

Airport Commission Meeting Minutes
May 10, 2018 – Owatonna Degner Regional Airport

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

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

3. Approval of Agenda

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

4. Minutes

Commissioner Sharon West made a motion to approve the minutes from the April 12, 2018 Airport Commission meeting and Commissioner Krueger seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Hale welcomed everyone to the meeting and reported that the Owatonna City Council has approved the Mayors recommendation of his reappointment to the Airport Commission to fill the term vacated by John Borsenberger. Chairman Hale also reported that Paula Snitker has also affirmed that she will be joining the Airport Commission in June to fill Todd Hale's expiring term.

Airport Manager Beaver presented a framed aviation sectional chart from December of 1944 donated to the airport by Mr. Dennis VonRuden. The historical aviation chart will be displayed in the airport terminal building. There was a discussion regarding placing a plaque on the frame to recognize the donation and sending a thank you to Mr. VonRuden.

Staff Reports

Airport Manager Beaver reported on airport activities and presented the fuel volumes dispensed through April. For other activities Mr. Beaver reported that there are two new T-

hangar renters at the airport. Mr. Beaver also informed the group that the annual T-38 aircraft display documentation has been completed, approved by City Council, and returned to the Air Force. There was a brief discussion regarding the anticipated maintenance schedule for the display.

Mr. Beaver also reported that the 2018 summer internship interviews will be conducted on May 18th. The position typically runs from the end of May through the end of August. There was a discussion on position duties including event planning and implementation such as youth aviation camps, fly-in breakfast, movie night, as well as other general administrative and operational duties.

Mr. Beaver updated the group on the new airport website and reported that the new site will be going live at the end of May along with all city departments. Mr. Beaver reported that other improvements are being implemented to increase department efficiencies at this time to support payroll and safety training.

Regarding the airport main hangar bi-fold doors replacement project, Mr. Beaver explained that quotes are being taken and it appears that the project cost may require a formal bid process. Mr. Beaver is working with airport engineers Bolton and Menk to evaluate and prepare project specifications and bid schedule. A MnDOT Aeronautics grant with seventy percent state participation is anticipated for this project.

Transfer of FAA NPE Funds to City of Hutchinson, MN

Airport Manager Beaver presented a request for FAA Approval of Agreement to Transfer airport Entitlement funds to the City of Hutchinson, MN. Mr. Beaver explained that the airport is apportioned Non Primary Entitlement (NPE) funds of \$150,000 per year that can be banked for up to four years to help fund federally eligible projects. If funds from the “first” year of banked funds are not used by the fourth year they expire and are turned back.

Mr. Beaver explained that the City of Owatonna received \$62,000 of transferred NPE funds from the City of Sauk Centre, MN in 2015, which were used for an airport pavement project. A repayment agreement was approved at that time. The City of Sauk Centre has no immediate need for this funding and is requesting that the City of Owatonna transfer the borrowed funds due Sauk Centre to the City of Hutchinson rather than direct repayment. This would then fulfill any and all repayment obligations to Sauk Centre. Mr. Beaver explained that this would be a good time to make repayment because a portion of the airports banked NPE funds are set to expire and could be used for this purpose and that there is no direct impact to local funds with this transfer.

After discussion, Commissioner Tom Harrison made a motion to recommend to the Owatonna City Council the approval of the authorization to transfer \$62,000 of airport FAA NPE funds to the City of Hutchinson as presented, and was seconded by Commissioner Greg Krueger. The motion was approved.

Great Planes Aviation Update

Mr. Beaver explained that the Owatonna City Council approved the airport Commercial Use Lease agreement with Great Planes Aviation at their May 1st meeting. The agreement has been sent to Great Planes Aviation for signature. The agreement provides for services

including flight instruction and aircraft rental. Other commercial activities contemplated under the agreement include establishing local transportation options for business including aircraft charter or corporate aircraft ownership programs. Additionally, Great Planes Aviation has an interest in the development of collegiate programs for aircraft mechanic training and/or a two year pilot training.

There was a discussion regarding the agreement. Mr. Beaver explained that the initial term of the agreement is for one (1) year. This term will allow the company to establish itself as a service provider on the airport and allow for the City and Lessee to make any necessary adjustments to the agreement upon any subsequent renewal. Mr. Beaver explained that the agreement provides for a rental rate of \$12.50 per square foot of space leased in the terminal facilities.

For other business, there was a brief discussion regarding acquiring an Interstate 35 directional sign providing exit information for the airport. There was also a brief discussion regarding the planning for the summer movie night event.

Airport Manager Beaver reminded those in attendance that the monthly “Hang out in the Hangar” event hosted by Dennis VonRuden is directly following the meeting and anyone is welcomed to attend.

6. Adjournment

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