

**Airport Commission Meeting Minutes  
April 8, 2021 – Owatonna Degner Regional Airport  
“DRAFT”**

1. Call to Order

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
James Keltgen	Chairman
Greg Krueger	Commissioner
Justin Lindee	Vice Chairman
Sharon West	Commissioner
Dave Beaver	Airport Manager
Troy Klecker	Community Development Director

Visitors

Ron Roetzel	Bolton and Menk
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3. Approval of Agenda

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

4. Minutes

Commissioner Krueger made a motion to approve the minutes from the March 11, 2021 Airport Commission meeting and Commissioner West seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Keltgen welcomed those in attendance to the meeting and reported that he has observed great activity at the airport with a lot of aircraft in the area which is fantastic to see. There was a discussion regarding commission member terms and appointments. Chairman Keltgen explained that the city is now using an online application process and encouraged those with an interest in serving to apply.

Chairman Keltgen reported that Mr. Beaver has a schedule conflict with the month of May regularly scheduled Airport Commission meeting date. There was a discussion regarding moving the meeting date one week. Commissioner Hale made a motion to move the date of the May Airport Commission meeting from May 13, 2021 to May 20, 2021 beginning at the

regular time of 5:00 PM at the Owatonna Degner Regional Airport and was seconded by Commissioner Lindee. The motion was approved.

#### Staff Reports

Airport Manager Beaver reported on airport activities and reported that combined aviation fuel volumes dispensed are up year to date from last year. There was a brief discussion regarding activity at Accelerated Aviation and Trident flight training. For other activities, Mr. Beaver reported on recent requests to review proposed structures including signs and flag poles at nearby properties to ensure compliance with the Airport Zoning Ordinance. There was a brief discussion on the review process. There was also a brief update on the hangar lease renewals and Owatonna Civil Air Patrol change of command ceremony.

#### T-Hangar Taxi-lane and Building Design Update

Airport Manager Beaver provided an update on the T-hangar taxi-lane and building project and explained that the acceptance of bids and award of contract consideration was tabled by City Council to allow for additional time to review project funding program sources and alternatives.

Chairman Keltgen introduced Ron Roetzel with Bolton and Menk who reported that the projected funding plan for the project includes the use of Federal Aviation Administration (FAA) Non-Primary Entitlement (NPE) dollars allocated to the airport for the 90% federal share of the project. This would include the borrowed NPE funds from two airports already in the transfer process as well as a portion of the project being funded by current NPE fund balance and local funds to be reimbursed through future NPE allocations. There was a discussion regarding FAA program limitations on local reimbursements from future NPE funds. There was further discussion regarding potential funding alternatives involving the use of additional expiring NPE funds from other airports. There was also a discussion on other potential legislatively directed funding sources and maximizing the use of the 5% local and 5% state share of the project funded through the American Rescue Plan Act (ARPA).

Airport Manager Beaver reported that staff will continue to work with the airport engineering firm and the FAA to review funding alternatives. There was a brief discussion on awarding the project for less than the anticipated 10 unit hangar such as a 6 unit hangar depending on funding with the ability to then expand in future years. There was general agreement that it would be more cost effective and preferred to continue to seek funding to award the projected 10 unit building.

#### 6. Adjournment

The Airport Commission meeting was adjourned at 5:50 PM with a motion made by Commissioner Lindee and seconded by Commissioner West. The motion was approved.