

**Airport Commission Meeting Minutes**  
**March 8, 2018 – Owatonna Degner Regional Airport**  
**“DRAFT”**

1. Call to Order

Chairman Hale 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
Dave Beaver	Airport Manager

Visitors

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

Chairman Hale presented the agenda and Commissioner Keltgen made a motion to approve and Commissioner Kruger seconded the motion. The motion was approved.

4. Minutes

Commissioner Harrison made a motion to approve the minutes from the February 8, 2018 Airport Commission meeting and Commissioner Borsenberger 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 including the arrival of a number of types of aircraft over the month, coordination with winter snow removal operations, and wet weather conditions. Mr. Beaver explained that aviation fuel volumes dispensed are up from the same time period last year.

Mr. Beaver explained that new furnaces and air conditioning units are being installed in the services area of the terminal as part of replacement schedule. For other maintenance items, Mr. Beaver reported that a fire inspection of airport buildings has been completed and everything is in compliance. Mr. Beaver mentioned that the annual fire department review of the Airport Emergency Plan and table top exercises will be held on March 26, 2018.

Airport Manager Beaver presented the annual MN Airport Conference program and schedule. The event will be held this year in Duluth on April 18-20<sup>th</sup>. There was a brief discussion regarding the conference schedule and Mr. Beaver encouraged any commission member to contact him if interested in attending any part of the event.

Mr. Beaver updated the Airport Commission on potential issues to be brought up for consideration during the current state legislative session that may impact airports statewide. MnDOT Aeronautics is seeking legislation that would allow for more local flexibility in Airport Zoning requirements. Mr. Beaver explained that the airport Joint Zoning Board will be reviewing any changes at their annual meeting scheduled for June. There was a discussion regarding the availability of state airport improvement grants and the level of funding in the State Airport Fund (SAF). Mr. Beaver reported that MnDOT Aeronautics is seeking to increase the appropriation of the user supported fund and supplement with potential agency bonding for airport projects.

Airport Manager Beaver presented the annual report to the Airport Commission on 2017 activities and proposed plan of work for 2018. Mr. Beaver updated the Airport Commission on the condition of the airport buildings, pavements, equipment, and navigational aids. Mr. Beaver reported on the various T-hangar, private hangar, commercial use, and agricultural land leases administered by the airport.

There was a discussion on the airport operating budget comparison from 2008 through 2018. Mr. Beaver presented the budget numbers and provided detail on trends including a consistently decreasing or steady budget subsidy required to operate the airport over the period. There was a discussion on the 2017 aviation fuel volumes dispensed and other service impacts such as transient aircraft hangar service. Fuel volumes have trended up slightly for the last three years with consistently lower fuel prices from average prices in the area.

Regarding airport projects and grant funding participation from the FAA and MnDOT Aeronautics, Mr. Beaver reported that a state grant were secured for the fuel cabinet and pumps replacement project resulting in funding for approximately 60% of that project. Mr. Beaver reported that the project has been completed and that tenant coordination throughout the project was maintained to limit disruptions to normal operations.

There was a general discussion of other 2017 activities including the service branding, website development, school tours, youth aviation camps other public relations events. Mr. Beaver reported that the airport zoning boards held their annual meetings in June. For other airport activities, Mr. Beaver reported on the internship program, airfield operations, preventive maintenance program, noise issues, and regulatory compliance.

The Airport Commission discussed opportunities for 2018 as well as goals including, maintaining safe and efficient facilities and services, working with the business development working group to develop qualified leads for prospective airport tenants, promote business use of facilities, The commission also reviewed the Airport Commission meeting dates and work plan for 2018.

#### 6. Adjournment

The Airport Commission meeting was adjourned at 5:55 PM with a motion made by Commissioner Harrison and seconded by Commissioner Keltgen.