

**AIRPORT BOARD  
CITY HALL COUNCIL CHAMBERS  
OCTOBER 28, 2019  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- IV. NEW BUSINESS
  - A. CIP (page 4)
- IV. OLD BUSINESS
  - A. 2020 Airport Fly In
  - B. T-Hangar Construction Update
- 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: October 28, 2019

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the July 15, 2019 Special Airport Board meeting.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve minutes from July 15, 2019 Special Airport Board meeting.

**MINUTES  
SPECIAL AIRPORT BOARD MEETING**

**JULY 15, 2019**

The meeting was called to order by Chairperson Tom Fread at 5:03 p.m. Board members present were Jeff Thompson, John Bayer, Harlan Leusink, and Phil Bailey. Advisory member present was Ron Mergen, Public Works Director. Chuck DeWolf, Bolton & Menk, Inc. was absent.

**Motion was made by Thompson to approve the minutes of the June 10, 2019 Airport Commission meeting. Seconded by Bayer and unanimously carried.**

**FLY IN**

The flyer was reviewed and distributed to members to post around the community. Attractions are as follows

- Life Link helicopter
- State Patrol helicopter
- Car and tractor show
- Bounce House (2) - Lions Club to sponsor 1
- K-9 Demo
- Civil Air Patrol
- RC Aircraft display

Military aircraft and the DNR Fire Bombers are still being worked on. Members set the price for a burger or a hotdog, chips, and a pop at \$5.00. Two golf carts will be on site to drive visitors to and from their vehicles. Drivers will be the Paynesville Royalty or Lions Club volunteers.

Other items of discussion included:

- Handicap parking
- PIC eat for free
- Air Boss - Steve Brown and Clem Kalthoff
- Portable toilets and garbage receptacles are scheduled - West Central Sanitation will donate the garbage service
- All donations/checks should be made out to: Friends of the Airport

**Motion was made by Bailey to authorize the Fly In and recommend such to the City Council. Seconded by Thompson and unanimously carried.**

**HANGAR RENTAL RATES**

The existing fuel price and hangar rent policy was reviewed:

- Fuel upcharge is at \$.46 cents – was changed in 2016
- North facing hangars are \$100 per month – set in 2004, never changed
- South facing hangars are \$120.00 per month – was changed in 2012
- Private land rent for hangars is \$.10 cents per sq. ft.

The Board would like to keep one or two units for daily, weekly, or monthly rentals and establish a fee schedule for this. Suggestions were as follows:

- Daily rate \$30.00
- Weekly rate \$150.00
- Monthly rate \$250.00

A survey of other airports was reviewed:

- Benson \$90.00 per month
- Long Prairie \$80.00 per month
- Sauk Centre \$120.00 per month
- Hector \$65.00 per month
- Maple Lake \$.40 cents per sq. ft. annually, private hangars only
- Oliva \$100.00 per month

It was discussed to leave the rates as they currently are until the Tee Hangar is built.

**Motion was made by Bailey to approve the following rates and recommend such to the City Council:**

**Daily Hangar Rental \$30.00**

**Weekly Hangar Rental \$150.00**

**Monthly Hangar Rental \$250.00**

**Existing Southside hangar units and the new hangar rate \$120.00**

**Northside existing hangars \$100.00**

**Seconded by Bayer and unanimously carried.**

### TEE HANGAR PROJECT

All the grants applications have been submitted and the City is waiting on the signed copy to be returned from MNDOT Aeronautics, which is anticipated to be received within a week or two. Construction will likely start in September, 2019.

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



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Prepared by Bolton & Menk, Inc.											9/11/2019	
ACIP, PAYNESVILLE (PEX)											FY 2020 - FY 2024 CIP	DRAFT
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 2019</b>											<b>FY 2019 ENTITLEMENT BALANCE</b>	<b>\$ 1,072,932.00</b>
2020	2019	CONSTRUCT T-HANGAR SITE, TAXILANES, & APRON CONSTRUCTION	90%	5%	5%	\$ 523,363.00	\$ 471,026.70	\$ -	\$ 26,168.15	\$ 26,168.15	\$ 601,905.30	
2020	2019	CONSTRUCT 10 UNIT T-HANGAR BUILDING 51'x 231'	90%	5%	5%	\$ 668,091.00	\$ 601,281.90	\$ -	\$ 33,404.55	\$ 33,404.55	\$ 623.40	
<b>FY 2019 TOTALS</b>						<b>\$ 1,191,454.00</b>	<b>\$ 1,072,308.60</b>	<b>\$ -</b>	<b>\$ 59,572.70</b>	<b>\$ 59,572.70</b>		
<b>FY 2020</b>											<b>FY 2020 ENTITLEMENT BALANCE</b>	<b>\$ 150,623.40</b>
2021	2020	PAY BACK ENTITLEMENTS TO BUFFALO	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 623.40	
<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>\$ 150,623.40</b>
2022	2021	PAY BACK ENTITLEMENTS TO AITKIN	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 623.40	
<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>\$ 150,623.40</b>
2023	2022	PAY BACK ENTITLEMENTS TO LITCHFIELD	0%	0%	0%	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 50,623.40	
<b>FY 2022 TOTALS</b>						<b>\$ -</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>FY 2023</b>											<b>FY 2023 ENTITLEMENT BALANCE</b>	<b>\$ 200,623.40</b>
2024	2023	PARTIAL ALP UPDATE INCLUDING RUNWAY LENGTH, CROSSWIND RUNWAY, (GIS SURVEY & EXHIBIT A NOT INCLUDED IF APPROVED BY FAA AND MNDOT)	90%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 65,624.40	
<b>FY 2023 TOTALS</b>						<b>\$ 150,000.00</b>	<b>\$ 135,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>		
<b>FY 2024</b>											<b>FY 2024 ENTITLEMENT BALANCE</b>	<b>\$ 215,624.40</b>
2025	2024	REHABILITATE RUNWAY 11/29 PAVEMENT (MILL & OVERLAY)	90%	0%	10%	\$ 820,000.00	\$ 215,624.40	\$ 522,375.60	\$ -	\$ 82,000.00	\$ -	
2025	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	\$ -	
2025	2024	REHABILITATE TAXILANE PAVEMENT - INELIGIBLE	0%	70%	30%	\$ 90,000.00	\$ -	\$ -	\$ 63,000.00	\$ 27,000.00	\$ -	
<b>FY 2024 TOTALS</b>						<b>\$ 1,360,000.00</b>	<b>\$ 215,624.40</b>	<b>\$ 927,375.60</b>	<b>\$ 63,000.00</b>	<b>\$ 154,000.00</b>		
<b>Summary for Paynesville Municipal Airport</b>						<b>FY 2020 - FY 2024 TOTAL:</b>	<b>\$ 1,510,000.00</b>	<b>\$ 750,624.40</b>	<b>\$ 927,375.60</b>	<b>\$ 63,000.00</b>	<b>\$ 169,000.00</b>	

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ACIP, PAYNESVILLE (PEX)			FY 2020 - FY 2024 CIP						DRAFT		
State FY	Fed FY	Description	FAA %	Funding % State %	Funding % Local %	Project Cost	Federal Entitlement Funding	Federal Discretionary Funding	State Funding	Local Funding	Federal Entitlement Balance
<b>LONG TERM NEEDS</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>FY 2026</b>										<b>FY 2026 ENTITLEMENT BALANCE \$ 300,000.00</b>	
2027	2026	ENVIRONMENTAL ASSESSMENT FOR PARALLEL TAXIWAY & T-HANGAR	90%	0%	10%	\$ 165,000.00	\$ 148,500.00	\$ -	\$ -	\$ 16,500.00	\$ 151,500.00
<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>FY 2027</b>										<b>FY 2027 ENTITLEMENT BALANCE \$ 301,500.00</b>	
2028	2027	CONSTRUCT PARALLEL TAXIWAY - PHASE I (GRADING)	90%	0%	10%	\$ 910,000.00	\$ 301,500.00	\$ 517,500.00	\$ -	\$ 91,000.00	\$ -
2028	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>\$ 301,500.00</b>	<b>\$ 1,156,500.00</b>	<b>\$ -</b>	<b>162,000.00</b>	<b>-</b>
<b>FY 2028</b>										<b>FY 2028 ENTITLEMENT BALANCE \$ 150,000.00</b>	
2029	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>FY 2029</b>										<b>FY 2029 ENTITLEMENT BALANCE \$ 300,000.00</b>	
2030	2029	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 165,000.00
<b>FY 2029 TOTALS \$</b>						<b>150,000.00</b>	<b>\$ 135,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>15,000.00</b>	<b>-</b>
<b>FY 2030</b>										<b>FY 2030 ENTITLEMENT BALANCE \$ 315,000.00</b>	
2031	2030	MASTER PLAN AND ALP UPDATE	90%	0%	10%	\$ 250,000.00	\$ 225,000.00	\$ -	\$ -	\$ 25,000.00	\$ 90,000.00
<b>FY 2030 TOTALS \$</b>						<b>250,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>25,000.00</b>	<b>-</b>
<b>FY 2031</b>										<b>FY 2031 ENTITLEMENT BALANCE \$ 240,000.00</b>	
2032	2031	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000.00
<b>FY 2031 TOTALS \$</b>						<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

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ACIP, PAYNESVILLE (PEX)			FY 2020 - FY 2024 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 %							
<b>FY 2032</b>											<b>FY 2032 ENTITLEMENT BALANCE</b>	<b>\$ 390,000.00</b>
2033	2032	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000.00	
<b>FY 2032 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>FY 2033</b>											<b>FY 2033 ENTITLEMENT BALANCE</b>	<b>\$ 540,000.00</b>
2034	2033	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 405,000.00	
<b>FY 2033 TOTALS</b>						<b>\$ 150,000.00</b>	<b>\$ 135,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	
<b>FY 2034</b>											<b>FY 2034 ENTITLEMENT BALANCE</b>	<b>\$ 555,000.00</b>
2035	2034	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555,000.00	
<b>FY 2034 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>FY 2035</b>											<b>FY 2035 ENTITLEMENT BALANCE</b>	<b>\$ 705,000.00</b>
2036	2035	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705,000.00	
<b>FY 2035 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>FY 2036</b>											<b>FY 2036 ENTITLEMENT BALANCE</b>	<b>\$ 855,000.00</b>
2037	2036	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 855,000.00	
<b>FY 2036 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>FY 2037</b>											<b>FY 2037 ENTITLEMENT BALANCE</b>	<b>\$ 1,005,000.00</b>
2038	2037	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 870,000.00	
<b>FY 2037 TOTALS</b>						<b>\$ 150,000.00</b>	<b>\$ 135,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	
<b>FY 2038</b>											<b>FY 2038 ENTITLEMENT BALANCE</b>	<b>\$ 1,155,000.00</b>
2039	2038	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,155,000.00	
<b>FY 2038 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>FY 2039</b>											<b>FY 2039 ENTITLEMENT BALANCE</b>	<b>\$ 1,305,000.00</b>
2040	2039	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,305,000.00	
<b>FY 2039 TOTALS</b>						<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

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