

**Airport Commission Meeting Minutes
December 10, 2020 – Owatonna Degner Regional Airport**

1. Call to Order

The Airport Commission met in regular session on Thursday, December 10, 2020 at 5:00 p.m. This was a virtual meeting compliant with Governor Walz’s Stay-at-Home Order for the COVID-19 Pandemic. The meeting was accessible by calling 507-242-3225, Conference ID 853 381 120#.

Chairman Keltgen called the meeting of the Airport Commission to order at 5:00 PM and welcomed everyone to the meeting.

2. Roll Call

Attending

Todd Hale	Commissioner
Tom Harrison	Commissioner
James Keltgen	Chairman
Greg Krueger	Commissioner
Justin Lindee	Vice Chairman
Paula Snitker	Commissioner
Sharon West	Commissioner
Dave Beaver	Airport Manager
Troy Klecker	Community Development Director

Visitors attending virtually

Ron Roetzel	Bolton and Menk
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3. Approval of Agenda

Commissioner West made a motion to approve the agenda and Commissioner Hale seconded the motion. The motion was approved.

4. Minutes

Commissioner Hale made a motion to approve the minutes from the November 12, 2020 Airport Commission meeting and Commissioner Krueger seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

There were no Chairman reports.

Staff Reports

Airport Manager Beaver reported on airport activities and presented the fuel volumes dispensed report to date. Combined fuel volumes dispensed are higher than the same period

last year. For other activity, Mr. Beaver reported that a number of preventive maintenance items are in the process of being completed including the inspection of all hangar and overhead doors. This includes all T-Hangar and maintenance building doors.

T-38 Aircraft Display Phased Maintenance

Airport Manager Beaver presented an update on the T-38 display phased maintenance program. Phase one involved the structural engineer's inspection and painting of the three aircraft support derricks. Mr. Beaver reported that the engineers report identified a number of primarily cosmetic upgrades and measures to protect against the elements. These items have been have been addressed as part of the phase two preservation work including pressure washing, sealing for rainwater infiltration, weld inspections, bird mitigation, light sandblasting and painting of support components, and other miscellaneous items. There was a brief discussion regarding the work to date, the anticipated painting of the aircraft phase, and the ongoing preventive maintenance program.

2021 Farm Land Lease Rates

Mr. Beaver explained that rate for farm land parcels not included in the bid process is currently at \$225 per acre. There was a discussion about farm land lease rates for 2021. Mr. Beaver reported that bids were received in November of 2020 for approximately 136 acres of farm land primarily in the industrial park. The high bid for these parcels was for \$307 per acre.

There was a discussion regarding the rate for the approximately 241.5 acres of non-bid parcels primarily at the airport. Factors such as the Steele County Extension office data, parcel farmability, operator input, and other considerations were discussed. Mr. Beaver presented a report prepared by the University of MN Extension office regarding average cropland rental rates for Steele County showing an anticipated average of \$215.00 per acre for 2021. After discussion, Commissioner Krueger made a motion to adjust the 2021 farm land rates for non-bid parcels to \$215.00 per acre unless there is a reason presented that could be reviewed and result in a justified exception and Commissioner Harrison seconded. The motion was approved.

Related to airport this discussion, Mr. Beaver reported that the overall 2021 airport rates and charges schedule should be ready for Airport Commission review and consideration at the January 2021 meeting.

T-Hangar Taxi-lane and Building Design Update

Chairman Keltgen introduced Ron Roetzel with Bolton and Menk to present an update on the T-Hangar taxi-lane and building design. Mr. Roetzel reported that the design inputs to date have been incorporated into the preliminary plan set. Mr. Roetzel noted that the preliminary drawings incorporates the required fire wall needed to meet building code. The layout also incorporates a larger overhang to improve water shedding away from the building for ice control. There was a brief discussion regarding the overall drainage plan and incorporating gutters and downspouts. Mr. Roetzel also reported that soil boring geotechnical report shows that approximately thirty inches of existing soils are susceptible to frost which will require replacing with engineered fill to meet FAA recommendations. There was a discussion regarding additional projected costs due to these factors.

There was a brief discussion regarding project funding. Mr. Beaver reported that project funding is provided for in the Capital Improvement Program (CIP) with anticipated 95% state and federal grant participation. Mr. Beaver reported that the plan also incorporates utilizing transferred federal funds. Mr. Roetzel explained that the city of Long Prairie, MN has agreed to transfer funding towards the project under a proposed transfer agreement. This practice is recommended by MnDOT when communities have expiring federally apportioned dollars.

6. Adjournment

The Airport Commission meeting was adjourned at 6:00 PM with a motion made by Commissioner Snitker and seconded by Commissioner West. The motion was approved.