

**AIRPORT BOARD  
CITY HALL COUNCIL CHAMBERS  
APRIL 22, 2019  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
- IV. OLD BUSINESS
  - A. Airport Tee-Hangar – Chuck DeWolf will give an update.
  - B. Airport Fly Inn (page 3)
- 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, 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: April 22, 2019

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the March 4, 2019 Special Airport Board meeting.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve minutes from March 4, 2019 Special Airport Board meeting.

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**MINUTES  
SPECIAL AIRPORT BOARD MEETING**

**MARCH 4, 2019**

The meeting was called to order by Chairperson Tom Fread at 5:00 p.m. Board members present were Jeff Thompson, John Bayer, and Phil Bailey. Absent was Haran Leusink. Advisory members present were Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc.

**Motion was made by Thompson to approve the minutes of the November 19, 2018 Airport Commission meeting. Seconded by Bayer and unanimously carried.**

**ELECTION OF OFFICERS**

**Motion was made by Thompson to elect Fread as Chairperson; Bayer as Vice Chairperson, and Mergen as Secretary. Seconded by Bailey and unanimously carried.**

**MEETING SCHEDULE**

**Motion was made by Thompson to leave the meeting schedule as is; quarterly on the fourth Monday at 5:00 p.m. Seconded by Bailey and unanimously carried.**

**AIRPORT TEE HANGAR**

There was not a quorum at the previous meeting. The plan was presented to Council and approved with the bid date set for March 13, 2019. Construction will likely begin in August – September time frame. Insulating several of the units is being included to be bid as an alternate.

**FLY IN**

Members discussed the Fly In which is scheduled for August 11, 2019. Members went through the task list; most of which Fread has completed. The main issue to be resolved is who can prepare the breakfast. Fread will ask Rachel Hoppe. As a backup Bayer will check with Dads Belgian Waffles. The price was discussed to go \$.50 cents over the cost.

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

04/15/19

**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.	Tom	
4.	Send invitations to Fire Department & Ambulance	Tom	
5.	Arrange for portable restrooms	Ron	
6.	Prepare complimentary breakfast tickets for PIC	City Staff	
7.	Trash receptacles – Contact West Central Sanitation	Ron	
8.	Registration table - table and chairs	Jon	
9.	Notify Press – Photo opportunity	Tom	
10.	Water & Pop	Tom	
11.	Create necessary signage	Ron	
12.	Direct traffic/parking of vehicles Volunteers	Tom	
13.	Confirm Pilots/Commentator		
14.	Microphone & sound system with CD player	Jon	
15.	Weather Watcher		
16.	Tape off restricted areas – showlines & parking		
17.	Send flyer to all municipal airports	Tom	
18.	Contact Fly Service Station to Close and Open Airport during shows – (800) 642-6505		
19.	Coordinate ground radio	Phil	
20.	Coordinate with all hanger tenants (1-5) on the south side to empty hangers for use on that day	Phil, Ron	
21.	Drone display Stearns County		
22.	Contact-Army Chopper	Tom	
23.	Contact Life Link	Tom	

04/15/19

24.	Plane Counter	Phil	
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	City Staff	
30.	Advertising MNDOT Web Site Mn Flyer Mid West Flyer St. Cloud Radio Stations Alexandria TV Station.	Tom & Ron	
31.	Fundraising	All members	
32.	Car Show	Phil	
33	MNDOT State Patrol Chopper	Tom	

34	Hot Air Balloon Rides		
35	Plane Rides	Tom	
36	Bounce house	Jeff	
37	Civil Air Patrol		
38	DNR Display plane		
39	Thank You's		
40	Tractor Show	Phil	

4