

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

Some or all members of the Airport Board may participate in this meeting by telephone or Zoom rather than being personally present at the Board meeting place at 221 Washburne Avenue, Paynesville, MN. Members of the public can monitor the Board meeting by contacting Ron Mergen at 320-243-3714 Ext. 230 or ron@paynesvillemn.com by noon on the day of the meeting to make arrangements via telephone or zoom.

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. CIP 2021 (page 4)
- IV. OLD BUSINESS
 - A. QT Pod (page 7)
 - B. Airport Tee-Hangar – Update
 - C. Airport Fly Inn – Update
 - D. Morgan's Motorplex – Update
- V. INFORMATIONAL
- VI. ADJOURN

***** Please call or email Ron at 320-243-3714 ext. 230 or at ron@paynesvillemn.com if you are unable to attend the meeting in person and plan to use the conference call option. *****

**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: July 27, 2020

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

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

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

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

**MINUTES
AIRPORT BOARD MEETING**

APRIL 27, 2020

The meeting was called to order by Chairperson Tom Fread at 5:10 p.m. Board members present were Jeff Thompson, John Bayer, Harlan Leusink, and Phil Bailey (via phone). Advisory members present were Ron Mergen, Public Works Director/Acting City Administrator and Chuck DeWolf, Bolton & Menk, Inc. Also presented was Michael Morgan with Morgan's Motorplex.

Motion was made by Bailey to approve the minutes of the January 27, 2020 Airport Board meeting. Seconded by Bayer and unanimously carried.

QT POD

Information on a QT pod was reviewed noting the City's existing QT pod, model m3000, is no longer supported and the company is recommending the m4000. The estimated cost is \$14,295.00. Members suggested getting a second quote and to research possible funding options.

HANGER RENTAL RATES

A pilot from Winsted, MN is inquiring about a hanger for 10 months maybe a year and felt the \$250.00 is excessive. Members discussed the rates noting the City's minimum contract is for two years and this should be reduced to one year. After a short discussion,

Motion was made by Fread to reduce the minimum contract to one year and recommend such to the City Council. Seconded by Thompson and unanimously carried.

HANGER LEASE AND SURVEY

This was presented as informational; no action is necessary.

TEE HANGER UPDATE

DeWolf reported that construction is progressing with the building to be completed in 3 to 4 weeks and the taxi lanes to follow shortly thereafter.

AIRPORT FLY IN

Fread reported that the Friends of the Airport will be meeting to discuss whether to cancel or proceed with the Fly In. It was noted several other Fly Ins have already cancelled.

MORGAN'S MOTORPLEX

Morgan's request is to utilize the airport runway for a day of drag racing. The FAA was contacted and noted the following:

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- The FAA strongly discourages this type of event
- The City's grant assurances state the City will not utilize the airport for non-airport uses
- This type of event may jeopardize the City's airport funding
- The permitting process is cumbersome and an airspace study will be required

Board members do not want to lose any grant funding opportunities and the airspace study was questioned. Morgan noted the closest location that he knows of where this was done is Jamestown, ND. Members suggested further research on this.

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



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Prepared by Bolton & Menk, Inc.											7/21/2020		
ACIP, PAYNESVILLE (PEX)											FY 2021 - FY 2025 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 %								
FY 2019											FY 2019 ENTITLEMENT BALANCE	\$ 1,072,932.00	
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		
FY 2019 TOTALS						\$ 1,191,454.00	\$ 1,072,308.60	\$ -	\$ 59,572.70	\$ 59,572.70			
FY 2020											FY 2020 ENTITLEMENT BALANCE	\$ 150,623.40	
2021	2020	PAY BACK ENTITLEMENTS TO BUFFALO	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 623.40		
FY 2020 TOTALS						\$ -	\$ 150,000.00	\$ -	\$ -	\$ -			
FY 2021											FY 2021 ENTITLEMENT BALANCE	\$ 150,623.40	
2022	2021	PAY BACK ENTITLEMENTS TO AITKIN	0%	0%	0%	\$ -	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 623.40		
FY 2021 TOTALS						\$ -	\$ 150,000.00	\$ -	\$ -	\$ -			
FY 2022											FY 2022 ENTITLEMENT BALANCE	\$ 150,623.40	
2023	2022	PAY BACK ENTITLEMENTS TO LITCHFIELD	0%	0%	0%	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 50,623.40		
FY 2022 TOTALS						\$ -	\$ 100,000.00	\$ -	\$ -	\$ -			
FY 2023											FY 2023 ENTITLEMENT BALANCE	\$ 200,623.40	
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		
FY 2023 TOTALS						\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00			
FY 2024											FY 2024 ENTITLEMENT BALANCE	\$ 215,624.40	
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	\$ -		
FY 2024 TOTALS						\$ 1,360,000.00	\$ 215,624.40	\$ 927,375.60	\$ 63,000.00	\$ 154,000.00			
FY 2025											FY 2025 ENTITLEMENT BALANCE	\$ 150,000.00	
2026	2025	NO PROJECT	90%	0%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00		
FY 2025 TOTALS						\$ -	\$ -	\$ -	\$ -	\$ -			
Summary for Paynesville Municipal Airport			FY 2021 - FY 2025 TOTAL:			\$ 1,510,000.00	\$ 600,624.40	\$ 927,375.60	\$ 63,000.00	\$ 169,000.00			

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ACIP, PAYNESVILLE (PEX)			FY 2021 - FY 2025 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
LONG TERM NEEDS											
										FY 2026 ENTITLEMENT BALANCE	\$ 300,000.00
2027	2026	ENVIRONMENTAL ASSESSMENT FOR PARALLEL TAXIWAY & T-HANGAR	90%	0%	10%	\$ 165,000.00	\$ 148,500.00	\$ -	\$ -	\$ 16,500.00	\$ 151,500.00
						FY 2026 TOTALS	\$ 165,000.00	\$ 148,500.00	\$ -	\$ -	\$ 16,500.00
										FY 2027 ENTITLEMENT BALANCE	\$ 301,500.00
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	\$ -
						FY 2027 TOTALS	\$ 1,620,000.00	\$ 301,500.00	\$ 1,156,500.00	\$ -	\$ 162,000.00
										FY 2028 ENTITLEMENT BALANCE	\$ 150,000.00
2029	2028	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
						FY 2028 TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -
										FY 2029 ENTITLEMENT BALANCE	\$ 300,000.00
2030	2029	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 165,000.00
						FY 2029 TOTALS	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00
										FY 2030 ENTITLEMENT BALANCE	\$ 315,000.00
2031	2030	MASTER PLAN AND ALP UPDATE	90%	0%	10%	\$ 250,000.00	\$ 225,000.00	\$ -	\$ -	\$ 25,000.00	\$ 90,000.00
						FY 2030 TOTALS	\$ 250,000.00	\$ 225,000.00	\$ -	\$ -	\$ 25,000.00
										FY 2031 ENTITLEMENT BALANCE	\$ 240,000.00
2032	2031	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000.00
						FY 2031 TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -

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ACIP, PAYNESVILLE (PEX)			FY 2021 - FY 2025 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 %						
FY 2032										FY 2032 ENTITLEMENT BALANCE \$	390,000.00
2033	2032	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390,000.00
FY 2032 TOTALS \$						-	\$ -	\$ -	\$ -	\$ -	-
FY 2033										FY 2033 ENTITLEMENT BALANCE \$	540,000.00
2034	2033	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 405,000.00
FY 2033 TOTALS \$						150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	-
FY 2034										FY 2034 ENTITLEMENT BALANCE \$	555,000.00
2035	2034	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555,000.00
FY 2034 TOTALS \$						-	\$ -	\$ -	\$ -	\$ -	-
FY 2035										FY 2035 ENTITLEMENT BALANCE \$	705,000.00
2036	2035	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705,000.00
FY 2035 TOTALS \$						-	\$ -	\$ -	\$ -	\$ -	-
FY 2036										FY 2036 ENTITLEMENT BALANCE \$	855,000.00
2037	2036	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 855,000.00
FY 2036 TOTALS \$						-	\$ -	\$ -	\$ -	\$ -	-
FY 2037										FY 2037 ENTITLEMENT BALANCE \$	1,005,000.00
2038	2037	Runway, Taxiway, Apron Pavement Maintenance (Crack Repair)	90%	0%	10%	\$ 150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	\$ 870,000.00
FY 2037 TOTALS \$						150,000.00	\$ 135,000.00	\$ -	\$ -	\$ 15,000.00	-
FY 2038										FY 2038 ENTITLEMENT BALANCE \$	1,155,000.00
2039	2038	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,155,000.00
FY 2038 TOTALS \$						-	\$ -	\$ -	\$ -	\$ -	-
FY 2039										FY 2039 ENTITLEMENT BALANCE \$	1,305,000.00
2040	2039	NO PROJECT	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,305,000.00
FY 2039 TOTALS \$						-	\$ -	\$ -	\$ -	\$ -	-



4909 Nautilus Court North, Suite 109
Boulder, CO 80301
888.412.5332 QTpod.com

Sunset of Support FAQ

Q: Why Is QTpod Sunsetting Service for my M3000? My unit still works fine.

A: There are multiple reasons why QT is ending support for older M3000 units on a rolling basis:

1. QTpod designs products to be rugged and last, which is why your unit is working fine. However, the M3000 was designed in 2002, so it utilizes older technology that is difficult to source and not compatible with many modern components. In fact, many of the components that populate the motherboards on the M3000 are no longer manufactured, so the only option in some cases is to source surplus parts in the secondary market.
2. The M3000 was designed in 2002 to operate on the telecommunications infrastructure which was common at the time, the copper analog network. The M3000 transmits data at a very slow rate, compared to today's speeds, and it does so without error correction. This worked fine on a well-maintained copper network. However, the issue today is twofold:
 - a. The telecom companies do not maintain the copper lines like they used to. This causes reliability issues for customers trying to send data over this network.
 - b. Much of the copper in this county is increasingly being replaced with digital and fiber lines. These lines were designed for speeds much faster than the slow modem speeds used by the M3000 and its competitors. This results in lost packets of data, which means failed authorizations and batches and no sales.
3. The liability shift for chip card acceptance goes into effect for automated fuel terminals like the M3000 in October of 2020. Due to the limited programming memory available on the M3000 and the antiquated nature of dial up modems, we will be unable to update those terminals for chip card acceptance which means you'll have greater liability for unauthorized transactions.

Q: Why purchase the M4000 now?

A: QTpod understands that evolving technology results in additional investments required by small and medium sized businesses. To help facilitate the transition to newer technology, we are offering limited time discounts to our customers when they return their old M3000.

While your unit may work fine, it is possible you will begin see some service degradation due to telecommunication issues or payment card authorization requirements. Additionally, with the scarcity of spare parts, you may not be able to keep you unit working in the event of a part failure.

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Many of our customers report that their customers appreciate the new features on the M4000 that make it easy to use. For example, the large, sun light readable display, backlit key pad make the M4000 easy to use in any light conditions. You'll like too as with automatic software updates and anywhere/anytime access you'll have fewer visits to the terminal and more uptime to sell more product.

Q: Why reinvest with QT when I may have to replace the M4000 someday? A:

All equipment eventually has to be replaced. However, we designed the M4000 with the intention of being able to evolve with technology. We used a Windows operating system and peripherals with USB interfaces. We anticipate that with Windows you will be able to upgrade to a newer version. If a printer or card reader becomes obsolete, we can find dozens off the shelf with Windows drivers to easily integrate into the current design.

Plus, the M4000 has many new customer and user-friendly features that you and your customers will appreciate and make the M4000 a more useful terminal for providing self-serve fueling.



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

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.

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