

**AIRPORT BOARD
CITY HALL COUNCIL CHAMBERS
JANUARY 27, 2020
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 – Update
 - B. Airport Fly Inn – Update
- VI. INFORMATIONAL
- VI. ADJOURN

Please contact Ron Mergen at 320-243-3714 ext. 230 or at 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, Belinda Ludwig, 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

Committee/Council Meeting Date: January 27, 2020

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the October 28, 2019 Airport Board meeting.

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

Motion to approve minutes from October 28, 2019 Airport Board meeting.

**MINUTES
AIRPORT BOARD MEETING**

OCTOBER 28, 2019

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

Motion was made by Thompson to approve the minutes of the July 15, 2019 Airport Board meeting. Seconded by Bayer and unanimously carried.

HANGAR PROJECT

DeWolf reported that the preconstruction meeting was held on October 17, 2019. The tentative schedule is to start grading the site the week of November 4, 2019, with the footings and building pad to follow shortly thereafter. The building is scheduled to be delivered in mid-February with final project completion on July 1, 2020.

Also discussed was the process for daily rentals if a pilot comes in during an evening or weekend. Staff will work on a policy.

CIP

DeWolf reviewed the proposed CIP. This year's entitlements along with 2020 thru 2022 will be utilized to cover the hangar expenses. In 2023 there will be a partial ALP update including the runway length and crosswind runway. In 2024 a rehab of the runway is scheduled. This will require discretionary funding; rehabilitation projects generally rank very high. In 2025 -2027 a parallel taxi way is scheduled. After a short discussion,

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

FUTURE FLY IN

The 2020 Fly In is scheduled for August 9, 2020. It was noted that the "Friends of the Airport" is applying for 501c 3 status. In addition, an airshow is being planned.

There being no further business, the meeting was adjourned at 5:17 p.m.

REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Airport Board

Committee/Council Meeting Date: January 27, 2020

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.

REQUEST FOR BOARD/COUNCIL ACTION

BOARD/COUNCIL NAME: Airport Board

Committee/Council Meeting Date: January 27, 2020

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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