

**AIRPORT COMMISSION
PAYNESVILLE CITY HALL
AUGUST 25, 2010
5:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. AirTAP (page 4)
- IV. OLD BUSINESS
 - A. Review 2010 Fly-In
 - B. Land Reimbursement - Update
 - C. 2011 Budget Report
 - D. CIP (page 6)
 - E. Sauk Centre Survey (page 7)
- V. 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: Troy Caldwell, Gene Beavers, Steve Whitcomb, Steve Brown & Bert Stanley.
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 Commission. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Airport Commission 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 COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Airport Commission

Committee/Council Meeting Date: August 25, 2010

Agenda Section: Consent

Originating Department:

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes from the July 28, 2010 Airport Commission meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve minutes from the July 28, 2010 Airport Commission meeting.

**MINUTES
AIRPORT COMMISSION**

JULY 28, 2010

Chairperson Bert Stanley called the meeting to order at 5:00 p.m. Members present were Steve Brown, Gene Beavers (5:25 p.m.), and Steve Whitcomb. Also present were Renee Eckerly, City Administrator; Stephanie Hormann, Cable Coordinator; and Chuck DeWolf, Bolton & Menk, Inc. Ron Mergen and Troy Caldwell were absent.

Motion was made by Brown to approve the minutes of the June 23, 2010 Airport Commission Meeting. Seconded by Whitcomb and unanimously carried.

NPDES PERMIT

DeWolf reported that this is the year to plan to address the storm water runoff and outlined the steps to prevent storm water pollution at the site. This has to be done in August of 2010. The City can apply for a State grant at a 70:30 cost split or put with the Federal project next year at a 95:5 split. This is a mandated permit. Bolton & Menk, Inc. can do this for \$5,000.00. The Commission had DeWolf explain the \$5,000.00 costs. There will be a fee to MPCA to file the document and there is a fine for not completing this permit.

Motion was made by Whitcomb to approve up to \$5,000.00 for Bolton & Menk, Inc. to create and apply for the Federal funding for a Storm Water Pollution Prevention Plan for the Airport and recommend such to the City Council. Seconded by Brown and unanimously carried.

CIP

DeWolf distributed a revised CIP. The next project would be to crack seal/slurry seal in 2011 using local funds totaling \$8,750.00.

Airport Zoning

Airport Zoning is a State funded project. DeWolf will get a funding breakdown on this item to determine what the City staff can do.

Airport Beacon

This was moved to 2012.

The Commission discussed the life of an overlay.

2010 FLY IN

The Commission discussed the following items:

#6 – complimentary pilot tickets

#19 – coordination of ground radios – Clem will take over if he is around and give tickets to the pilots

#24 – plane counter – the Commission will not worry about this

Steve Brown will contact the Highway Patrol and they will be here; pending no emergencies.

HANGARS

All the hangars are currently rented out.

SURVEY

The airport survey from Sauk Centre was presented and will be reviewed at the next meeting.

LAND REIMBURSEMENT LETTER

No new information at this time.

2011 BUDGET

No new information at this time.

TRUCKS

The Commission discussed highway trucks going onto the airport runway and turning around. DeWolf said that this was brought up at the last construction meeting. He will reinforce that this activity is not allowed again at tomorrow's meeting.

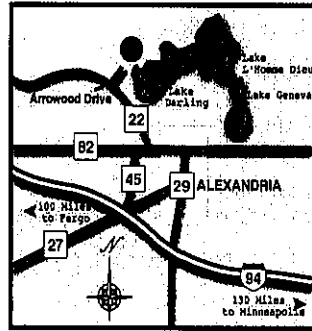
There being no further business the meeting was adjourned at 5:35 p.m.

Why should YOU attend this year's AirTAP Fall Forum?

- Take a tour of Alexandria Municipal Airport, where you'll learn maintenance techniques and can network with your peers.
- Get helpful ideas and creative solutions from small-group discussion and collaborative sessions on:
 - Motivating staff and providing excellent customer service in challenging times
 - Strategies for partnering to share resources
 - SWPPP implementation
 - Non-traditional ways of bringing money into your airport
 - and more!
- Take home a comprehensive resource notebook that includes reference materials for all sessions.

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 ♻️ Printed on recycled paper with postconsumer waste of 30%.

Directions and Map



If you're flying: The Arrowwood Resort and Conference Center is located approximately 5 miles northwest of Alexandria Municipal Airport. Call the Arrowwood at 320-762-1124 if you need shuttle service.

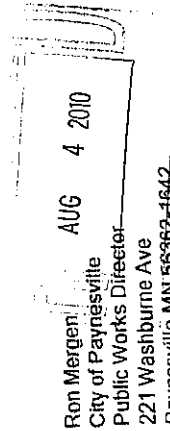
If you're driving: The Arrowwood Resort is approximately 130 miles northwest of the Minneapolis/St. Paul metro area.

From Minneapolis/St. Paul: Follow I-94 W to the Alexandria exit #103. Take a right onto Hwy. 29 N. Follow 29 north through downtown Alexandria. Turn left onto C.R. 82 and follow for 0.7 mile. Turn right at the stoplights onto C.R.22 (between Magellan gas tanks). Turn right onto C.R.104. Arrowwood Lane is 0.4 of a mile ahead.

From Fargo/Moorhead: Take exit #100 off I-94. Turn left onto Hwy. 27. Turn left onto C.R. 45. Turn right onto C.R. 82, then left at the stoplights onto C.R. 22 (between the Magellan tanks). Follow 22 for 2.3 miles. Turn right onto C.R.104. Arrowwood Lane is 0.4 of a mile ahead.

From the north: Take Hwy. 29 south through Parkers Prairie, following it into Alexandria. Go straight onto C.R. 82 for 0.7 of a mile. Turn right at the stoplights onto C.R. 22 (between the Magellan gas tanks). Stay on 22 for 2.3 miles. Turn right onto C.R.104. Arrowwood lane is 0.4 of a mile.

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UNIVERSITY OF MINNESOTA



AIRPORT TECHNICAL ASSISTANCE PROGRAM
 CENTER FOR TRANSPORTATION STUDIES

Annual AirTAP Fall Forum

Maximizing Resources and Opportunities in a Changing Econom

Thursday, October 7, 2010
 Friday, October 8, 2010

Arrowwood Resort and Conference Center
 2100 Arrowwood Lane NW
 Alexandria, Minnesota



The forum is sponsored by the Center for Transportation Studies at the University of Minnesota; the Mn/DOT Office of Aeronautics; and the Federal Aviation Administration.

Preliminary Agenda

Maximizing Resources and Opportunities in a Changing Economy

Thursday, October 7

8:00 – 9:00 a.m.
Registration/Refreshments/Networking

9:00 – 9:30 a.m.
Welcome and Icebreaker

Presenters:
Chris Roy, director, Mn/DOT Office of Aeronautics
Kurt Claussen, assistant manager, Rochester International Airport, and president, Minnesota Council of Airports
Jim Grothaus, director, AirTAP

9:30 – 10:30 a.m.
Maintaining High Standards in Tough Economic Times
Tough economic times and tightening budgets do not mean you have to compromise quality or standards on customer service, relating to your airport board, or keeping your staff motivated. Learn how to set realistic and market-driven performance and behavior standards that support customer service and profit goals.

10:30 – 10:45 a.m.
Break

10:45 a.m. – noon
Maintaining High Standards in Tough Economic Times (continued)
Hands-on activities for setting standards that support customer service and profit goals.

noon – 1:00 p.m.
Buffet lunch and Jet Blast Session: Media Relations

1:00 – 2:00 p.m.
An Airport's Evolution: The Story of the Alexandria and Albert Lea Airports
Listen to managers and consultants from Alexandria and Albert Lea airports tell the story of the airports' history, showing the evolution over the last few decades and offering insight into why decisions were made to move in one direction over another.

2:00 – 2:15 p.m.
Jet Blast Session: Airport Grant Update
Learn about the requirements and process for obtaining a state airport grant and review the grants that were awarded in FY2010.

2:15 – 2:30 p.m.
Break

2:30 – 3:15 p.m.
Is an Air Show in Your Future? Finding Ways to Bring Money and People to Your Airport.
Hear interesting ways to bring attention and money to your airport, such as with air shows, special events, and land release.

3:15 – 3:30 p.m.
Airport Jeopardy!

3:30 – 4:30 p.m.
Conversation with Jeff Hamiel
Hear thoughts on general aviation from the Metropolitan Airports Commission executive director.

4:30 – 5:30 p.m.
Informal networking reception

Friday, October 8

7:00 – 8:30 a.m.
Buffet Breakfast

8:15 – 8:30 a.m.
Airport Jeopardy!

8:30 – 10:00 a.m.
SWPPP Implementation: What's Ahead in the Next Five Years?
Discuss SWPPP implementation for all Minnesota airports, including testing methods and requirements, monitoring needs, reimbursable items, training requirements for airport staff, and equipment.

10:00 – 10:15 a.m.
Break

10:15 – 11:00 a.m.
Partnering Strategies: Working with Your Colleagues to Better Run Your Airport
Learn about the opportunities and liabilities when partnering to meet budget constraints. Discussion will include borrowing equipment, developing cooperative agreements, and adhering to rules and regulations.

11:00 a.m. – noon
Break and Lunch at Alexandria Municipal Airport

noon – 2:30 p.m.
Technical Tours of Airport
Take a walking tour of Alexandria Municipal Airport and visit the following stations: pavement rehabilitation, equipment for plowing and mowing, lighting maintenance, and fueling operations.

2:30 – 3:00 p.m.
Wrap-up and evaluations

REGISTRATION

2010 AirTAP Fall Forum

Register online: www.airtap.umn.edu

Name _____

Organization _____

Title _____

Work Address _____

City _____ State _____ Zip _____

Work Telephone _____

E-mail Address _____

Registration Fees
 Full conference (Thursday and Friday)
 \$140 if registered on or before September 24, \$160 after September 24
 One-day rate: choose Thursday only Friday only
 \$80 if registered on or before September 24, \$90 after September 24
 Student rate:
 \$25 for both days (no late registration fee)

Method of Payment
 Enclosed is a check or money order payable to the University of Minnesota
 Enclosed is a purchase order or letter of authorization to bill employer.
 Charge to: Visa MasterCard Discover/NOVUS AMEX

Account Number _____ Exp. Date _____

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Signature _____

Mail registration with payment to:
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 1420 Eckles Avenue
 St. Paul, MN 55108

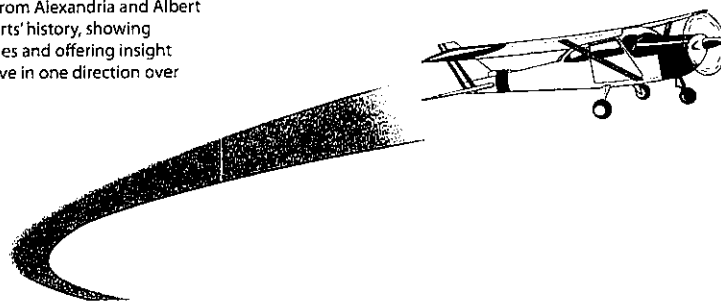
Fax registration to:
 612-624-5359 (credit card or purchase orders only)

Hotel accommodations:
 Arrowood Resort and Conference Center
 2100 Arrowood Road NW
 Alexandria, MN 56308
 Telephone: 866-386-5263

For more information on registration, contact Teresa Washington at 612-624-5359. Costs for this event are reimbursable through the Mn/DOT Aeronautics maintenance and operations funds policy.

If your check is returned because of insufficient funds or a closed account, or because you have made a stop payment request, you will be charged a check handling fee of \$2.

The information on this form is private data, used to identify and locate you, obtain payment, and enable instructors to better know their audience. Information on this form shared with presenters and program sponsors.



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CIP PEX - Paynesville Municipal Airport			FEDERAL FY 2011 / STATE FY 2012 CIP					Federal Entitlement Balance FY 2011 (Unverified):				Federal	
State	Fed		Funding % Rates			Project	FAA	State	Local	Other	Local	Project	Federal
FY	FY	Description	FAA %	State %	Local %	Cost	Funding	Funding	Funding	Programs	Project	Bid	Entitlement
											Priority	Date	Balance
2011		Update Airport Zoning	0%	70%	30%	45,000	0	20,594	24,406		1	7/31/2010	\$205,232
2011		Airport SWPPP Update	95%	0%	5%	5,000	4,750	0	250		2	5/15/2011	\$200,482
2011		Crack Seal / Slurry Seal Airport Pavement	95%	0%	5%	175,000	166,250	0	8,750		3	5/15/2011	\$34,232
												FY 2012 Entitlement Balance	\$184,232
2012		Airport Beacon	95%	0%	5%	60,000	57,000	0	3,000		1	5/15/2012	\$127,232
2012		Environmental Assessment for Parallel Taxiway	95%	0%	5%	100,000	95,000	0	5,000		2	-	\$32,232
												FY 2013 Entitlement Balance	\$182,232
2013		Land Acquisition for Hangar Area	0%	70%	30%	140,000	0	98,000	42,000		1	7/30/2012	\$182,232
2013		Runway 11/29 Lighting Improvements - PAPI's, REIL's	95%	0%	5%	160,000	152,000	0	8,000		2	5/15/2013	\$30,232
2013		Parallel Taxiway to 3,300 feet Design and Construction	95%	0%	5%	1,050,000	997,500	0	52,500		3	5/15/2013	Discretionary / Apportionment
2015		10-Unit T-Hangar Building & Site Preparation	95%	0%	5%	600,000	570,000	0	30,000		1	5/15/2015	-
2017		Runway 11/29, Taxiway, Apron, Taxilane Bituminous Overlay	95%	0%	5%	950,000	902,500	0	47,500		1	-	-
2018		Environmental Assessment for Crosswind Runway 1/19, Land Acquisition	95%	0%	5%	100,000	95,000	0	5,000		1	-	-
2019		Crosswind Runway 1/19 Land Acquisition	95%	0%	5%	250,000	237,500	0	12,500		1	-	-
2020		Crosswind Runway 1/19 Design and Construction	95%	0%	5%	950,000	902,500	0	47,500		1	5/15/2020	-
2020		Arrival / Departure Building	95%	0%	5%	350,000	332,500	0	17,500		2	5/15/2020	-
2020		Sewer & Water Service Extension	95%	0%	5%	220,000	209,000	0	11,000		3	5/15/2020	-
Summary for Airport = Paynesville Municipal Airport													
						Totals	5,155,000	4,721,500	118,594	314,906	0		

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SAUK CENTRE

ADMINISTRATIVE OFFICE

320 Oak Street South • Sauk Centre, Minnesota 56378 • Ph (320) 352-2203 Ext 2313 • Fax (320) 352-2205

MEMO

DATE: July 22, 2010

FROM: Butch Wessel, Public Works Director

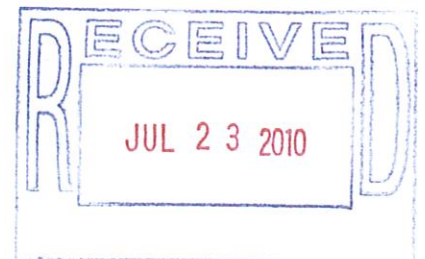
TO: Airport Managers

FOR: Airport Survey Results

Attached are the Airport Survey results that you have requested.

At the July 19, 2010 Sauk Centre Airport Commission Meeting, it was the general consent of the Commission to request that staff research the possibility of overnight hangar rental at a cost of \$40/night. Weekly rental at \$140/week, monthly rental at \$250/month and seasonal rental (3 months) at \$160/month

If you have any questions regarding the information, please feel free to contact me at (320) 352-2203 ext. 2309. Thank you for your participation.



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AIRPORT SURVEY RESULTS

Airports that participated (municipally owned):

- New York Mills Airport – Only operated during summer months – If Council decides not to open for the summer of 2011 the closing becomes permanent. NO HANGARS.
- Little Falls – Morrison County Airport (City & County Owned), 13129 Airport Road, Little Falls, MN 56345.
Contact Person: Tom Olson (320) 616-5525 – Fax (320) 616-5505
Email: lxl@littlefallswireless.com

- Henning Municipal Airport, (Airport Road) P.O. Box 55), Henning, MN 56551.
Contact Person: John Thalman (218) 583-2270
Email: jwthalm@arvig.net
- Blue Earth, 7575 US Hwy. 169, Blue Earth, MN 56013.
Contact Person: Tim & Barb Steier (507) 526-7264
Email: tim_steier@yahoo.com
- Canby Municipal Airport (Myer's Field), 105 Squire Lane, Canby, MN 56220.
Contact Person: Matt Wagner (507) 829-9608 – Fax (507) 223-7006
Email: mathewwagner@hotmail.com
- Todd Field, (18794 Elm Drive) 615 Lake Street S., Long Prairie, MN 56347.
Contact Person: David Venekamp (320) 732-2167 – Fax (320) 732-2847
Email: dvenekamp@embarqmail.com
- Wadena Municipal Airport, (Co. Rd. 77) P.O. Box 30, Wadena, MN 56482.
Contact Person: Bradley Swenson (218) 631-7707 – Fax (218-) 631-7709
Email: wadenacity@arvig.net
- Paynesville Municipal Airport, (1500 Airport Road) 221 Washborne Avenue, Paynesville, MN.
Contact Person: Ron Mergen, (320) 242-3714 – Fax (320) 242-3713
Email: ron@paynesvillemn.com.
- Winsted Municipal Airport, (3234 230th Street) P.O. Box 126, Winsted, MN 55395.
Contact Person: Russ Paschke & Dave Meyer (320) 485-3989 – Fax (320) 485-2858
Email: PublicWorks@winsted.mn.us
- Alexandria Municipal Airport, 2604 Aga Drive, Alexandria, MN 56308.
Contact Person: Todd Roth & Shelly Johnson – (320) 762-2111 Shelly & (320) 492-6652 (Todd's Cell) – Fax (320) 762-2111
Email: alexav@rea-alp.com

- Sauk Centre Municipal Airport, (39115 Cty. Rd. 186) 320 Oak Street South, Sauk Centre, MN 56378. Contact Person: Butch Wessel (320) 352-2203 ext. 2309 – Fax (320) 352-2205 – butch.wessel@ci.sauk-centre.mn.us

Total # of Privately Owned Hangars:

- Henning – 11
- Canby – 8
- Long Prairie – 7
- Wadena – 4
- Paynesville – 5
- Little Falls – 5
- Winsted – 43
- Alexandria - 1
- Sauk Centre - 0

Total # of Hangars:

- Henning – 11
- Long Prairie – 15
- Wadena – 4 Private
- Paynesville – 25
- Little Falls – 8
- Winsted – 43
- Alexandria - 46
- Sauk Centre - 22

Total # of T-Hangars:

- Henning – 0
- Blue Earth – 20
- Canby – 12
- Long Prairie – 1-8 Unit
- Wadena – 8 City
- Paynesville – 20
- Little Falls – 16
- Winsted – 7
- Alexandria - 44
- Sauk Centre - 22

Year Hangars were built:

- Henning – 1960-2000
- Blue Earth – New Hangers – 1975 (35 years old)
- Canby – 1960 – 2010
- Long Prairie – 8 unit was 2008 & 2 private units 2005-2007
- Wadena – 2000
- Paynesville – 2003-2009
- Little Falls – 1963, 1965 & 1981
- Winsted – 2000 – 2008
- Alexandria – Early 1960's & Early 2000's
- Sauk Centre – 2000 & 2009

Was MnDOT or Federal funding used for construction?:

- NO – Henning, Winsted
- YES – Wadena, Canby (T-Hangars), Long Prairie (8 Units), Paynesville, Little Falls, Alexandria, Sauk Centre

If yes, which program and how much?:

- Canby – MnDOT – 60%
- Long Prairie – FAA – 95%
- Wadena – FAA -90% & MnDOT – 50%
- Little Falls – MnDOT – 10 Year interest free loan
- Alexandria – MnDOT – 0% loan
- Sauk Centre – FAA – 95%

Total # of Rental Spaces:

- Henning – 0
- Canby – 12
- Long Prairie – 8
- Wadena – 8 T- Hangers/Land Rent – 4
- Paynesville – 20
- Little Falls – 26
- Winsted – All hangars are privately owned.
- Alexandria - 44
- Sauk Centre - 22

of Occupied Rental Spaces:

- Canby – 12
- Long Prairie – 7
- Wadena – 8 T-Hangars & 4 Land Leases
- Paynesville – 19
- Little Falls – 26
- Alexandria - 44
- Sauk Centre - 11

of Unoccupied Rental Spaces:

- 0 – Canby, Wadena, Little Falls, Alexandria
- 1 - Long Prairie, Paynesville
- Sauk Centre - 11

Monthly T-Hangar rental fee:

- Blue Earth - \$70 for Old Hangars & \$80 for the newer Hangars
- Canby - \$90
- Long Prairie - \$80 plus utilities
- Wadena – 42' Door is \$125 and 45' door is \$140.00
- Paynesville - \$100
- Little Falls - \$95
- Alexandria – \$99-\$135
- Sauk Centre - \$120-\$130

What is the basis for your fee? Do you have different fees depending upon the size of the rental space, age of hangar, etc? Please explain:

- Canby - \$90 no matter what.
- Wadena – Trying to cover costs of construction over time.
- Paynesville – All T-Hangars are the same size and price.
- Little Falls – Economy. No.
- Winsted – An annual land lease fee is charged based on the square footage of the hangar.
- Alexandria – Size mostly.
- Sauk Centre – Size mostly.

Do you maintain a waiting list for persons wishing to rent space in your hangars?:

- NO – Henning, Long Prairie
- N/A - Winsted
- YES – Canby, Wadena, Paynesville, Little Falls, Alexandria, Sauk Centre

Do you have overnight rental fees? If so, what is that fee:

- NO – Henning, Canby, Wadena, Paynesville, Winsted, Sauk Centre
- Long Prairie – YES - \$20
- Little Falls – YES - \$12 for Single & \$24 for Twin
- Alexandria – YES – Big Hangar - \$40 Small Engine, \$60 Medium Engine, \$95 Turbo and \$125 Jet

Do you have seasonal rental fees? If so, what is that fee:

- NO – Henning, Canby, Long Prairie, Paynesville, Winsted, Alexandria, Sauk Centre
- Wadena – YES – Land leases for private hangars - \$5.00 per front foot.
- Little Falls – YES - \$1,065

Do you allow pilots to store other items in the hangars such as snowmobiles, trailers, lawn mowers, fish houses, vehicles, etc.?:

- YES – Henning, Canby
- Long Prairie, Paynesville, Little Falls – YES – Providing they have an airplane in the hangar.
- Winsted – YES – with prior approval.
- Wadena – NO – But some do and City doesn't enforce.
- Alexandria – NO – Lease does not allow.
- NO – Sauk Centre

Is there a cost associated with other storage of items?:

- NO – Henning, Canby, Long Prairie, Wadena, Paynesville, Little Falls, Winsted, Alexandria, Sauk Centre

Insurance?:

- Henning – Each Owner
- Canby – City Hangars Keepers
- Long Prairie – Insurance is required.
- Wadena – NO
- Little Falls – Renters responsibility
- Alexandria - Municipal
- Sauk Centre, Winsted – Certificate of Liability is required for each hangar.

Do you have an AV fuel dispenser at the airport?:

- YES – Henning, Canby, Long Prairie, Wadena, Paynesville, Little Falls, Winsted, Alexandria, Sauk Centre

Who is responsible for ordering fuel, collecting money, etc?:

- Henning – Manager John Thalmann
- Canby – Manager Matt Wagner
- Long Prairie – City Staff
- Wadena – City Administrator Bradley Swenson
- Paynesville – City
- Little Falls – Airport Manager, Self-serve credit card
- Winsted – City
- Alexandria – Airport Manager/FBO
- Sauk Centre – PW Director Butch Wessel

Does the dispenser have automatic card read?:

- YES – Henning, Canby, Wadena, Paynesville, Little Falls, Winsted, Alexandria (Fuel Master), Sauk Centre
- Long Prairie – NO – We are updating to a card reader dispenser

Do you allow a person to retain the hangar space when they no longer own a plane?:

- NO – Long Prairie, Paynesville, Little Falls, Sauk Centre
- Henning – YES – Owners
- Canby – Not if there is someone waiting.
- Wadena – YES
- Alexandria – YES – for a period usually 6 mos. while looking.

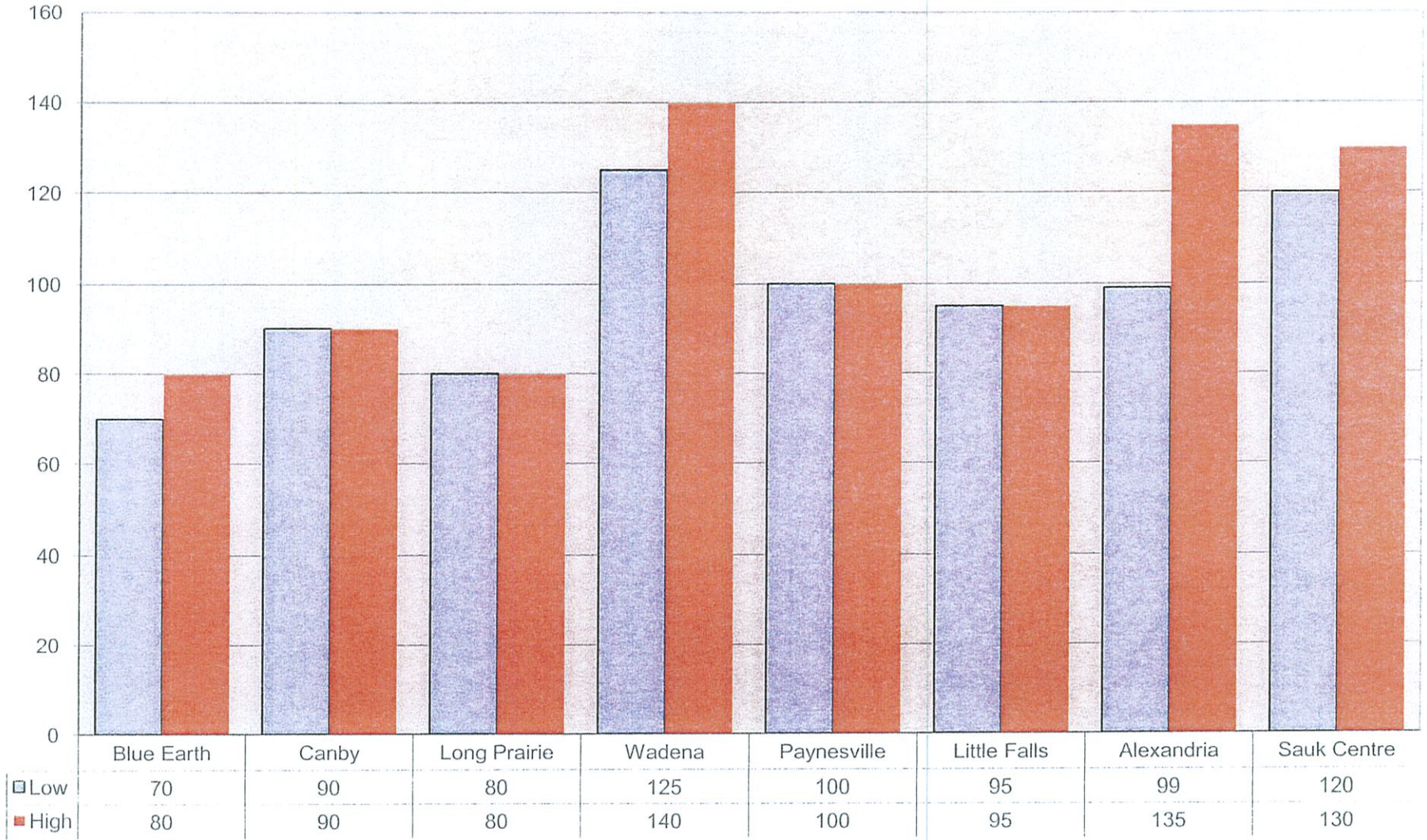
How long do they retain the space?:

- 30 days – Long Prairie
- 3 months
- 6 months - Alexandria
- 1 yr
- Wadena – Open, we allow if no demand for airplane storage.

Other comments:

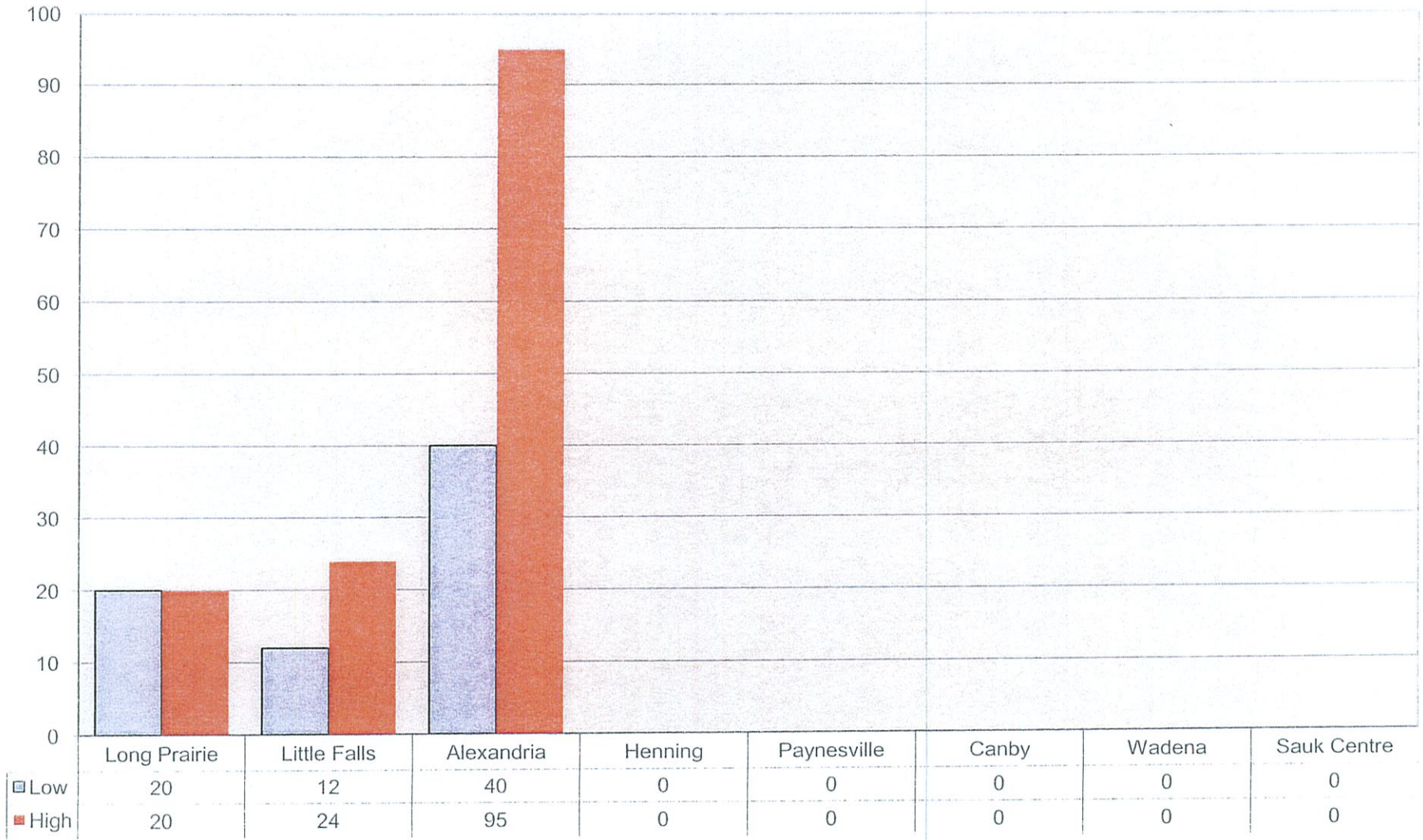
- Canby – Great Idea! Please send me the results. I thought of a couple other questions that could also be asked if there is a follow up. Good Job.
- Little Falls – Contracts for rental space. Land lease per sq. ft for private hangars, charge \$24 per year extra if Tanis Heater on aircraft.
- Winsted – Private hangars must have an air worthy aircraft.

Airport T-Hangar Rental Fees



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AIRPORT OVERNIGHT RENTAL FEES



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