

**AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
JANUARY 22, 2014
5:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers (page 4)
 - B. Meeting Schedule (page 5)
 - C. Minnesota Airports Conference (page 6)
- IV. OLD BUSINESS
 - A. Member Replacement
 - B. 2014 Fly-In (page 8)
 - C. Residential Through The Fence (RTTF) (page 10)
 - D. Fixed Based Operator (FBO) – DeWolf will give a verbal report.
- 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: Bob McDaniel, VACANCY, Gene Beavers, Matt Larson, 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: January 22, 2014

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the October 23, 2013 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve minutes from the October 23, 2014 Airport Commission meeting.

**MINUTES
AIRPORT COMMISSION MEETING**

OCTOBER 23, 2013

Steve Brown called the meeting to order at 5:05 p.m. Commission members present were Bob McDaniel, Larry Bollman, and Gene Beavers. Phil Bailey was absent. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc. Also present was Matt Larson.

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

MEMBER RESIGNATION

Members discussed the resignation of Phil Bailey and a possible replacement. Matt Larson was suggested. It was also discussed to keep non-pilots on the Commission.

Motion was made by Bollman to accept the resignation from Phil Bailey and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

FBO – PILOT TRAINING

Members discussed how to bring a FBO – pilot training facility/airplane rental service here. It was reported the members visited a FBO in Benson. It was questioned does the City construct a building first or find a renter first. It was stated that a FBO building will be State grant eligible at 50% grant; however, not National Plan of Integrated Airport Systems (NPIAS) eligible. The size of a building was discussed; possibly large enough to hold 3 – 4 planes. Brown will bring a sketch to the next meeting and DeWolf will obtain a cost estimate.

2013 FLY IN

The 2013 Fly In was briefly discussed noting the event did cover the costs. Items to change for next year include:

- move the show times up
- the need for someone to direct/park cars

LAND ACQUISITION

It was reported that a City Committee has been set up; however, there has not been a meeting with the land owner.

AIRPORT ZONING

DeWolf reported that the zoning ordinance update process has started with the draft ordinance being reviewed.

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FUEL SYSTEM

It was reported that this is being brought back from a previous meeting. Members discussed the upgrade to the existing system at a cost of \$4,767.00 and replacement of the entire unit was quoted at:

Zahl Petroleum	\$12,518.00
Minnesota Petroleum	\$12,367.30

There was some discussion on if the upgrade would be grant eligible or not. After a short discussion,

Motion was made by Bollman to approve the upgrade to the system if it is grant eligible, if not, purchase a new system from Minnesota Petroleum in the amount of \$12,367.30 and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

There being no further business, the meeting was adjourned at 5:35 p.m.

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REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Commission

Committee/Council Meeting Date: January 22, 2014

Agenda Section: New Business

Originating Department:

Item Number: III - A

ITEM DESCRIPTION: Election of Officers/Terms

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

Last year's officers were:

Brown – Chair

Beavers - Vice Chair

Mergen – Secretary

Terms are as follows:

Brown – term expires December 31, 2014

McDaniel – term expires December 31, 2014

Larson – term expires December 31, 2015

VACANCY – term expires December 31, 2016

Beavers (Council Member) – term expires December 31, 2014 (annually)

COMMITTEE/COUNCIL ACTION:

A motion to elect _____ as Chair.

A motion to elect _____ as Vice-Chair.

A motion to elect _____ as Secretary.

Motion to set the following terms: _____.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Commission

Committee/Council Meeting Date: January 22, 2014

Agenda Section: New Business

Originating Department:

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

COMMENTS:

Each Commission this time of year sets their annual meeting schedule. Currently, the Commission meets quarterly on the fourth Wednesday at 5:00 p.m. in the City Hall Council Chambers.

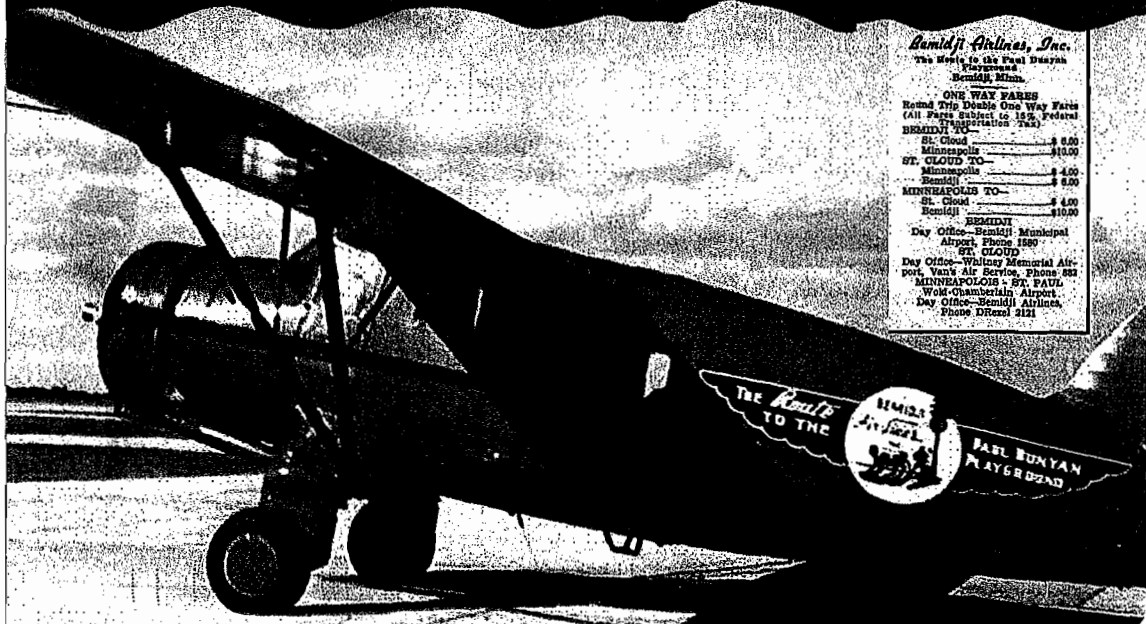
ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to set the Airport Commission Meetings for _____.

MINNESOTA AIRPORTS CONFERENCE

April 16-18, 2014 | Sanford Center | Bemidji, MN



Bemidji Airlines, Inc.
One Office to All Four States
Vermont
New Hampshire
Maine
Bemidji, Minn.

ONE WAY FARES
Round Trip Double One Way Fares
(All Fares Subject to 15% Federal
Transportation Tax)

BEMIDJI TO—
St. Cloud \$ 8.00
Minneapolis \$10.00

ST. CLOUD TO—
Minneapolis \$ 4.00
Bemidji \$ 8.00

MINNEAPOLIS TO—
St. Cloud \$ 4.00
Bemidji \$10.00

BEMIDJI
Day Office—Bemidji Municipal
Airport, Phone 1280
ST. CLOUD
Day Office—Whitney Memorial Air-
port, Van's Air Service, Phone 823
MINNEAPOLIS - ST. PAUL
Wold Chamberlain Airport
Day Office—Bemidji Airlines,
Phone District 2121

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**Minnesota Department
of Transportation,
Aeronautics**

Mail Stop 410
222 East Plato Boulevard
Saint Paul, MN 55107-1618

FIRST-CLASS MAIL
U S POSTAGE PAID
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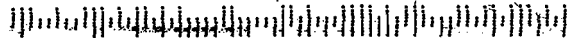
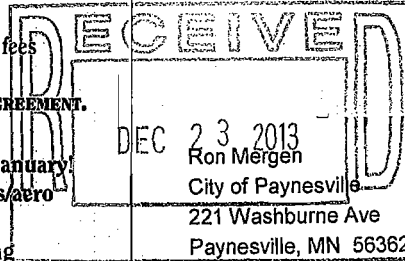
Please Note:

Conference registration and lodging fees
are reimbursable under your

MNDOT MAINTENANCE AND OPERATION AGREEMENT.

Watch for your registration materials in January
Or visit our website: www.dot.state.mn.us/aero

For information on exhibiting or attending
the conference, contact Judy Meyers at
800-657-3922 or judy.meyers@state.mn.us



**2014 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		

01/14/14

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		
35	Ground control		
36	MNDOT State Patrol Chopper		

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

Great Lakes Region
2300 E. Devon Avenue
Des Plaines, Illinois 60018

CERTIFIED 7006 0100 0005 7529 0372

August 16, 2013

Mr. Ron Mergen, Airport Manager
221 Washburn Ave
Paynesville, MN 56362

Dear Airport Sponsor with Existing RTTF Access:

On February 14, 2012, the Federal Aviation Administration (FAA) Modernization and Reform Act was signed into law. Section 136 of this law permits general aviation airports to enter into residential through-the-fence (RTTF) access agreements and specifies certain terms and conditions (copy enclosed). In order to implement this provision, the FAA has modified two grant assurances and issued a new policy on residential through-the-fence (RTTF) access to federally-obligated airports (78 Fed. Reg. 42419; July 16, 2013).

Key Changes for General Aviation Airports with Existing RTTF Access

General aviation airports with existing RTTF access are no longer required to submit an access plan. You are now required to submit a copy of your access agreement(s), along with an access agreement review sheet(s), to this office by October 1, 2014. Please note that your RTTF access agreement(s) must meet the terms and conditions contained in the law to the maximum extent possible. You are also still required to depict all existing access points on your airport layout plan. Please submit this as a pen-and-ink change if you have not already done so.

Compliance Guidance Letter (CGL) 2013-01, *FAA Review of Existing and Proposed Residential Through-the-Fence Access Agreements*, explains how the FAA will implement the new law and policy. The new policy, the CGL, and other resources have been posted on the FAA's Web site at www.faa.gov/airports/airport_compliance/residential_through_the_fence/. Please review these documents.

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If you have any questions or need additional information, please feel free to contact your Program Manager Dan Millenacker at (612) 253-4635.

Sincerely,



Deb Bartell
Regional Compliance Specialist

Enclosure

cc: Dan Millenacker, Program Manager
Christopher Hugunin, Manager, Minneapolis Airports District Office

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SEC. 136. AGREEMENTS GRANTING THROUGH-THE-FENCE ACCESS TO GENERAL AVIATION AIRPORTS.

(a) IN GENERAL.—Section 47107 is amended by adding at the end the following:

"(f) AGREEMENTS GRANTING THROUGH-THE-FENCE ACCESS TO GENERAL AVIATION AIRPORTS.—

"(1) IN GENERAL.—Subject to paragraph (2), a sponsor of a general aviation airport shall not be considered to be in violation of this subtitle, or to be in violation of a grant assurance made under this section or under any other provision of law as a condition for the receipt of Federal financial assistance for airport development, solely because the sponsor enters into an agreement that grants to a person that owns residential real property adjacent to or near the airport access to the airfield of the airport for the following:

"(A) Aircraft of the person.

"(B) Aircraft authorized by the person.

"(2) THROUGH-THE-FENCE AGREEMENTS.—

"(A) IN GENERAL.—An agreement described in paragraph (1) between an airport sponsor and a property owner (or an association representing such property owner) shall be a written agreement that prescribes the rights, responsibilities, charges, duration, and other terms the airport sponsor determines are necessary to establish and manage the airport sponsor's relationship with the property owner.

"(B) TERMS AND CONDITIONS.—An agreement described in paragraph (1) between an airport sponsor and a property owner (or an association representing such property owner) shall require the property owner, at minimum—

"(i) to pay airport access charges that, as determined by the airport sponsor, are comparable to those charged to tenants and operators on-airport making similar use of the airport;

"(ii) to bear the cost of building and maintaining the infrastructure that, as determined by the airport sponsor, is necessary to provide aircraft located on the property adjacent to or near the airport access to the airfield of the airport;

"(iii) to maintain the property for residential, non-commercial use for the duration of the agreement;

"(iv) to prohibit access to the airport from other properties through the property of the property owner; and

"(v) to prohibit any aircraft refueling from occurring on the property."

(b) APPLICABILITY.—The amendment made by subsection (a) shall apply to an agreement between an airport sponsor and a property owner (or an association representing such property owner) entered into before, on, or after the date of enactment of this Act.