

**AIRPORT BOARD  
CITY HALL COUNCIL CHAMBERS  
APRIL 27, 2020  
5:00 P.M.**

***Some or all members of the Airport Board may participate in this meeting by telephone, rather than being personally present at the Airport Board's meeting place at 221 Washburne Avenue, Paynesville, Minnesota. Members of the public can monitor the Board meeting by listening to the meeting by calling 425-436-6367 with access code: 861978.***

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. OT Pod (page 4)
  - B. Hangar Rental Rates (page 8)
  - C. Hangar Lease & Rent Survey Results (page 9)
- V. OLD BUSINESS
  - A. Airport Tee-Hangar – Update
  - B. Airport Fly Inn – Update
  - C. Morgan's Motorplex (page 11)
- VI. INFORMATIONAL
  - A. Airport Fuel Usage:
    - 1. 2017 12,988
    - 2. 2018 9,999
    - 3. 2019 13,034
- VI. ADJOURN

**\*\*\* Please call or email Ron at 320-243-3714 ext. 230 or at [ron@paynesvillemn.com](mailto:ron@paynesvillemn.com) if you are unable to attend the meeting in person and plan to use the conference call option by calling 425-436-6367 with access code: 861978.\*\*\***

**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: April 27, 2020

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the January 27, 2020 Airport Board meeting.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve minutes from January 27, 2020 Airport Board meeting.

**MINUTES  
AIRPORT BOARD MEETING**

**JANUARY 27, 2020**

The meeting was called to order by Chairperson Tom Fread at 5:01 p.m. Board members present were Jeff Thompson, John Bayer, and Harlan Leusink. Absent was Phil Bailey. Advisory members Ron Mergen, Public Works Director and Chuck DeWolf, Bolton & Menk, Inc. were absent. Kent Louwagie from Bolton & Menk, Michael Morgan, and Bill Fuchs were also in attendance.

**Motion was made by Thompson to approve the minutes of the October 28, 2019 Airport Commission meeting. Seconded by Bayer and unanimously carried.**

**ELECTION OF OFFICERS**

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

**MORGAN'S MOTOR PLEX**

Michael Morgan and Bill Fuchs were in attendance to discuss the possibility of using the Paynesville Airport this coming summer for Drag racing. Morgan provided a copy of his proposal. Members of the board were intrigued by the proposal. Fread stated that he would pass the information onto Airport Manager, Ron Mergen to figure out the FAA's policy on these types of events as the airport would have to be closed for the day. It was also discussed how the airport tenants would have to be contacted to advised them of the event. Morgan and Fuchs were advised to refer to the City's website for the Large Assembly Application and ordinances that they would be required to follow.

**AIRPORT TEE-HANGAR UPDATE**

Louwagie stated that the slab was poured and the hangar materials will arrive at the end of February.

**FLY IN**

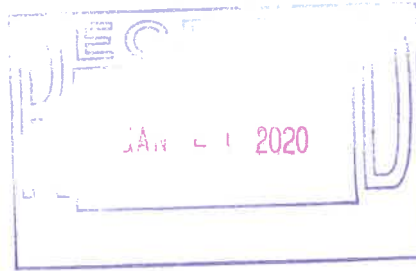
Members discussed the Fly In which is scheduled for August 9, 2020. This year there will be 4 airshow acts. The acts have had the deposits sent to them and contracts have been signed. Members of the Friends of the Airport are currently working on securing sponsors for the event.

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



## IMPORTANT NOTICE FOR ALL OPERATORS OF M3000 SELF-SERVE FUELING TERMINALS

January 17, 2020



Paynesville Municipal Airport

Dear Customer,

Support for the QTpod M3000 Self-Serve Fueling Terminal will end on June 30, 2020.

Providing support for this unit is no longer feasible as replacement parts for the M3000 are no longer manufactured, supply is minimal, and in many cases, no longer available. Additionally, the 20-year-old technology of the M3000 is not compatible with current and emerging technology and infrastructure. Thus, we will no longer offer software updates, replacement parts, or technical support—including telephone technical support—for your M3000 Self-Serve Fueling Terminal. We are notifying you in advance of the end of support date so you can plan accordingly.

Over the last couple of years, QTpod has invested in the development of the **M4000**, a state of the art, internet-based, self-fueling terminal, in order to position our company to continue to meet and exceed our customer's expectations. In fact, hundreds of customers are now proud owners of the M4000, winner of *Ground Support Worldwide's* 2018 Product of the Year.

In order to help you and other customers upgrade, we are pleased to announce that from **now until June 30, 2020, you can receive up to \$1,995 off the M4000**, when you return certain parts from your M3000 unit and purchase the M4000 along with an annual software subscription.

The M4000 leverages state of the art, award-winning, cloud-based software and has an easy to read display that is viewable in any light condition. The annual software subscription ensures your unit always operates with the most current software and security updates, maintaining all the new feature functionality of the M4000. In short, the M4000 has literally redefined Self-Serve Fueling operations, incorporating the latest technology for end to end, operational ease that can evolve over time with technology in order to meet or exceed security requirements. The M4000 is more powerful, modern, and stylish than ever before—and operational costs are considerably less long-term.

Switching over to the M4000 can provide significant, long-term operational cost savings:

- **Cellular, Ethernet, and WI-FI enabled for effortless, cost-effective card processing.**
- **M4000 Unit access anytime and anywhere from Siteminder, reducing labor needs and improving operations.**
- **Automatic, cloud-based software updates, requiring fewer site visits and decreased maintenance costs.**

For your convenience, I have included a flyer with additional information on the M4000 and the cloud-based software subscription.



## IMPORTANT NOTICE FOR ALL OPERATORS OF M3000 SELF-SERVE FUELING TERMINALS

### Discontinued M3000

#### Self-Serve Fuel Terminal



### "NEW" M4000

#### Self-Serve Fuel Terminal



If you have questions regarding this notice or would like more information regarding the M4000 special discount for M3000 owners, please call 303.962.3413 or email: [Sales@QTpod.com](mailto:Sales@QTpod.com).

Sincerely,

Matt Duncan  
General Manager



# M4000 SELF-SERVE FUELING TERMINAL

LIMITED-TIME DISCOUNT OF UP TO \$1,995 FOR CURRENT M3000® OWNERS\*

QTpod is offering special incentives on the purchase of a new M4000® Next-Generation Self-Serve Fueling Terminal. In addition to being easy to operate, it is now even easier to own thanks to QTpod's limited-time discount for M3000 owners.

Owners of a QTpod M3000 are eligible for a discount up to \$1,995\* off of the purchase price of a new M4000 including the required annual cloud based software subscription. Additionally, QTpod is offering very attractive financing options with low monthly payments for the M4000.

Elevate your fueling operation to the next level with the M4000, the next generation of self-serve fueling from QTpod.

Winner of *Ground Support Worldwide's*  
2018 Product Leader of the Year Award



### New Features on the M4000 Include:

- ← **NextGen Comms Lowers Operating Costs:** Cellular, Ethernet & Wi-Fi Capable for more cost-effective card processing. Eliminate your expensive dedicated dial-up line and put an end to incomplete transactions.
- ← **Improved User Interface Including:** Large sunlight-readable color display with auto-dimming and back-lit metal enclosure keypads.
- ← **Anywhere/Anytime Secure Access:** Greater efficiency and convenience with Web-Based software application. Access unit from any device. Plus, real-time transaction reconciliation to help you better manage operations.
- ← **Automatic software updates:** More uptime, fewer site visits and less spend on maintenance.
- ← **Able to Withstand Harshest Conditions:** Rugged stainless steel construction is weather-proof and resists corrosion.
- ← **Easy to Upgrade/Cost-Effective:** Fits on most M3000 footprints for easy upgrade installation, plus controls up to 8 pumps.

**DESIGNED TO KEEP UP WITH YOU!**

M4000 NEXTGEN™



\*Base model shown, additional options and required maintenance subscription are extra. Offer Expires June 30, 2020 or before at QTpod's discretion. Conditions apply, see reverse or contact QTpod for details. *Ground Support Worldwide* serves the entire global ground support market; the publication boasts 17,000+ subscribers in 150 countries and is published by SouthComm Business Media, Inc.

M4000 NextGen is a registered trademark of QTpod.





4909 Nautilus Court North, Suite 109  
 Boulder, CO 80301  
 ph: 303-444-3590 Fax: 303-444-8736

Quote No. \_\_\_\_\_

**QT Pod Fueling Terminals**

**Representative**

Name Matt Duncan Phone: 303-962-3413  
 Position Sales Fax: 303-444-8736  
 Department Sales Division E-mail: mduncan@qtpod.com

**Dates**

First Contact \_\_\_\_\_  
 Quote Issued 1/27/2020  
 Accept/Reject \_\_\_\_\_

Product/Service Name	Quantity	Price	TOTAL
<b>QT Pod Model M4000 Self-Serve Fueling Terminal</b> 1 hose control, wired ethernet capability	1	\$14,995.00	\$14,995.00
<b>Trade-in credit for M3000 return (Discount good for orders placed before June 30, 2020)</b>	1	(\$1,995.00)	(\$1,995.00)
<b>Options</b>			
<b>Cellular Kit (optional, if CAT5 can't be run to self-serve)</b>	1	\$1,000.00	\$1,000.00
<b>Financing Option: \$633.56/month for 24 months</b>			
<b>SHIPPING</b>	1	\$295.00	\$295.00
		<b>Sub Total</b>	<b>\$14,295.00</b>
		<b>TOTAL</b>	<b>\$14,295.00</b>

**Client**

Customer Ron Mergen Company Paynesville Mun. Airport  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 ZIP \_\_\_\_\_ Email Ron@paynesvillemn.com  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

Discount \_\_\_\_\_  
 Taxes \_\_\_\_\_

**Notes**

\*Quote valid for 60 days from issuance.  
**Price does not include installation**  
 Cell kit requires Data Plan: \$480/ year  
 Web-Based Siteminder Subscription- \$945/ year

**Status**

Established Client       New Client       Prospective Client

Office Use Only

Prices are subject to change without notice.



## HANGER RENTAL RATES

The existing fuel price and hanger rent policy was reviewed noting the following:

- Fuel upcharge is at .46 cents, changed in 2016
- North facing hangars are \$100.00 per month, 2004 never changed
- South facing hangars are \$120.00 per month, changed in 2012
- Private land rent for hangars is \$.10 per sq. ft., never changed

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

Daily Rate	\$30.00
Weekly Rate	\$150.00
Monthly Rate	\$250.00

The proposed fee for the new units and South facing hangars is \$150.00. Any pilot that pays for the full year would get a 10% discount.

### Survey

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 private hangars only
Olivia	\$ 100.00

\*\*\* A pilot from Winsted is inquiring about a hangar for 10 months, maybe a year. However, he feels the \$250.00 is excessive.

<b>Airport Hangar Leases and Rents</b>				
<b>Airport</b>	<b>T-Hangar /mth</b>	<b>Private Lease (sf)</b>	<b>Commercial Lease (sf)</b>	<b>Contact</b>
<b>Buffalo</b>	(28) - <b>\$130 to \$215</b>	(21) - <b>\$0.20</b>	(2) <b>\$0.20</b>	Chris - chris.fredrick@ci.buffalo.mn.us Greg - planerv9@yahoo.com Roman - roman_56255@hotmail.com
<b>Appleton</b>				Roman - roman_56255@hotmail.com
<b>Alexandria</b>	(44) - <b>\$93 to \$176</b>	(4) - <b>\$0.10</b>	(4) <b>\$2.50 to \$5.00</b>	Kreg - kanderson@alexandriamn.city
<b>Austin</b>				
<b>Benson</b>				Dan - dan.gens@city.co.swift.mn.us
<b>Blue Earth</b>				
<b>Cambridge</b>	n/a	<b>\$0.13</b>	<b>\$0.13</b>	Lucas - lmilz@ci.cambridge.mn.us
<b>Canby</b>				Matt - mathewwagner@hotmail.com
<b>Dodge Center</b>				Josh - jtetzlaff@ci.dodgecenter.mn.us
<b>Elbow Lake</b>				Joe - joe@prairie-air.net
<b>Fairmont</b>				Lee - lsteinkamp@fairmont.org
<b>Faribault</b>				Gerald - jlserres@me.com
<b>Forest Lake</b>				Abby - abby.ristow@ci.forest-lake.mn.us
<b>Glenco</b>				Mark - mlarson@ci.glencoe.mn.us
<b>Glenwood</b>				Dave - cityofglenwood@wisper-wireless.com
<b>Granite Falls</b>				Keith - wingman-56@hotmail.com
<b>Hutchinson</b>	<b>\$120 to \$240</b> Canopy Only - <b>\$50</b>	<b>\$0.04</b>	<b>\$0.135</b>	John - jolson@ci.hutchinson.mn.us
<b>Jackson</b>				Matt - mskaret@cityofjacksonmn.com
<b>Le Sueur</b>				Andrew - acemenski@cityoflesueur.com
<b>Litchfield</b>				George - george.baldwin@ci.litchfield.mn.us Mike - mike.geers@ci.litchfield.mn.us
<b>Little Falls</b>	<b>\$112</b>	<b>\$0.046</b>	n/a	Greg - Gkimman@cityoflittelfalls.com
<b>Maple Lake</b>				Gerald - cityshop@ci.maple-lake.mn.us
<b>Marshall</b>	<b>\$80 to \$100</b> extra for winch & heater	n/a	n/a	Glenn - glenn.olson@ci.marshall.mn.us

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Montevideo				Mark - borgersonaviation@yahoo.com
Mora	.08 sf or \$640 month	.07 to .10sf	none	Joe - joe.kohlgraf@cityofmora.com
Morris				Thomas - airport@ci.morris.mn.us
<b>Airport</b>	<b>T-Hangar</b>	<b>Private Lease (sf)</b>	<b>Commercial Lease (sf)</b>	<b>Contact</b>
New Ulm	(18) - \$93 to \$138	n/a	n/a	Pete - nufs@newulmtel.net Dan - nufs@newulmtel.net
Olivia				Richard - rsigfly@gmail.com
Ortonville				Charleen - finance@cityofortonville.org
Owatonna	(31) - \$125 to \$160	(11) - \$0.15	(2) - \$0.25	Dave - airport@ci.owatonna.mn.us
Paynesville	(20) - \$100 to \$120	(4) - \$0.10	(1) - \$0.20	Ron - ron@paynsevillemn.com
Pipestone				Robert - rdyks@aol.com
Preston				Pam - pschroeder@co.fillmore.mn.us
Princeton				Bob - rbarbian@princetonmn.org
Redwood Falls				Winston - wvenable@ci.redwood-falls.mn.us
Sauk Centre				Vicki - vicki.willer@ci.sauk-centre.mn.us Matt - matt.zinniel@ci.sauk-centre.mn.us
St. Cloud	(66) \$133 - \$169	n/a	(1) \$0.22	Bill - william.towle@ci.stcloud.mn.us
St. James				Sam - sam.hansen@ci.stjames.mn.us
Slayton	(8) - \$65	n/a	n/a	Josh - cityadmin@slayton.govoffice.com
Springfield				Matt - matt.skaret@springfieldmn.org
Tracy				Shane - sdaniels@tracymn.org
Wheaton				Amy - cityadministrator@cityofwheaton.com
Wilmar	(18) - \$140-\$160 + electric	(24) - \$0.17	(0) - \$0.32	Eric - erudningen@tds.net
Winsted	n/a	(36) - \$0.18	n/a	David - publicworks@winsted.mn.us
Worthington				Todd - twietzema@ci.worthington.mn.us

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# Morgan's Motorplex

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1-27-2020

## Paynesville Airport

Hello, my name is Michael Morgan and I represent Morgan's Motorplex. Morgan's Motorplex is a facility that will host vehicle events such as drag racing, road course racing, drifting competitions, autocross competitions, car shows and cruises. We would like to start hosting events at other facilities in order to give the participants a change in scenery. Airports are a great example of this and pair well with vehicle racing because of noise ordinances, and safety precautions.

What kind of event? Morgan's Motorplex would like to use the Paynesville Airport for a day of drag racing. This give participants and spectators a change of venue in a safe and controlled environment.

Drag racing is an event where two vehicles line up against each other, and race against each other to the finish line.

You may be asking yourself how would this benefit the City of Paynesville? It would bring participants and spectators from all corners of Minnesota, with participants in the 5-state area that would love to make a weekend road trip for this event. Pair this event with a car show and you could increase attendance for both participants and spectators alike. This would result into generating revenue with gas and food purchases, as well as hotel stays for people traveling from out of state.

## Ron Mergen

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**From:** Ron Mergen  
**Sent:** Friday, February 14, 2020 10:39 AM  
**To:** 'paynesvillemayor@yahoo.com'; thomas.fread@co.stearns.mn.us; Phil Bailey (century.enterprises@hotmail.com); 'Jonathan Bayer'; hkleusink@aol.com  
**Cc:** 'Chuck DeWolf'

Airport Board

In reference to Morgan's Motorplex proposal to host drag racing at the Airport.

I have contacted the FAA, their comments are as follows

- They (FAA) strongly discourage this type of event.
- Our grant assurances state we are not to utilize the airport for any non-Airport use.
- This may jeopardize your Airport eligibility for funding.
- But, he said it has been done.
- Also he noted the permitting process will be cumbersome, and an Airspace study will have to be completed.

Any thoughts

Thanks Ron