

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

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
- III. NEW BUSINESS
- IV. OLD BUSINESS
  - A. 2014 Fly-In (page 1)
  - B. Fixed Based Operator (FBO)
  - C. 2014 Beacon Project
- 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.

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

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

05/19/14

24.	Plane Counter	N/A	
25.	Contact Vendors- , Aviation Art Museum Loren Pearson – Paynesville Radio Control Airplane Club	Ron	
26	Confirm pilots insurance policies – late July	N/A	
27.	Vendors Location & Set up	Volunteers	
28.	Golf Carts & Drivers	Bob	
29.	Make Poster/Flyer	Staff	
30.	Advertising MNDOT Web Site Mn Flyer Mid West Flyer St. Cloud Radio Stations Alexandria TV Station		
33.	Fundraising		
34.	Car Show		
36	MNDOT State Patrol Chopper	Steve	

7