 95. When summarizing PCI values, an area-weighted calculation is used instead of a straight mathematical average because the area-weighted calculations eliminate the skewing of the PCI due to the disparity of the section sizes.

Figures 5 and 6 present the overall PCI for PEX by area distribution and pavement use, respectively. Table 3 presents the PCI summary for each section at PEX, including the drop in PCI per year. Generally, pavement sections will deteriorate between 1 and 3 PCI points per year. Sections deteriorating at higher rates may need maintenance above the normal application rates and should be closely monitored in case major repairs become necessary.

Appendix C contains the detailed inspection report with sample unit data produced from MicroPAVER. Appendix D describes the distress types most commonly identified during the PCI inspections of Minnesota airports.

### 3. Recommendations

A 5-year maintenance and rehabilitation program was developed for PEX based on the 2012 pavement inspections and the anticipated PCI deterioration for this period. The recommendations are divided into two categories—near term maintenance and major rehabilitation. The near term maintenance is intended to address annual maintenance needs such as crack sealing and localized patching. The major rehabilitations are applied globally and are capable of returning the pavement to a nearly distress free-state. Cost for both categories are based on industry averages and may have to be adjusted to account for local costs.

The last portion of the report covers the FAA Grant Assurance Number 11 and the steps the airport must take to remain in compliance with this program.

#### 3.1 Near Term Maintenance

Near term maintenance is considered activities such as crack sealing, patching, and surface treatments that help to slow down the rate that a pavement is deteriorating. Localized maintenance policies and unit costs were developed with Mn/DOT for both asphalt and PCC surfaces; each policy presents the recommended maintenance treatment for each distress/severity combination and are presented in appendix E.

Table 4 presents the summarized maintenance work quantities and estimated cost to apply this near term maintenance plan at PEX. The repair quantities are based on extrapolated distress quantities from the 2012 PCI inspection. National averages of unit costs are used to estimate total costs for each treatment type; adjustments of local unit costs rates may be necessary for each airport to more accurately determine the maintenance budgetary needs.

Table 4. Summary of maintenance work plan.

Treatment	Estimated Repair Quantity	Unit Costs	Estimated Costs
No sections at PEX were found to need near term maintenance during 2013.			
Total			\$0

Detailed results are reported by section and by treatment type in appendix F. The section format summarizes the maintenance that could be done for each pavement section by type of repair, and estimated quantity of repair. Likewise, the treatment format summarizes the quantity for each repair type across the entire airport.

When using this plan, it is recommended that the entire section be viewed to determine whether the identified distress types are so advanced in density and severity that maintenance efforts will no longer be cost-effective. Maintenance treatments are most cost-effective when applied to pavements that are generally in good condition. It is also important to understand that the maintenance plan is based on the distress types, severities, and quantities found during the 2012 PCI survey. As field conditions change, the maintenance plan will become less accurate. Therefore, it will be most useful if implemented by the end of 2013. Applying maintenance treatments should be an annual event at the airport, and this maintenance plan can serve as a baseline for that work. Guidelines for performing crack sealing and patching techniques are provided in appendix G.

### 3.2 Major Rehabilitation

In addition to the annual maintenance activities such as crack sealing and patching, some pavements may require more substantial rehabilitation. As a planning aid to the airport, Mn/DOT, and FAA, table 5 provides a summary from MicroPAVER of the predicted 5-year pavement rehabilitation needs at PEX. Although the predicted rehabilitation timeline identifies specific sections and the general timing for the repair, more in-depth project-level studies will be needed to determine exactly how to fix each pavement. Routine maintenance should also be programmed annually throughout the airport, but these efforts should be coordinated with the following rehabilitation recommendations.

The pavement sections identified for major rehabilitation in this report are predicted to reach a condition level where either overlays or reconstruction should be considered. Note that this analysis is based on an unlimited budget, and these recommendations will need to be adjusted to account for economic and operational constraints. Additionally, identifying projects for work does not guarantee that Federal or State funding will be available to complete the work in the year shown. The airport and Mn/DOT should view these recommendations as viable projects when preparing future Capital Improvement Plans (CIP).

Table 5. Recommended 5-year major rehabilitation plan.

Branch ID	Section ID	Year	Estimated Cost
No sections at PEX are predicted to need major rehabilitation in the next 5 years.			
<b>5-year Airport Total</b>			<b>\$0</b>

### 3.3 Federal Guidelines

In 1995, Congress mandated that the FAA require, as a condition of grant funding, that airports be prepared to present documentation of a maintenance management program on pavement that has been constructed, reconstructed, or repaired with Federal assistance.

The FAA has defined an acceptable maintenance management program, and this report fulfills many requirements of such a program, including documenting:

- Locations of all runways, taxiways, and aprons.
- Dimensions of the pavement system.
- Types of pavement.
- Year of construction or most recent major rehabilitation.

However, the airport owner must be an active participant, specifically by implementing the following actions:

- Annotate pavement areas that have been constructed, reconstructed, or repaired with Federal financial assistance.
- Conduct a "drive-by" inspection at least monthly to detect changes in pavement condition.
- Keep complete records of maintenance activities. Record the date of each "drive-by" inspection and any maintenance performed as a result. Records must be maintained on file for a minimum of 5 years.

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