

**AIRPORT COMMISSION  
CITY HALL COUNCIL CHAMBERS  
JULY 24, 2017  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Drone Policy (page 4)
  - B. Proposed CIP (page 5)
- IV. OLD BUSINESS
  - A. Proposed Hangar – Discuss Options (page 8)
- 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: Phil Bailey, Steve Whitcomb, Jeff Thompson, Matt Larson, and Aaron Kranz.  
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, 2017

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the January 23, 2017 Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**COMMITTEE/COUNCIL ACTION:**

Motion to approve minutes from January 23, 2017 Airport Commission meeting.

**MINUTES  
AIRPORT COMMISSION MEETING**

**JANUARY 23, 2017**

Vice Chairperson, Matt Larson called the meeting to order at 5:10 p.m. Commission members present were Steve Whitcomb, Aaron Kranz, and Jeff Thompson. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Whitcomb to approve the minutes of the May 10, 2016 and October 24, 2016 Airport Commission meetings. Seconded by Kranz and unanimously carried.**

**MEMBER RESIGNATION**

**Motion was made by Thompson to accept the resignation of Bob McDaniel and appoint Steve Whitcomb to fill the term. Second by Kranz and unanimously carried.**

**ELECTION OF OFFICERS**

**Motion was made by Whitcomb to elect Larson as Chair; Kranz as Vice Chair; and Thompson as Secretary with the following terms:**

<b>Kranz</b>	<b>term expires</b>	<b>Dec. 31, 2017</b>
<b>Whitcomb</b>	<b>term expires</b>	<b>Dec. 31, 2017</b>
<b>VACANCY</b>	<b>term expires</b>	<b>Dec. 31, 2019</b>
<b>Larson</b>	<b>term expires</b>	<b>Dec. 31, 2018</b>
<b>Thompson</b>	<b>term expires</b>	<b>Dec. 31, 2017</b>

**Seconded by Thompson and unanimously carried.**

**MEETING SCHEDULE**

**Motion was made by Thompson to set the Airport Commission meetings for the fourth Monday at 5:00 p.m. on a quarterly basis (January, April, July, and October). Seconded by Whitcomb and unanimously carried.**

**CIP PROJECTS**

DeWolf reviewed the CIP Plan:

2017 – 2018 conduct the environmental reviews and acquire the property from the City.

2018 – 2019 Faribault entitlement payback, DeWolf also noted the City may have more requests for our entitlements in 2017 and receive the payback when the City constructs the hangars.

2018 – 2019 construct the hangars at an estimated cost of \$1.15 million dollars borrowing entitlements from other communities.

2020 – 2023 payback entitlements.

Members reviewed a concept design of a 9 unit Tee Hangar with a jet pod on the end. Members asked DeWolf for a price estimate on this unit with:

- Jet pod
- 14 ft. bi-fold doors
- 4 units insulated
- Restroom/shower

The added cost of the jet pod was discussed, but there is a likely revenue source that may equal the remainder of the hangar. Members reviewed the current waiting list with one asking for a heated hangar and one needing a minimum 13 ft. door height. An email from Larson was addressed; reviewing the budget the City may see positive revenue this year. The wages were reviewed noting the City arranges the wages to maximize the State's Operation & Maintenance Grant which this year is \$20,400.00. City Administration and airport manager's wages are not eligible for the grant. In addition, the airport fuel sales were up in 2016 with 13,505 gallons sold in 2016 versus 11,015 sold in 2015. In conclusion, everyone agreed the best way to raise revenue is to construct additional hangars and attract more pilots. More pilots mean more fuel sales, hangar rent, etc.

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

## **City of Paynesville, Minnesota**

**April 17, 2017**

**WHEREAS, The City of Paynesville Airport Commission is the controlling agency for the City of Paynesville Municipal Airport; and**

**WHEREAS, The City of Paynesville Airport Commission anticipates future requests for UAS operations in the surrounding area; and**

**WHEREAS, The City of Paynesville Airport Commission seeks to provide a policy which allows for the safe operations of Unmanned Aerial Systems (UAS) activity with regard to the proximity of the City of Paynesville Municipal Airport.**

**THEREFORE, the City of Paynesville Airport Commission authorizes the Airport Manager to enter into letters of agreement (or instruments of similar purpose) with individuals or entities engaged in recreational UAS operations subject to the following conditions:**

- **Nothing in this policy or in any letter of agreement shall remove any conditions placed on operations by the Federal Aviation Administration (FAA). UAS Operators will comply with all applicable local, state, and federal regulations during their operations.**
- **Requests for Letters of Agreement will contain the following:**
  - **Operation Location(s)**
  - **Operation Altitude(s)**
  - **Operation Duration(s)**
  - **UAS Operator Contact Information**
- **UAS operators must notify the City of Paynesville Airport Manager's office at least 3 hours prior to any and all:**
  - **Operations within 5 miles of the City of Paynesville Municipal Airport - Runway regardless of altitude (Letter of Agreement may restrict altitude based on operating location).**
- **UAS operators may conduct operations without additional notice to the City of Paynesville Airport Manager's office with respect to the following operations:**
  - **Commercial operations Under FAA 14 CFR part 107.**
  - **Operations conducted in compliance with letter of agreement previously issued by the City of Paynesville Airport Manager.**
  - **Operations at least 5 miles away from the City of Paynesville Municipal Airport.**
- **UAS Operators must carry an operating radio tuned to the City of Paynesville Municipal Airport Common Traffic Advisory Frequency (122.9 MHz) when operating within 3 miles of the City of Paynesville Airport Runway.**
- **Any requests that fall outside of this policy will be considered by the Airport Commission/Airport Manager on a case by case basis.**



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Prepared by Bolton & Menk, Inc.											10/17/2018	
ACIP, PAYNESVILLE (PEX)											FY 2017 - FY 2022 CIP	Preliminary
State FY	Fed FY	Description	FAA %	Funding % Rates State %	Local %	Project Cost	Federal Entitlement Funding	Federal Discretionary Funding	State Funding	Local Funding	Federal Entitlement Balance	
<b>FY 2017</b>											<b>FY 2017 ENTITLEMENT BALANCE</b>	<b>\$ 284,219.00</b>
2018	2017	FARIBAUT ENTITLEMENT PAYBACK	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000.00	
2018	2017	ENVIRONMENTAL CATEX FOR HANGAR AREA TO EAST (CITY PROPERTY), ALP UPDATE (TERMINAL SHEET ONLY) AND LAND ACQUISITION	90%	5%	5%	\$ 52,000.00	\$ 46,800.00	\$ -	\$ 2,600.00	\$ 2,600.00	\$ 597,419.00	
2018	2017	CONSTRUCT T-HANGAR SITE, TAXILANES, & APRON RECONSTRUCTION	90%	5%	5%	\$ 286,000.00	\$ 257,400.00	\$ -	\$ 14,300.00	\$ 14,300.00	\$ 340,019.00	
<b>FY 2017 TOTALS</b>						<b>\$ 338,000.00</b>	<b>\$ 304,200.00</b>	<b>\$ -</b>	<b>\$ 16,900.00</b>	<b>\$ 16,900.00</b>		
<b>FY 2018</b>											<b>FY 2018 ENTITLEMENT BALANCE</b>	<b>\$ 450,019.00</b>
2019	2018	BORROW ENTITLEMENTS FROM AIRPORTS	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00	
2019	2018	CONSTRUCT 10 UNIT T-HANGAR BUILDING	90%	5%	5%	\$ 1,155,500.00	\$ 1,039,950.00	\$ -	\$ 57,775.00	\$ 57,775.00	\$ 69.00	
<b>FY 2018 TOTALS</b>						<b>\$ 1,155,500.00</b>	<b>\$ 1,039,950.00</b>	<b>\$ -</b>	<b>\$ 57,775.00</b>	<b>\$ 57,775.00</b>		
<b>FY 2019</b>											<b>FY 2019 ENTITLEMENT BALANCE</b>	<b>\$ 150,069.00</b>
2020	2019	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 69.00	
<b>FY 2019 TOTALS</b>						<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>FY 2020</b>											<b>FY 2020 ENTITLEMENT BALANCE</b>	<b>\$ 150,069.00</b>
2021	2020	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 69.00	
<b>FY 2020 TOTALS</b>						<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>FY 2021</b>											<b>FY 2021 ENTITLEMENT BALANCE</b>	<b>\$ 150,069.00</b>
2022	2021	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 69.00	
<b>FY 2021 TOTALS</b>						<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>FY 2022</b>											<b>FY 2022 ENTITLEMENT BALANCE</b>	<b>\$ 150,069.00</b>
2023	2022	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 50,069.00	
<b>FY 2022 TOTALS</b>						<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Summary for Paynesville Municipal Airport</b>						<b>FY 2017 - FY 2022 TOTAL:</b>	<b>\$ 1,493,500.00</b>	<b>\$ 1,894,150.00</b>	<b>\$ -</b>	<b>\$ 74,675.00</b>	<b>\$ 74,675.00</b>	

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State		Fed		Funding % Rates			Project Cost	Federal Entitlement	Federal Discretionary	State Funding	Local Funding	Federal Entitlement
FY	FY	Description	FAA %	State %	Local %		Funding	Funding				Balance
<b>ACIP, PAYNESVILLE (PEX)</b>												<b>Preliminary</b>
<b>FY 2017 - FY 2022 CIP</b>												
<b>LONG TERM NEEDS</b>												
<b>FY 2023</b>												<b>FY 2023 ENTITLEMENT BALANCE \$ 200,069.00</b>
2023	2023	ALP UPDATE INCLUDING RUNWAY LENGTH, CROSSWIND RUNWAY, GIS SURVEY & EXHIBIT A	90%	0%	10%	\$ 165,000.00	\$ 148,500.00	\$ -	\$ -	\$ 16,500.00	\$ -	\$ 51,569.00
<b>FY 2023 TOTALS</b>						<b>\$ 165,000.00</b>	<b>\$ 148,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,500.00</b>	<b>\$ -</b>	<b>\$ 16,500.00</b>
<b>FY 2024</b>												<b>FY 2024 ENTITLEMENT BALANCE \$ 200,069.00</b>
2024	2024	REHABILITATE RUNWAY 11/29 PAVEMENT (MILL & OVERLAY)	90%	0%	10%	\$ 810,000.00	\$ 200,069.00	\$ 528,931.00	\$ -	\$ 81,000.00	\$ -	\$ -
2024	2024	REHABILITATE TAXIWAY & APRON PAVEMENT (MILL & OVERLAY)	90%	0%	10%	\$ 310,000.00	\$ -	\$ 279,000.00	\$ -	\$ 31,000.00	\$ -	\$ -
2024	2024	REHABILITATE TAXILANE PAVEMENT - ELIGIBLE	90%	0%	10%	\$ 140,000.00	\$ -	\$ 126,000.00	\$ -	\$ 14,000.00	\$ -	\$ -
2024	2024	REHABILITATE TAXILANE PAVEMENT - INELIGIBLE	0%	70%	30%	\$ 90,000.00	\$ -	\$ -	\$ 63,000.00	\$ 27,000.00	\$ -	\$ -
<b>FY 2024 TOTALS</b>						<b>\$ 1,350,000.00</b>	<b>\$ 200,069.00</b>	<b>\$ 933,931.00</b>	<b>\$ 63,000.00</b>	<b>\$ 153,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 2025</b>												<b>FY 2025 ENTITLEMENT BALANCE \$ 150,000.00</b>
2026	2025	NO PROJECT	90%	0%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
<b>FY 2025 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 2026</b>												<b>FY 2026 ENTITLEMENT BALANCE \$ 150,000.00</b>
2026	2026	ENVIRONMENTAL ASSESSMENT FOR PARALLEL TAXIWAY & T-HANGAR	90%	0%	10%	\$ 165,000.00	\$ 148,500.00	\$ -	\$ -	\$ 16,500.00	\$ -	\$ 1,500.00
<b>FY 2026 TOTALS</b>						<b>\$ 165,000.00</b>	<b>\$ 148,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,500.00</b>	<b>\$ -</b>	<b>\$ 16,500.00</b>
<b>FY 2027</b>												<b>FY 2027 ENTITLEMENT BALANCE \$ 151,500.00</b>
2026	2027	CONSTRUCT PARALLEL TAXIWAY - PHASE I (GRADING)	90%	0%	10%	\$ 910,000.00	\$ 151,500.00	\$ 667,500.00	\$ -	\$ 91,000.00	\$ -	\$ -
2026	2027	CONSTRUCT PARALLEL TAXIWAY - PHASE II (PAVING)	90%	0%	10%	\$ 710,000.00	\$ -	\$ 639,000.00	\$ -	\$ 71,000.00	\$ -	\$ -
<b>FY 2027 TOTALS</b>						<b>\$ 1,620,000.00</b>	<b>\$ 151,500.00</b>	<b>\$ 1,306,500.00</b>	<b>\$ -</b>	<b>\$ 162,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 2028</b>												<b>FY 2028 ENTITLEMENT BALANCE \$ 150,000.00</b>
2027	2028	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
<b>FY 2028 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 2027</b>												<b>FY 2027 ENTITLEMENT BALANCE \$ 300,000.00</b>
2028	2027	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00
<b>FY 2027 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 2028</b>												<b>FY 2028 ENTITLEMENT BALANCE \$ 450,000.00</b>
2029	2028	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000.00
<b>FY 2028 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 2029</b>												<b>FY 2029 ENTITLEMENT BALANCE \$ 600,000.00</b>
2030	2029	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000.00
<b>FY 2029 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 2030</b>												<b>FY 2030 ENTITLEMENT BALANCE \$ 750,000.00</b>

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ACIP, PAYNESVILLE (PEX)			FY 2017 - FY 2022 CIP					Preliminary				
State FY	Fed FY	Description	Funding % Rates			Project Cost	Federal Entitlement Funding	Federal Discretionary Funding	State Funding	Local Funding	Federal Entitlement Balance	
			FAA %	State %	Local %							
2031	2030	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000.00	
<b>FY 2030 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FY 2031</b>											<b>FY 2031 ENTITLEMENT BALANCE</b>	\$ 900,000.00
2032	2031	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000.00	
<b>FY 2031 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FY 2032</b>											<b>FY 2032 ENTITLEMENT BALANCE</b>	\$ 1,050,000.00
2033	2032	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000.00	
<b>FY 2032 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FY 2033</b>											<b>FY 2033 ENTITLEMENT BALANCE</b>	\$ 1,200,000.00
2033	2033	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000.00	
<b>FY 2033 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FY 2034</b>											<b>FY 2034 ENTITLEMENT BALANCE</b>	\$ 1,350,000.00
2033	2034	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,350,000.00	
<b>FY 2034 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FY 2035</b>											<b>FY 2035 ENTITLEMENT BALANCE</b>	\$ 1,500,000.00
2033	2035	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000.00	
<b>FY 2035 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FY 2036</b>											<b>FY 2036 ENTITLEMENT BALANCE</b>	\$ 1,650,000.00
2033	2036	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,650,000.00	
<b>FY 2036 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		
<b>FY 2037</b>											<b>FY 2037 ENTITLEMENT BALANCE</b>	\$ 1,800,000.00
2033	2037	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000.00	
<b>FY 2037 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -		





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## MEMORANDUM

**Date:** April 17, 2017  
**To:** Ron Mergen, Public Works Director  
City of Paynesville  
**From:** Chuck DeWolf, P.E.  
City Engineer  
**Subject:** Hangar Options  
Paynesville Municipal Airport  
City of Paynesville, Minnesota  
Project No.: W14.112974

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At the last Airport Commission meeting, there was discussion regarding a few options for the proposed future hanger. The following are the costs associated with the options discussed:

1. The cost increase associated with constructing a 9-unit T-hanger with a jet pod versus a traditional 10-unit T-hanger is approximately \$100,000.
2. The cost associated with heating hangar spaces in a T-hanger with infrared heat is approximately \$15,000 per bay.
3. The cost associated with adding a restroom to a hanger is approximately \$10,000. However, this cost does not include bringing sewer and water to the building. We would need to put in a holding tank or extend sewer and water from Veterans Drive after the 2017 project is completed.

Please let me know if you have any questions or need any additional information.