

**AIRPORT COMMISSION
CITY HALL COUNCIL CHAMBERS
JULY 23, 2018
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. Review CIP (page 6)
 - D. Review ALP
 - E. Review Fuel Pricing (page 9)
 - F. Review Hangar Rental Fees
 - G. Discuss Future Fly-In's
- V. OLD BUSINESS
 - A. A. Review Hangar Project (page 10)
- VI. INFORMATIONAL
- VI. ADJOURN

Please contact Ron Mergen at 320-243-3714 ext. 230 or at ron@painesvillemn.com if you can't attend the meeting.

**Members: Phil Bailey, Harlan Luesink, Tom Fread, Jeff Thompson, and John Bayer.
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 23, 2018

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

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

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

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

**MINUTES
AIRPORT COMMISSION MEETING**

OCTOBER 23, 2017

The meeting was called to order by Chairman Matt Larson at 5:10 p.m. Other members present were Jeff Thompson, Steve Whitcomb, and Phil Bailey were present. Aaron Kranz was absent. Advisory members Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc. were present. Tom Fread, Emergency Services Director was also present.

Motion was made by Thompson to approve the minutes from the July 24, 2017 Airport Commission meeting. Seconded by Bailey and unanimously carried.

PROPOSED CIP

DeWolf presented the CIP Plan:

- 2017- the Airport acquired the property from the City to construct the hangers
- 2018 - will receive the funds back from the City of Hawley
- 2018 - borrow entitlements from other airports, estimated at \$600,000.00 and construct a 10 unit tee hangar, apron, and taxi lanes at an estimated cost of 1.2 million dollars
- Thru 2022 - pay entitlements back to other airports
- 2024 - pavement rehab and the ALP and rehabilitate the runway

Members questioned if the addition of the taxiway should be moved up for safety reasons.

Motion was made by Thompson to approve the CIP and recommend such to the City Council. Seconded by Larson and unanimously carried.

PROPOSED HANGER

Design options were reviewed and a 10 unit tee hangar plan was reviewed with several options:

- Bi-fold doors 44' 6", existing units are 41' 6" and the additional cost would be approximately \$100,000.00 - for the planes that Paynesville accommodates the 41.5 ft. doors will be adequate for the next 20 years.
- The doors would have a 14' clearance, existing units have a 12' clearance, there was a request for one plane that needed 13' clearance - additional cost estimate is \$100,000.00; with only one request members could not justify the additional cost.
- The City has had several requests to insulate the hangars, the cost will be approximately \$15,000.00 each. Members suggested insulating the hangars, but no decision was made on how many.
- The jet pod would have a 58' door with an 18' clearance at an estimated additional cost of \$150,000.00. Members could not justify the additional cost at this time.

DeWolf was directed to draft a rough design for the next meeting.

AIRPORT EMERGENCY PLAN

Tom Fread, Emergency Services Director presented the Emergency Plan. Members briefly discussed the plan with no specific questions. Members thanked Fread for his efforts noting a job well done.

Motion was made by Whitcomb to approve the Airport Emergency Plan and recommend such to the City Council. Seconded by Thompson and unanimously carried.

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

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Commission

Committee/Council Meeting Date: July 23, 2018

Agenda Section: New Business

Originating Department:

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice-Chair.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

Last year's officers were:

Matt Larson – Chair

Aaron Kranz – Vice Chair

Jeff Thompson – Secretary

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 Commission

Committee/Council Meeting Date: July 23, 2018

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 _____.



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Prepared by Bolton & Menk, Inc.											9/8/2017		
ACIP, PAYNESVILLE (PEX)											FY 2018 - FY 2022 CIP	DRAFT	
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 %								
FY 2017											FY 2017 ENTITLEMENT BALANCE	\$ 227,759.00	
2018	2017	LAND ACQUISITION, EAST PARCEL, 2.51 ACRES	50%	5%	5%	\$ 174,400.00	\$ 156,960.00	\$ -	\$ 8,720.00	\$ 8,720.00	\$ 227,759.00		
						FY 2017 TOTALS	\$ 174,400.00	\$ 156,960.00	\$ -	\$ 8,720.00	\$ 8,720.00		
FY 2018											FY 2018 ENTITLEMENT BALANCE	\$ 800,000.00	
2019	2018	HAWLEY ENTITLEMENT PAYBACK	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000.00		
2019	2018	BORROW ENTITLEMENTS FROM AIRPORTS	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000.00		
2019	2018	CONSTRUCT T-HANGAR SITE, TAXILANE'S, & APRON	63%	28%	11%	\$ 276,000.00	\$ 175,140.00	\$ -	\$ 72,280.00	\$ 30,580.00	\$ 1,062,119.00		
2019	2018	CONSTRUCT 10 UNIT T-HANGAR BUILDING	90%	5%	5%	\$ 1,152,000.00	\$ 1,036,800.00	\$ -	\$ 57,600.00	\$ 57,600.00	\$ 25,319.00		
						FY 2018 TOTALS	\$ 1,428,000.00	\$ 1,211,940.00	\$ -	\$ 129,880.00	\$ 88,180.00		
											85%	9%	0%
FY 2019											FY 2019 ENTITLEMENT BALANCE	\$ 25,319.00	
2020	2019	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 25,319.00		
						FY 2019 TOTALS	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -		
FY 2020											FY 2020 ENTITLEMENT BALANCE	\$ 25,319.00	
2021	2020	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 25,319.00		
						FY 2020 TOTALS	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -		
FY 2021											FY 2021 ENTITLEMENT BALANCE	\$ 25,319.00	
2022	2021	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 25,319.00		
						FY 2021 TOTALS	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -		
FY 2022											FY 2022 ENTITLEMENT BALANCE	\$ 25,319.00	
2023	2022	PAY BACK ENTITLEMENTS	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 25,319.00		
						FY 2022 TOTALS	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -		
FY 2023											FY 2023 ENTITLEMENT BALANCE	\$ 175,319.00	
2024	2023	ALP UPDATE INCLUDING RUNWAY LENGTH, CROSSWIND	90%	0%	10%	\$ 180,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 40,320.00		
						FY 2023 TOTALS	\$ 180,000.00	\$ 135,000.00	\$ -	\$ 15,000.00	\$ 15,000.00		
Summary for Paynesville Municipal Airport						FY 2018 - FY 2023 TOTAL:	\$ 1,580,000.00	\$ 1,948,940.00	\$ -	\$ 129,880.00	\$ 103,180.00		

LONG TERM NEEDS

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ACIP, PAYNESVILLE (PEX)		FY 2018 - FY 2022 CIP						DRAFT			
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 %						
FY 2024											
										FY 2024 ENTITLEMENT BALANCE \$	190,320.00
2025	2024	REHABILITATE RUNWAY 11/29 PAVEMENT (MILL & OVERLAY)	90%	0%	10%	\$ 810,000.00	\$ 190,320.00	\$ 638,680.00	\$ -	\$ 81,000.00	\$ -
2026	2024	REHABILITATE TAXIWAY & APRON PAVEMENT (MILL & OVERLAY)	90%	0%	10%	\$ 310,000.00	\$ -	\$ 279,000.00	\$ -	\$ 31,000.00	\$ -
2025	2024	REHABILITATE TAXILANE PAVEMENT - ELIGIBLE	90%	0%	10%	\$ 140,000.00	\$ -	\$ 126,000.00	\$ -	\$ 14,000.00	\$ -
2026	2024	REHABILITATE TAXILANE PAVEMENT - INELIGIBLE	0%	70%	30%	\$ 80,000.00	\$ -	\$ -	\$ 83,000.00	\$ 27,000.00	\$ -
						FY 2024 TOTALS \$	\$ 1,350,000.00	\$ 843,680.00	\$ 63,000.00	\$ 153,000.00	
FY 2025											
										FY 2025 ENTITLEMENT BALANCE \$	190,000.00
2028	2025	NO PROJECT	90%	0%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,000.00
						FY 2025 TOTALS \$	\$ -	\$ -	\$ -	\$ -	
FY 2026											
										FY 2026 ENTITLEMENT BALANCE \$	300,000.00
2027	2026	ENVIRONMENTAL ASSESSMENT FOR PARALLEL TAXIWAY & T-HANGAR	90%	0%	10%	\$ 185,000.00	\$ 148,500.00	\$ -	\$ -	\$ 18,500.00	\$ 151,500.00
						FY 2026 TOTALS \$	\$ 185,000.00	\$ 148,500.00	\$ -	\$ 18,500.00	
FY 2027											
										FY 2027 ENTITLEMENT BALANCE \$	301,800.00
2028	2027	CONSTRUCT PARALLEL TAXIWAY - PHASE I (GRADING)	90%	0%	10%	\$ 910,000.00	\$ 301,500.00	\$ 617,500.00	\$ -	\$ 91,000.00	\$ -
2029	2027	CONSTRUCT PARALLEL TAXIWAY - PHASE II (PAVING)	90%	0%	10%	\$ 710,000.00	\$ -	\$ 638,000.00	\$ -	\$ 71,000.00	\$ -
						FY 2027 TOTALS \$	\$ 1,620,000.00	\$ 301,500.00	\$ 1,255,500.00	\$ 162,000.00	
FY 2028											
										FY 2028 ENTITLEMENT BALANCE \$	150,000.00
2029	2028	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
						FY 2028 TOTALS \$	\$ -	\$ -	\$ -	\$ -	
FY 2029											
										FY 2029 ENTITLEMENT BALANCE \$	300,000.00
2028	2029	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	0%	10%	\$ 180,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 185,000.00
						FY 2029 TOTALS \$	\$ 180,000.00	\$ 135,000.00	\$ -	\$ 15,000.00	
FY 2030											
										FY 2030 ENTITLEMENT BALANCE \$	315,000.00
2031	2030	MASTER PLAN AND ALP UPDATE	90%	0%	10%	\$ 280,000.00	\$ 225,000.00	\$ -	\$ -	\$ 25,000.00	\$ 90,000.00
						FY 2030 TOTALS \$	\$ 280,000.00	\$ 225,000.00	\$ -	\$ 25,000.00	
FY 2031											
										FY 2031 ENTITLEMENT BALANCE \$	240,000.00
2030	2031	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000.00
						FY 2031 TOTALS \$	\$ -	\$ -	\$ -	\$ -	



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ACIP, PAYNESVILLE (PEX)		FY 2018 - FY 2022 CIP						DRAFT		
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 %						
FY 2032										FY 2032 ENTITLEMENT BALANCE \$ 380,000.00
2032	2032	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ 380,000.00
FY 2033 TOTALS \$ -										\$ -
FY 2033										FY 2033 ENTITLEMENT BALANCE \$ 340,000.00
2033	2033	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	80%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ 15,000.00	\$ 405,000.00
FY 2033 TOTALS \$ 150,000.00										\$ 135,000.00
FY 2034										FY 2034 ENTITLEMENT BALANCE \$ 565,000.00
2035	2034	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ 565,000.00
FY 2034 TOTALS \$ -										\$ -
FY 2035										FY 2035 ENTITLEMENT BALANCE \$ 705,000.00
2036	2035	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ 705,000.00
FY 2035 TOTALS \$ -										\$ -
FY 2036										FY 2036 ENTITLEMENT BALANCE \$ 865,000.00
2037	2036	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ 865,000.00
FY 2036 TOTALS \$ -										\$ -
FY 2037										FY 2037 ENTITLEMENT BALANCE \$ 1,005,000.00
2038	2037	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	80%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ 15,000.00	\$ 870,000.00
FY 2037 TOTALS \$ 150,000.00										\$ 135,000.00
FY 2038										FY 2038 ENTITLEMENT BALANCE \$ 1,155,000.00
2039	2038	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ 1,155,000.00
FY 2038 TOTALS \$ -										\$ -
FY 2039										FY 2039 ENTITLEMENT BALANCE \$ 1,305,000.00
2040	2039	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ 1,305,000.00
FY 2039 TOTALS \$ -										\$ -

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: City Council

Committee/Council Meeting Date: November 14, 2016

Agenda Section: New Business

Originating Department: Administration

Item Number: VI - D

ITEM DESCRIPTION: Airport Fuel Price Policy

Prepared by: Staff

COMMENTS:

Ron Mergen will give a verbal report. Excerpt from the October 24, 2016 Airport Commission Meeting:

FUEL PRICE POLICY & HANGAR RENT POLICY

The current policy was reviewed. The last changes to the policies were made in 2012 with the fuel upcharge at 36 cents and the hangar rents at \$120.00/month for South facing hangars and \$100.00/month for a North facing hangars.

The budget revenues and expenditures were reviewed in detail. Members questioned if anything in the budget could be cut. Large budget items are hard costs with very little control. The maintenance and repair of grounds is 90% snow removal. It was also explained that the City is losing on average \$6,121.00 per year which is being subsidized by the tax payers.

Members reviewed the survey that was in the agenda. The fuel price at \$3.63 is on the low end. Other local airports will follow the City's lead if Paynesville increases the price to cover the costs; they will also go up. After a short discussion,

Motion was made by Whitcomb to increase the upcharge of fuel by \$.10 and recommend such to the City Council. Seconded by Kranz and unanimously carried.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to increase the upcharge of airport fuel by \$.10 per gallon, effective immediately.

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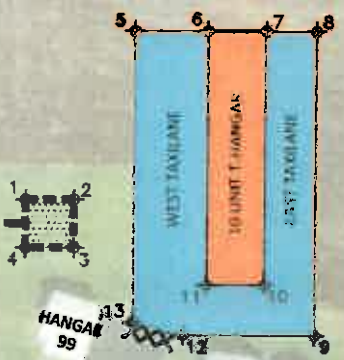
LEGEND:

- PROPOSED BITUMINOUS PAVEMENT
- PROPOSED 10 UNIT T-HANGAR
- LOW PROFILE BARRICADES
- CONTRACTOR HAUL ROUTE
- CONSTRUCTION STAGING & STORAGE AREA 50' X 50'



VETERANS DR

AIRPORT ENTRANCE RD



HANGAR 99

WEST TAXILANE
 10 UNIT T-HANGAR
 EAST TAXILANE

TAXILANE B

TAXILANE A

APRON

RUNWAY 12/25

POINT NUMBER
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Ronald A. Roetzel
 RONALD A. ROETZEL
 18986

05/17/2018



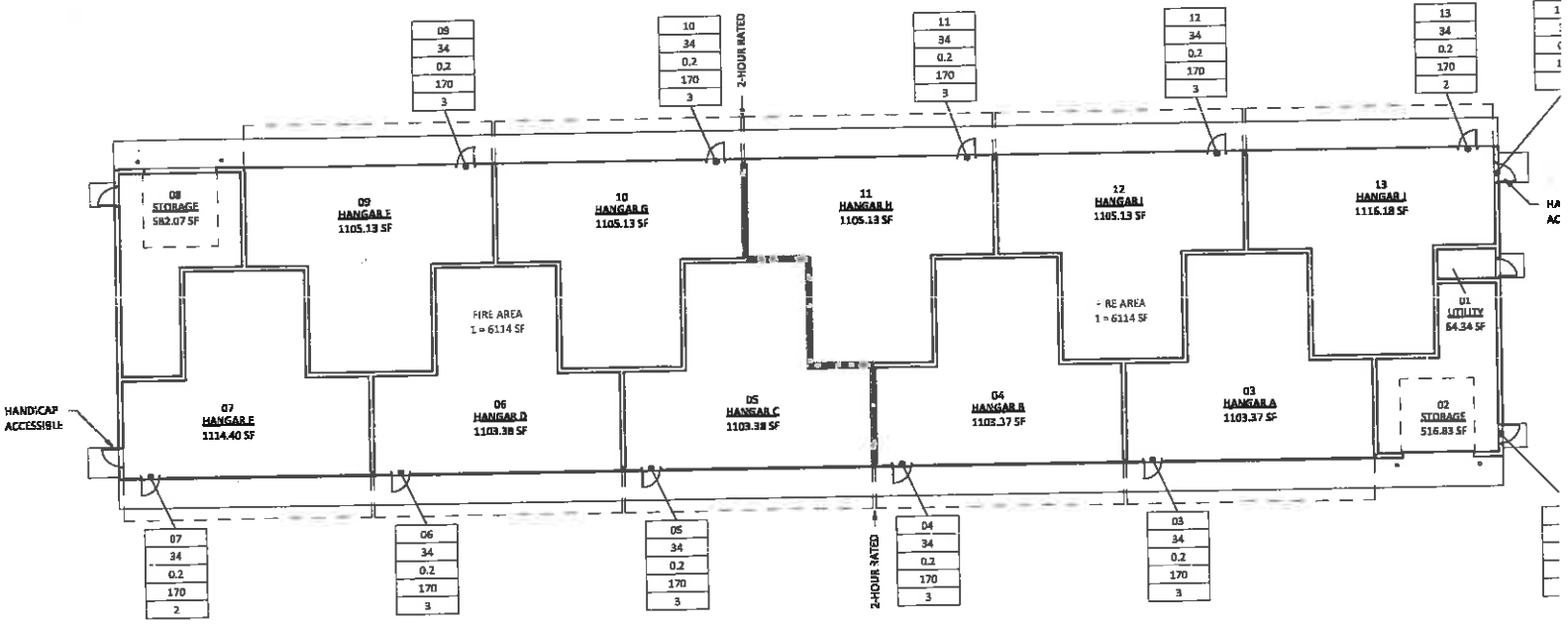
NUMBER	NAME	AREA	OCCUPANCY CLASSIFICATION (IBC CHAPTER 3)	FUNCTION OF SPACE	IBC CHAPTER 10			REMARKS
					FLOOR AREA PER OCCUPANT	SF PER OCC. MEASUREMENT	MAX. ALLOWABLE OCCUPANT LOAD	
01	UTILITY	64 SF	S-1	ACCESSORY STORAGE, MECH EQUIPMENT ROOM	300	GROSS	1	
02	STORAGE	517 SF	S-1	ACCESSORY STORAGE, MECH EQUIPMENT ROOM	300	GROSS	2	
03	HANGAR A	1,103 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
04	HANGAR B	1,103 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
05	HANGAR C	1,103 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
06	HANGAR D	1,103 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
07	HANGAR E	1,114 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
08	STORAGE	582 SF	S-1	ACCESSORY STORAGE, MECH EQUIPMENT ROOM	300	GROSS	2	
09	HANGAR F	1,105 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
10	HANGAR G	1,105 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
11	HANGAR H	1,105 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
12	HANGAR I	1,105 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
13	HANGAR J	1,116 SF	S-1	AIRCRAFT HANGARS	500	GROSS	3	
		12,228 SF					32	

Travel Distance: _____ Path ID: _____

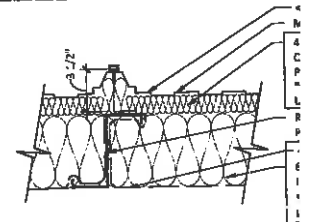
LIFE SAFETY LEGEND

- 1 HOUR RATED WALL
- 1 HOUR RATED WALL (SMOKE)
- 2 HOUR RATED WALL
- 3 HOUR RATED WALL
- 4 HOUR RATED WALL

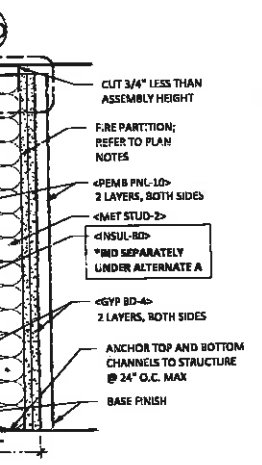
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 FACTOR ← EGRESS FACTOR
 CAPACITY ← EGRESS CAPACITY
 LOAD ← EGRESS LOAD



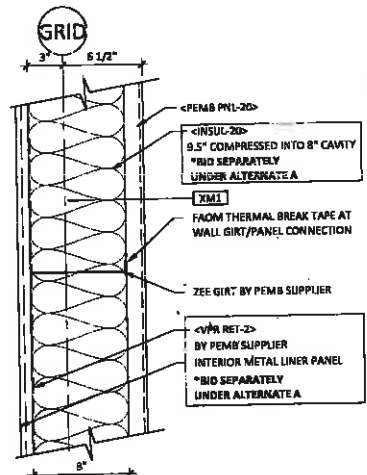
1C MAIN LEVEL LIFE SAFETY PLAN
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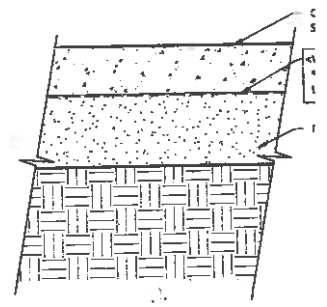
1B ROOF TYPE R1
 SCALE: 1 1/2" = 1'-0"



3A PARTITION TYPE 'A6'
 SCALE: 1 1/2" = 1'-0"



2A WALL TYPE - XM1
 SCALE: 1 1/2" = 1'-0"



1A FLOOR TYPE - FL1.0
 SCALE: 1 1/2" = 1'-0"