

**Airport Commission Meeting Minutes**  
**January 11, 2018 – Owatonna Degner Regional Airport**

1. Call to Order

Vice Chairman Keltgen called the Airport Commission meeting to order at 5:00 PM at the Owatonna Degner Regional Airport.

2. Roll Call

Attendance

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

Visitors

Ron Roetzel	Bolton and Menk, Inc.
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3. Approval of Agenda

Vice Chairman Keltgen presented the agenda and Commissioner Greg Krueger made a motion to approve and Commissioner Sharon West seconded the motion. The motion was approved.

4. Minutes

Commissioner Greg Krueger made a motion to approve the minutes from the December 14, 2017 Airport Commission meeting and Commissioner John Borsenberger seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

There were no Chairman reports.

Staff Reports

Airport Manager Beaver updated the members of the Commission on activities and presented the aviation fuel volume dispensed for December. Mr. Beaver also reported on airport winter operations and updates to software systems for the City. Mr. Beaver added that the annual airport Emergency Plan training is scheduled for March 26<sup>th</sup>. There was a brief discussion on these activities.

### Election of Officers

There was a discussion regarding the Airport Commission election of officers. Commissioner Tom Harrison made a motion to reappoint Todd Hale as Chairman and James Keltgen as Vice Chairman of the Airport Commission and Commissioner Sharon West seconded the motion. The motion was approved.

### Consideration of Farm Land Lease Adjustment Request

Mr. Beaver presented a request from Mr. Paul Maas for consideration of a reduction in his per acre rate for the 2017 crop year. Mr. Beaver explained that Mr. Maas rents a 21.5 acre parcel that is in an area that typically has excessively wet soil conditions. Mr. Beaver presented a 2017 crop budget prepared by Mr. Maas showing his revenues based on yield and crop price as well as expenditures and was requesting a rate reduction per acre based on his budget and wet soil conditions including 5.5 acres that produced a significantly reduced yield due to flooding. Mr. Beaver explained that Mr. Maas has already made a payment of \$230 per acre pending any other adjustment approved by the Airport Commission. Mr. Beaver explained that Mr. Maas points out that he currently pays an annual rental rate of \$190 per acre for land directly north and connected to the airport parcel that has a better yield and may not wish to farm the land at the present rate for the 2018 crop year. There was a discussion regarding the request and Commissioner Justin Lindee made a motion to adjust the rental rate for 2017 crop year for the 16 acres not flooded to a rate of \$190 per acre in consideration of the wet soil conditions, adjacent land rates, and other farmability factors and was seconded by Commissioner Tom Harrison. The motion was approved.

### 2018 Farm Land Lease Rates

Mr. Beaver explained that rate for farm land parcels not included in the bid process is currently at \$230 per acre. There was a discussion about farm land lease rates for 2018. Mr. Beaver presented data from the University of MN Extension Office and explained that a bid process would be conducted in November for crop years 2019-2020 for parcels that are typically bid to help determine market rates. For city of Owatonna land parcels not included in the bid process primarily at the airport the data from the extension office suggests that the current rate is slightly above average for the parcels and that rates for Steele County going into 2018 are forecast to be reduced by approximately 2.5% on average from 2017. After discussion, Greg Krueger made a motion to adjust the 2018 farm land rates for the non-bid airport farm parcels to \$225 per acre based on the Steele county data, tenant inputs, and other reasons discussed and Commissioner Keltgen seconded. The motion was approved.

### Consideration of Rates for Super Bowl Aircraft Reservations

Airport Manager Beaver updated the Airport Commission on the preparations for anticipated increased aircraft traffic for Super Bowl 52. Mr. Beaver explained that the airport is participating in the FAA prior permission required (PPR) program for coordinating flight arrival and departures into the area with Minneapolis Air Traffic Control (ATC). Mr. Beaver presented the detailed Notice to Airmen (NOTAM) issued for the event and also the available information on Temporary Flight Restrictions (TFR's). Mr. Beaver also presented the reservation slot system being used by the airport to coordinate with ATC and explained that the airport has been allotted one arrival and departure slot per hour. Flight crews are to make these reservation directly with the airport and then the airport will enter the slot

information into the system with unique reservation numbers. Additional fuel will be ordered and based tenant information provided.

Mr. Beaver provided a potential layout of the airport's main aircraft parking ramp depicting possible aircraft parking scenarios. There was a discussion regarding available space for jet aircraft in heated hangar space, aircraft de-icing capabilities, fueling, and staffing for the event. Mr. Beaver presented the draft reservation form, proposed rate schedule, and a draft work schedule showing ideal staffing positions and shift times. Mr. Beaver explained that departure slots will be coordinated to allow for moving aircraft from ramp positions into the heated hangar if aircraft de-icing becomes necessary. This would require coordination with the reservation system to allow for aircraft that can fit into the hangar.

After discussion, Commissioner Harrison suggested that due to limited staffing, uncertainty with winter weather conditions, ramp space, and de-icing capabilities that the airport should focus on providing excellent services and accommodations for a reasonable number of aircraft somewhere in the 6-10 aircraft range. There was agreement that this would be a manageable reservation approach in order to appropriately serve the numbers of arrivals and departures with their potential needs.

Commissioner West made a number of suggestions to the reservation form to be used and there was a discussion regarding the recommended rates. Mr. Beaver presented a recommendation of rate schedule and discussed airport costs as well as a comparison of area airports, their reservation rates, fuel prices, runway lengths, and capabilities. After discussion, Commissioner Krueger made an motion to approve the rate schedule for the Super Bowl as presented including reservation/slot facility fees and hangar rates and Commissioner Tom Harrison seconded the motion. The motion was approved.

## 6. Adjournment

The Airport Commission meeting was adjourned at 6:41 PM with a motion made by Commissioner West and seconded by Commissioner Keltgen.