

**SPECIAL AIRPORT BOARD  
CITY HALL COUNCIL CHAMBERS  
JUNE 13, 2023  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Election of Officers (page 5)
  - B. Meeting Schedule (page 6)
  - C. 2023 Airshow
  - D. Runway & Taxiway Update (page 7)
- IV. OLD BUSINESS
- V. INFORMATIONAL
  - A. Board Member Contact Sheet (page 15)
- 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, Paul Thielen, Tom Fread, John Bayer, and Harlan Leusink.  
Advisory Members: Ron Mergen, Tariq Al-Rifai 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: June 13, 2023

Agenda Section: Consent

Originating Department:

Item Number: II - A

**ITEM DESCRIPTION:** Minutes

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the July 21, 2022 Airport Board meeting.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve minutes from July 21, 2022 Airport Board meeting.

**MINUTES  
SPECIAL AIRPORT BOARD MEETING**

**JULY 21, 2022**

The meeting was called to order by Chairperson, Tom Fread at 5:00 p.m. Board members present were Harlan Leusink, Phil Bailey, John Bayer and Paul Thielen. Advisory members present were Ron Mergen, Public Works Director; Chuck DeWolf, Bolton & Menk, Inc. and Tariq Al-Rifai, City Administrator. Mayor, Shawn Reinke was also in attendance.

**Motion was made by Leusink to approve the minutes of the April 28, 2022 Special Airport Board meeting. Seconded by Bailey and unanimously carried.**

**2022 AIRSHOW FLY-IN**

Fread informed members that the plans are being finalized with the FAA for the show. There will be five acts that will perform and airplane rides, among other activities, to attract young children. The temporary control will be arriving soon. The marketing plan has, so far, targeted advertising to 218 airports, Midwest flyer and MN flyer. There are also flyers/announcements of the show on MnDOT's website as well as a national airshow website. The show has also been marketed across Minnesota and the bordering states (ND, SD, IA and WI). Fread estimates to have a crowd of 2,000 to 2,500 this year. The funds raised will go to sponsor next year's event.

**AIRPORT INFRASTRUCTURE RENEWAL PROGRAM**

DeWolf informed members of the general details of the program noting:

- It's for public entities, counties, cities, etc.
- It's a 50% matching grant program
- The general use of the program has been hangars or FBO buildings
- Members had a lengthy discussion on hanger size, how to attract a mechanic, who pays the 50% match and the next steps

**CAPITAL IMPROVEMENT PLAN (CIP)**

Members reviewed the CIP; the next project in 2024 is the total rehab of pavement at a cost of \$2.4 million, with the City's share at \$160,000.00. Members discussed ways to lower this cost. It was suggested to only do the rehab of the runway and not the rest of the taxiway and pavement. The City will instead plan a crack seal and slurry seal on the taxi lane, which will bring the City's share down to \$95,000.00.

Other Federal supported CIP plans include:

- 2025 and ALP update
- 2026 a parallel taxiway
- 2026 – 2027 a hangar for an FBO

Members discussed the need for an FBO and how to attract a mechanic, noting we need between 35 to 40 hangars to make it profitable.

**Motion was made by Bailey to approve the CIP with the noted changes and recommend such to the City Council. Seconded by Bayer and unanimously carried.**

### **HANGAR RENTAL RATE INCREASE**

At the last meeting members suggested the following rate increases:

- Change the fuel up charge to 56 cents for transient pilots and keep it the same at 46 cents for local pilots
- Raise the hangar rent and private land lease by 25% and 4-5% every contract period
- Increase south facing hangars to \$150.00
- Increase north facing hangars \$125.00
- Add a \$10.00 service fee to any tenant that pays monthly

Al-Rifai stated that this recommendation went to the Budget and Finance Board meeting and their recommendations are:

- Keep the fuel charge the same for everyone at 46 cents
- Increase south facing hangars to \$175.00
- Increase north facing hangars to \$150.00
- Increase storage units to \$125.00
- Increase private hangars to 40 cents per square foot
- Agree to a 4-5% annual increase in rates
- Agree to the \$10.00 service charge for monthly billing

Members noted the economic impact to the City as the transient pilots and people coming via Plane Cents Aviation, students training, and the several businesses using the airport. It was questioned what economic benefit directly impacts the City of Paynesville, as the majority of these activities and pilots are in the Township and surrounding communities. It was also noted that local businesses have been using the airport less and the City would need strong justification to ask residents to continue subsidizing the airport. Al-Rifai said that we are not targeting to break even on the airport, but rather, trying to shrink the budget deficit. He added that the City, for its part, is looking to reallocate some of the salaries and expenses at the airport which would reduce expenses by over \$5,000 per year. Mergen said that it may be closer to \$10,000 per year. The focus is not only on raising hangar rates, but on shrinking the budget deficit, which would be a combination of lowering expenses and increasing revenues from all sources.

Members said that the airport has the same benefit as the trail, splash pad, historical society or any other cause residents' taxes are used for. It was noted the Economic Development Director should look to attract businesses to the airport. Board members noted if we go with the proposed rates, we will have a lot of empty hangars. We will even have some empty hangars if we go to the rates the Airport Board suggested at the last meeting.

The idea of privatizing the airport was discussed noting several area airports have gone in this direction. Board members and staff will research this to see if this is feasible.

Reinke noted we need to close the gap in the budget and welcomed any suggestions to raise money. The main plan to make the airport generate more revenue was reiterated with building an FBO building, but we need about 35 to 40 based aircraft to make it feasible. It was also suggested to go to the Township and asked them for support. Board members agreed with this and will contact the Township.

In conclusion, the rate recommendation will be on the August 22, 2022 Council meeting giving time for Board Members to contact the Township and solicit support from other communities and organizations.

There being no further business, the meeting was adjourned at 6:20 p.m.

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**REQUEST FOR BOARD/COUNCIL ACTION**

**BOARD/COUNCIL NAME: Airport Board**

Committee/Council Meeting Date: June 13, 2023

Agenda Section: New Business

Originating Department: Administration

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, \_\_\_\_\_ as Vice-Chair and \_\_\_\_\_ as Secretary.

## REQUEST FOR BOARD/COUNCIL ACTION

**BOARD/COUNCIL NAME:** Airport Board

Committee/Council Meeting Date: June 13, 2023

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

**ITEM DESCRIPTION:** Meeting Schedule

Prepared by: Staff

**COMMENTS:**

Every year each Board sets their annual meeting schedule. Currently, the Board meets as needed at 5:00 p.m. in the City Hall Council Chambers.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to set the Airport Board Meetings for \_\_\_\_\_.

## Ron Mergen

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**From:** Watson, Marcus S (FAA) <Marcus.S.Watson@faa.gov>  
**Sent:** Monday, May 15, 2023 4:31 PM  
**To:** Silas Parmar; Ron Mergen  
**Cc:** Christopher Gardner; Jenny, Melissa M (FAA); Schrader, Mark R (FAA); Fleming, John (DOT); Johnson, Arika (DOT); dan.boerner@state.mn.us; Chuck DeWolf  
**Subject:** PEX Planning Study Needs

Ron & Silas,

As we discussed on our call last Thursday 5/11, here is a preliminary (not exhaustive) list of items the City should address in a focused PEX airport planning study ahead of pavement reconstruction projects.

- Apron direct access solution
- Aviation activity forecast / critical aircraft determination
- Taxiway turnaround configuration
- Aircraft parking & maneuvering needs
- Runway Safety Area (RSA) determination documentation (FAA SOP 8.0)
- Updated Airport Layout Plan (SOP 2.0)
- Environmental considerations
  - Wetland delineation (in the vicinity of proposed projects)
  - Cultural resources
  - Culvert evaluation
- Updated CIP with realistic funding plan

A goal of the study shall be to identify the near-term project actions that will carry forward to the environmental review, design and construction phases.

Please also have the City review the status of the consultant selection prior to commencing detailed project scoping.

Thanks,

**Marcus S. Watson, C.M.**  
Community Planner  
Federal Aviation Administration  
Dakota-Minnesota Airports District Office, Minneapolis Office  
6020 28<sup>th</sup> Avenue South, Room 102  
Minneapolis, MN 55450  
T: 612.253.4635





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### Agenda

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- Airport Details
- Airport Layout Plan (ALP)
- Pavement Condition Index (PCI) Summary
- Site Photos
- Taxiway Connector Direct Access Alternatives
- Capital Improvement Program (CIP)
- Next Steps



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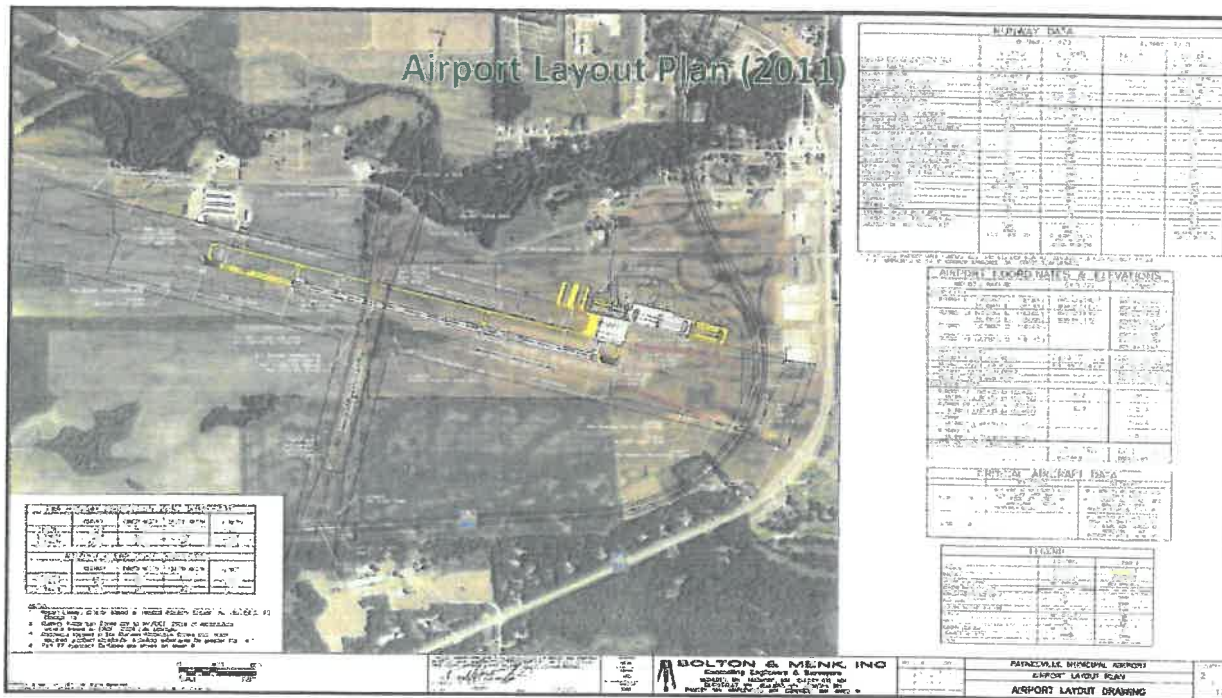
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## Airport Details

- Runway 11/29
  - 3,302' x 75'
- 27 Based Aircraft
- Three (3) City Owned T-Hangars
- Six (6) Private Hangars
- Airfield Lighting System
  - Medium Intensity Edge Lighting System
  - PAPIS
  - REILS
- Past Pavement Maintenance Projects
  - AIP 06-11 P-626 Slurry Seal and Crack Repair Runway/Taxiway/Apron
  - AIP 10-16 Crack Repair Runway/Taxiway/Apron

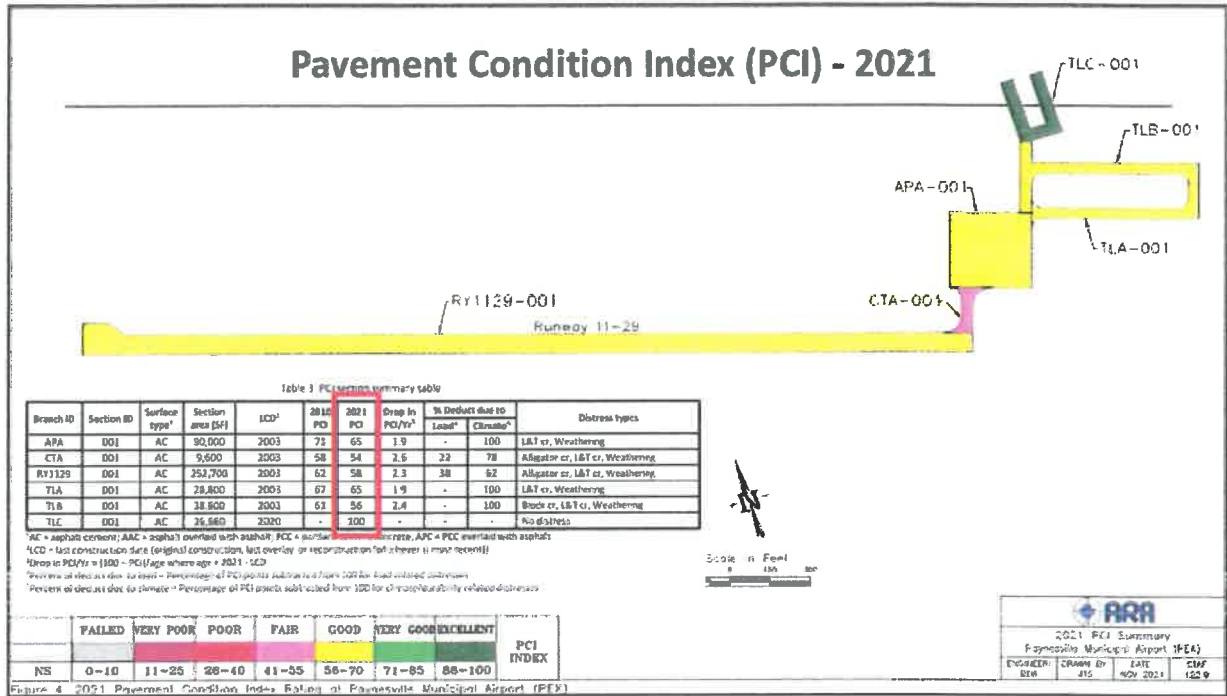


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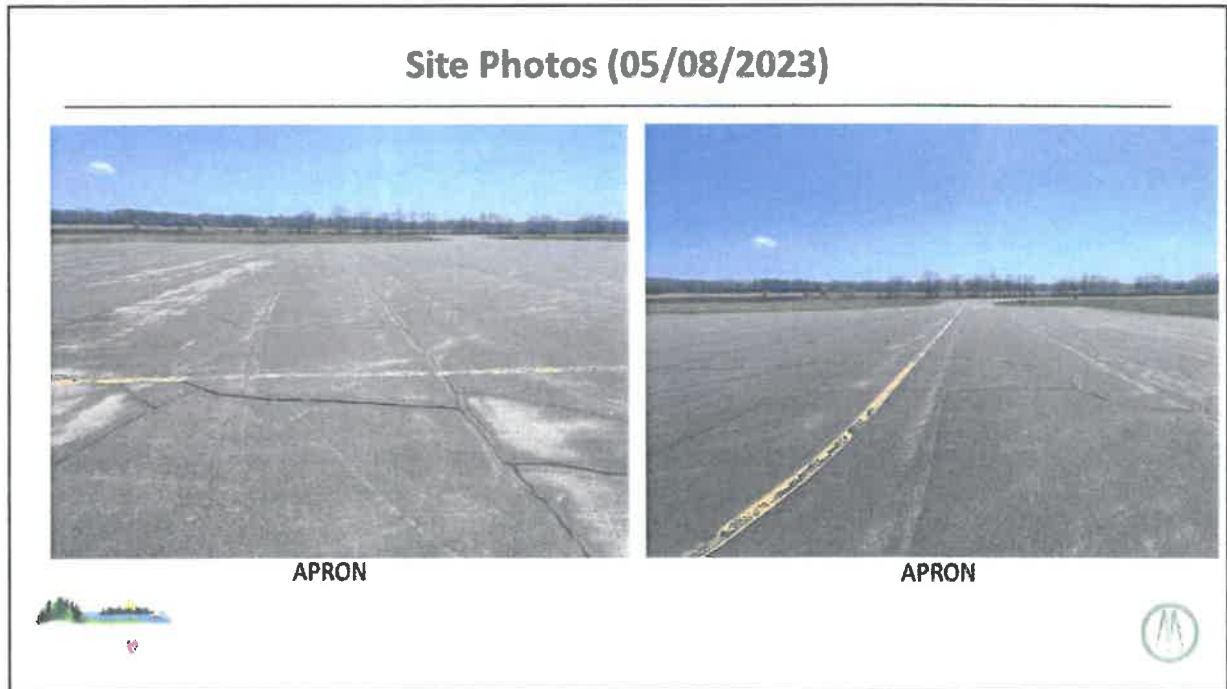


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### Site Photos (05/08/2023)



TAXIWAY CONNECTOR



RUNWAY 11/29



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### Site Photos (05/08/2023)



RUNWAY 11/29



RUNWAY 11/29



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Site Photos (05/08/2023)



RUNWAY 11/29



RUNWAY 11/29



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Site Photos (05/08/2023)



RUNWAY 11/29

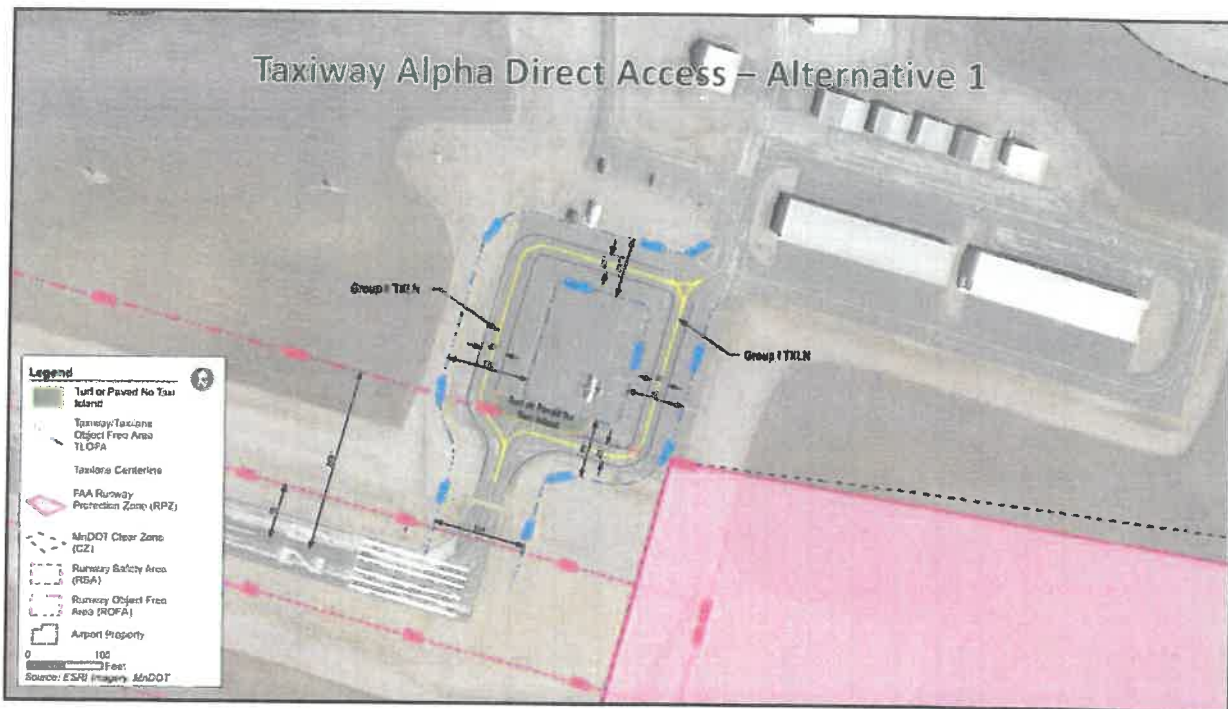


RUNWAY 11/29

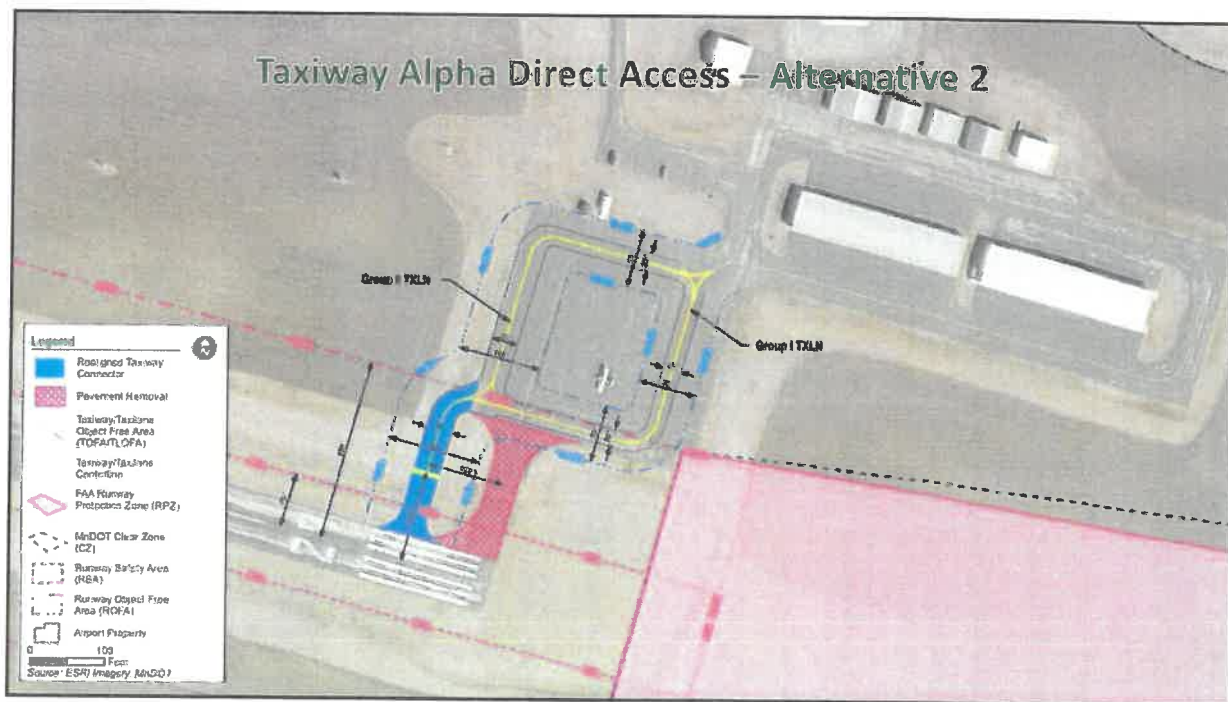


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PAYNESVILLE MUNICIPAL AIRPORT (PEX)			FY 2023 - FY 2027 CIP								10/11/2022	DRAFT		
State FY	Fed FY	Description	Funding % Rates			Project Cost	Federal Entitlement Funding	Federal BIL Funding	Additional Federal Funding	State Funding	Local Funding	Federal Entitlement Balance	Federal BIL Balance	
			FAA %	State %	Local %									
<b>FFY 2023</b>											<b>FFY 2023 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 344,680.00	\$ 318,000.00
2024	2023	REPAY ENTITLEMENTS TO AITKIN	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 194,680.00	\$ 318,000.00	
2024	2023	HANGAR TAXILANES PVMT. MAINT. (CRACK REPAIR/SEAL COAT) (FFY 23)	90%	5%	5%	\$ 100,000.00	\$ 90,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 104,680.00	\$ 318,000.00	
<b>FFY 2023 TOTALS</b>						\$ 100,000.00	\$ 90,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00			
<b>FFY 2024</b>											<b>FFY 2024 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 254,680.00	\$ 477,000.00
2025	2024	RWY 11/29 PAPI & REIL SYSTEM REPLACEMENT - DESIGN & CNST (FFY 24)	90%	0%	10%	\$ 125,000.00	\$ 112,500.00	\$ -	\$ -	\$ -	\$ 12,500.00	\$ 142,180.00	\$ 477,000.00	
2025	2024	RWY 11/29 RECONSTRUCTION - DESIGN & CNST (FFY 24)	90%	0%	10%	\$ 1,550,000.00	\$ 142,180.00	\$ 1,252,820.00	\$ -	\$ -	\$ 155,000.00	\$ -	\$ 477,000.00	
2025	2024	RWY 11 TWY TURNAROUND - DESIGN & CNST (FFY 24)	90%	0%	10%	\$ 375,000.00	\$ -	\$ 337,500.00	\$ -	\$ -	\$ 37,500.00	\$ -	\$ 477,000.00	
2025	2024	RWY 11/29 EDGE LIGHTING SYSTEM REPLACEMENT - DESIGN & CNST (FFY 24)	90%	0%	10%	\$ 375,000.00	\$ -	\$ 337,500.00	\$ -	\$ -	\$ 37,500.00	\$ -	\$ 477,000.00	
2025	2024	TAXIWAY A RELOCATION - DESIGN & CNST (FFY 24)	90%	0%	10%	\$ 100,000.00	\$ -	\$ 90,000.00	\$ -	\$ -	\$ 10,000.00	\$ -	\$ 477,000.00	
<b>FFY 2024 TOTALS</b>						\$ 2,525,000.00	\$ 254,680.00	\$ -	\$ 2,017,820.00	\$ -	\$ 252,500.00			
<b>FFY 2025</b>											<b>FFY 2025 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 150,000.00	\$ 636,000.00
2026	2025	APRON RECONSTRUCTION - DESIGN (FFY 25)	90%	0%	10%	\$ 50,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 105,000.00	\$ 636,000.00	
<b>FFY 2025 TOTALS</b>						\$ 50,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 5,000.00			
<b>FFY 2026</b>											<b>FFY 2026 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 255,000.00	\$ 795,000.00
2027	2026	BORROW ENTITLEMENTS FROM TWO SPONSORS	100%	0%	0%	\$ 250,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 455,000.00	\$ 795,000.00	
2027	2026	APRON RECONSTRUCTION - CNST. (FFY 26)	90%	0%	10%	\$ 500,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 5,000.00	\$ 795,000.00	
2027	2026	CONSTRUCT 80' X 80' FBO HANGAR - BIL (FFY 26)	90%	0%	10%	\$ 870,000.00	\$ -	\$ 783,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 12,000.00	
<b>FFY 2026 TOTALS</b>						\$ 1,620,000.00	\$ 650,000.00	\$ 783,000.00	\$ -	\$ -	\$ 100,000.00			
<b>FFY 2027</b>											<b>FFY 2027 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 155,000.00	\$ 12,000.00
2028	2027	REPAY ENTITLEMENTS TO ONE SPONSOR	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 12,000.00	
<b>FFY 2027 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

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# Member Contact Information Sheet

Board Airport Board

The City is updating their contact information for each member on each Board. Please complete the following:

**PLEASE PRINT**

**NAME:**

**NAME:**

EMAIL ADDRESS:

EMAIL ADDRESS:

MAILING ADDRESS:

MAILING ADDRESS:

CITY/STATE/ZIP:

CITY/STATE/ZIP:

WORK PHONE:

WORK PHONE:

HOME PHONE:

HOME PHONE:

CELL PHONE:

CELL PHONE:

**NAME:**

**NAME:**

EMAIL ADDRESS:

EMAIL ADDRESS:

MAILING ADDRESS:

MAILING ADDRESS:

CITY/STATE/ZIP:

CITY/STATE/ZIP:

WORK PHONE:

WORK PHONE:

HOME PHONE:

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