

**SPECIAL AIRPORT BOARD  
CITY HALL COUNCIL CHAMBERS  
MARCH 4, 2019  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 3)
  - B. Meeting Schedule (page 4)
- V. OLD BUSINESS
  - A. Airport Tee-Hangar
  - B. Airport Fly Inn (page 5)
- VI. 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, Jeff Thompson, Tom Fread, John Bayer, and Harlan Leusink.  
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 Board. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Paynesville Airport Board 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 BOARD/COUNCIL ACTION

**BOARD/COUNCIL NAME:** Airport Board

Board/Council Meeting Date: March 4, 2019

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the November 19, 2018 Special Airport Commission meeting.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve minutes from November 19, 2018 Special Airport Commission meeting.

**MINUTES  
SPECIAL AIRPORT COMMISSION MEETING**

**NOVEMBER 19, 2018**

The meeting was called to order by Chairperson Tom Fread at 5:10 p.m. Commission members present were John Bayer, Jeff Thompson, Phil Bailey, and Harlan Leusink. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Bailey to approve the minutes from the October 22, 2018 Airport Commission meeting. Seconded by Thompson and unanimously carried.**

**FLY IN**

Members discussed dates to host the Fly In; either August 4, 2019 or August 11, 2019. It was agreed to set the event for August 11, 2019.

Members discussed attractions for the event:

- Car show - no fees just bring your vehicle
- Hot air balloon rides
- Plane rides, it was noted the EA Young Eagle's Clubs may give rides at no cost to people under 17. Bayer and Fread will follow up on this.
- Breakfast - Thompson will contact the Lions club to do it
- Bounce house
- Radio control model airplanes
- Golf cart for parking rides
- Civil air patrol display
- DNR Display plane
- Crop sprayer display plane
- Black hawk helicopter - Fread will follow up on
- Life Link

Also discussed were sponsors for the event and it was questioned as to where the Friends of the Airport check book is and the status of such.

There being no further business the meeting was adjourned at 5:45 p.m.

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**REQUEST FOR BOARD/COUNCIL ACTION**

**BOARD/COUNCIL NAME:** Airport Board

Board/Council Meeting Date: March 4, 2019

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:**

Tom Fread – Chair

John Bayer – Vice Chair

Ron Mergen – Secretary

**BOARD/COUNCIL ACTION:**

A motion to elect \_\_\_\_\_ as Chair.

A motion to elect \_\_\_\_\_ as Vice-Chair.

A motion to elect \_\_\_\_\_ as Secretary.

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**REQUEST FOR BOARD/COUNCIL ACTION**

**BOARD/COUNCIL NAME:** Airport Board

Board/Council Meeting Date: March 4, 2019

Agenda Section: New Business

Originating Department:

Item Number: III - B

**ITEM DESCRIPTION:** Meeting Schedule

Prepared by: Staff

**COMMENTS:**

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

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to set the Airport Board Meetings for \_\_\_\_\_.

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**2019 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		
5.	Arrange for portable restrooms		
6.	Prepare complimentary breakfast tickets for PIC		
7.	Trash receptacles – Contact West Central Sanitation		
8.	Registration table - table and chairs		
9.	Notify Press – Photo opportunity		
10.	Water & Pop		
11.	Create necessary signage		
12.	Direct traffic/parking of vehicles Volunteers		
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.			
22.	Contact-Army Chopper		
23.	Contact Life Link		

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24.	Plane Counter		
25.	Contact Vendors- Loren Pearson – Paynesville Radio Control Airplane Club Other		
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		
31.	Fundraising		
32.	Car Show		
33	MNDOT State Patrol Chopper		

34	Hot Air Balloon Rides		
35	Plane Rides		
36	Bounce house		
37	Civil Air Patrol		
38	DNR Display plane		
39	Thank You's		