

**AIRPORT ZONING BOARD
PAYNESVILLE CITY HALL
OCTOBER 8, 2013
7:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Meeting Schedule (page 4)
 - B. Election of Officers (page 5)
 - C. Appointment of Airport Board of Adjustment (page 6)
- IV. OLD BUSINESS
 - A. Airport Zoning Ordinance Process (page 7)
- V. INFORMATIONAL
- VI. ADJOURN

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

Voting Members: Patsy Fenske, Dallas Fenske, Darlene Loven, Joe Speldrich, Steve Brown, Steve Whitcomb, Phil Bailey, Jennifer Buckentine, Stearns; Co. Rep., and Dennis Peterson, Kandiyo 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 8, 2013

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes from the February 14, 2011 Airport Zoning Board meeting.

ADMINISTRATOR COMMENTS:

There was not a quorum at the 2012 Airport Zoning Board meeting.

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes from the February 14, 2011 Airport Zoning Board meeting.

**MINUTES
AIRPORT ZONING BOARD**

FEBRUARY 14, 2011

The meeting was called to order by Chairperson Phil Bailey at 4:00 p.m. Members present were Steve Whitcomb, Renee Eckerly, Steve Brown, Don Adams, Stearns County; Dennis Peterson, Kandiyohi County; Patsy & Dallas Fenske, Jennifer Buckentine, Stearns County; and Chuck DeWolf, Bolton & Menk, Inc. Absent were Ron Mergen and Joe Speldrich.

Motion was made by Steve Brown to approve the minutes from the October 13, 2009 meeting. Seconded by Don Adams and unanimously carried.

MEMBERSHIP

Dennis Peterson will represent Kandiyohi County and Bob McDaniel was contacted to represent the City, but has declined. Another person will be asked.

ELECTION OF OFFICERS

Motion was made by Adams to elect the following officers:

Phil Bailey-Chair

Steve Brown-Vice Chair

Ron Mergen-Secretary

Seconded by Brown and unanimously carried.

MEETING SCHEDULE

Motion was made by Buckentine to set the meeting schedule for the second Tuesday of October at 7:00 p.m. Seconded by Peterson and unanimously carried.

AIRPORT LAYOUT PLAN

DeWolf reported on the changes that affect zoning. The runway now is 4,400 feet; it was 4,000 feet. The classification will change to other than utility, and the cross wind runway has been added to address prevailing winds. The document has been submitted to the FAA for approval.

AIRPORT ZONING

The Airport Zoning could be handled internally by Stearns County. Eckerly reported that the City zoning ordinance needs to be updated. Non-conforming use would define where non-conforming uses are at currently and document them. Any current issues would be grandfathered in. Adams stated that there are some restrictions on rebuilding the non-conforming structures.

Options to do include:

1. Is \$2,700.00
2. Is \$4,000.00

Total Project cost is \$40,000; with \$20,600.00 from the State Grant and the balance of \$19,400.00 from Airport Capital Improvement.

Airport Capital Improvement Fund totals \$19,400.00.

The Board discussed at least doing number one to detect nonconforming issues and that after the document is completed copies should be sent to all entities surrounding the airport. Stearns County would need the map with the cross runway and ordinance and then they can do it themselves.

Motion was made by Buckentine to proceed with option number one and exclude number two for funding from Airport Capital Improvement Fund at \$36,000.00 and recommend such to the City Council. Seconded by Brown and unanimously carried.

BOARD OF ADJUSTMENT

Voss had contacted Mergen and he is willing to stay on the Board; no one else has replied.

Motion was made by Patsy Fenske to extend the terms for another three years for:

Mike Flanders expires 2013

Dan Hoffman expires 2013

Seconded by Peterson and unanimously carried.

Flanders, Hoffman, and Voss' terms expired in 2010. Brown requested dates be used for terms. There is a need to re-appoint Stang and Vanderpool in October of this year for an additional three year term, as their terms will expire in 2011.

Motion was made by Dallas Fenske to extend Joe Voss' term one more year (through 2011). Seconded by Peterson and unanimously carried.

Terms:

Joe Voss	1 year	expires 2011
Mike Flanders	2 year	expires 2013
Dan Hoffman	2 year	expires 2013
Bruce Stang	3 year	expires 2011
Bruce Vanderpool	3 year	expires 2011

The Board questioned when the cross wind runway and grass taxi way would take place. It was reported in 2013, but NPIS funding won't finance it. The projects are on the Airport CIP, but depending on funding; the cross wind runway is 10 years out.

NEXT MEETING

The Board anticipates another meeting before October of this year.

There being no further business, the meeting was adjourned at 4:39 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Zoning Board

Committee/Council Meeting Date: October 8, 2013

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Currently the Board is scheduled to meet annually on the second Tuesday of October at 7:00 p.m. or more frequently if necessary by call of the Chairperson.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Airport Zoning Board meetings for _____.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Zoning Board

Committee/Council Meeting Date: October 8, 2013

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:

Current Officers:

Chairperson	Phil Bailey
Vice Chair	Steve Brown
Secretary	Ron Mergen

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 8, 2013

Agenda Section: New Business

Originating Department:

Item Number: III - C

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

Minutes from the 8-14-12 Airport Zoning Board Meeting:

Voss had contacted Mergen and he is willing to stay on the Board; no one else has replied.

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Bruce Vanderpool	3 year	expires 2011

Discussion.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to appoint the following members to Board of Adjustment_____.



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

MEMORANDUM

Date: October 1, 2013

To: Ron Mergen
Public Works Director

From: Chuck DeWolf, P.E.
City Engineer

Subject: Alley Improvements
City of Paynesville, Minnesota

As requested, we have prepared a preliminary cost estimate to complete improvements to the alley that is located between River Street and Augusta Avenue just south of the AMPI campus. The proposed improvements would consist of constructing a 24-foot wide paved surface with concrete curb and gutter along the north side of the alley. The curb and gutter would allow storm water to adequately drain to River Street and Augusta Avenue. The attached figure illustrates the proposed improvements. The total preliminary estimated cost to complete the improvements is \$50,000.00. If you decide to move forward with these improvements, they could be added to the 2014 Improvement Project.

If you have any questions, please feel free to contact me at any time.



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MEMORANDUM

Date: October 1, 2013

To: Paynesville Airport Zoning Board
Renee Eckerly, City Administrator
Ron Mergen, Public Works Director

From: Chuck DeWolf, P.E., City Engineer, Bolton & Menk, Inc.

cc: Alex Conzemius, Bolton & Menk, Inc.

Subject: Airport Zoning Ordinance Update
City of Paynesville, Minnesota

Based on the recent update to the City's Airport Layout Plan, we will be proceeding with updating the City's Airport Zoning Ordinance. The graphic below helps illustrate the overall process for amending the Airport Zoning Ordinance. It is anticipated that the process will take approximately 6 months to complete. Since the City already has an established Airport Zoning Board, the process is essentially at step three below. As part of the first meeting, we will discuss the existing zoning ordinance and prepare a draft new ordinance for MnDOT to review and comment. The board must then hold two public hearings before the ordinance can be adopted.

We will provide additional information at the meeting on October 8, 2013 and discuss the overall schedule for the process. If you have any questions, please feel free to contact me at any time.

AIRPORT ZONING ORDINANCE AMENDMENT PROCESS

