

**AIRPORT COMMISSION  
CITY HALL COUNCIL CHAMBERS  
APRIL 28, 2014  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
  - A. Member Replacement
  - B. 2014 Fly-In (page 4)
  - C. Residential Through The Fence (RTTF) (page 7)
  - D. Fixed Based Operator (FBO) (page 8)
  - E. 2014 Beacon Project
  - F. Airport Conference Report
- V. INFORMATIONAL
- 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: 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: April 28, 2014

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the January 22, 2014 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve minutes from the January 22, 2014 Airport Commission meeting.

**MINUTES  
AIRPORT COMMISSION MEETING**

**JANUARY 22, 2014**

Steve Brown called the meeting to order at 5:10 p.m. Commission members present were Bob McDaniel, Matt Larson and Gene Beavers. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Beavers to approve the minutes of the October 23, 2013 Airport Commission meeting. Seconded by McDaniel and unanimously carried.**

**ELECTION OF OFFICERS**

**Motion was made by Beavers to elect Brown as Chair, Beavers as Vice Chair, and Mergen as Secretary. Seconded by McDaniel and unanimously carried.**

**MEETING SCHEDULE**

**Motion was made by Beavers to set the Airport Commission meetings for the fourth Monday at 5:00 p.m. on a quarterly basis. Seconded by Larson and unanimously carried.**

**MN AIRPORT CONFERENCE**

**Motion was made by Brown to send McDaniel and Larson to the MN Airport Conference in Bemidji, April 16 – 18, 2014 and recommend such to the City Council. Seconded by Beavers and unanimously carried.**

**MEMBER VACANCY**

It was reported that the Commission still has a vacancy and any potential member's names can be give to the Mayor or Mergen.

**2014 FLY IN**

The Commission discussed hosting an annual or every other year Fly In. The purpose of the Fly In was questioned. The purpose was to promote the airport. It was decided to host a Fly In each year, but only have an air show every other year. Members are to bring back attraction ideas for this year. The Fly In date is scheduled for August 10<sup>th</sup> 2014.

**THRU THE FENCE**

The information in the agenda packet noted the changes in the thru the fence laws. Members briefly discussed the changes and questioned if Andy Winstrom was aware of the changes. The information will be forwarded to Mr. Winstrom.

## **FBO – PILOT TRAINING**

DeWolf presented a picture of a 110 X 80 FBO structure at the cost of \$500,000.00. Members noted an 80 X 80 would be more in line with the City's needs. A concept with more details and a cost estimate will be drafted. The FBO building would be State grant eligible at a 50:50 cost share. The idea is to host pilot training along with a mechanic.

## **CIP**

The CIP was reviewed with members as an effort to keep them informed of the future plans and funding issues.

There being no further business, the meeting was adjourned at 5:55 p.m.

04/21/14

**2014 Paynesville Municipal Airport Fly-In Breakfast  
Task List**

	<b>TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>CONFIRMED</b>
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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04/21/14

24.	Plane Counter		
25.	Contact Vendors- , 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 MNDOT Web Site Mn Flyer Mid West Flyer St. Cloud Radio Stations Alexandria TV Station		
32.	Flight Simulator		
33.	Fundraising		
34.	Car Show		
35	Ground control		
36	MNDOT State Patrol Chopper		

## Ron Mergen

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**From:** RAtor@fageninc.com  
**Sent:** Tuesday, February 11, 2014 1:10 PM  
**To:** Ron Mergen  
**Subject:** Re:

Ron,

I spoke with the Fagen's concerning your request for static displays on August 10th.

We have put it on the calendar. That is not a guarantee that we will be able to send anything. We will let you know how it looks as we get closer to the date.

**Rob Ator**  
Aviation Department Manager  
**FAGEN, INC.**  
501 W. Highway 212  
Granite Falls, MN 56241  
320-564-5665  
651-728-1389 cell

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From: Ron Mergen <Ron@paynesvillemn.com>  
To: "RAtor@fageninc.com" <RAtor@fageninc.com>,  
Date: 02/10/2014 03:09 PM  
Subject:

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Rob

I had sent you a email several weeks ago and had not heard back so I thought I would touch base, is there any static displays that you could arrange for us, the fly in is Sunday Aug. 10<sup>th</sup>

Thanks Ron

# Quality Plus Incorporated

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Ron Mergen, Airport Manager

2/19/2014

221 Washburn Ave.

Paynesville, MN. 56362

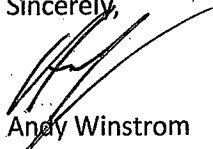
Dear Ron,

This is in response to the letter from the FAA dated 8/16/2013 regarding the RTTF operations. This is to follow up on the verbal response I gave you on 1/28/2014. In the spirit of the faintest ink being better than the fondest memory, please know I continue to be interested in pursuing the Through The Fence option that the City had reserved the right to implement at some time in the future.

If you need more information or find this ambiguous please contact me.

Ron, I am sure I speak for most pilots, thank you for all you do.

Sincerely,



Andy Winstrom



