

Airport Commission Meeting Minutes
June 13, 2019 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

The Airport Commission meeting was called to order at 5:00 PM at the Owatonna Degner Regional Airport.

2. Roll Call

Attendance

Tom Harrison	Commissioner
James Keltgen	Chairman
Greg Krueger	Commissioner
Justin Lindee	Vice Chairman
Paula Snitker	Commissioner
Sharon West	Commissioner
Dave Beaver	Airport Manager
Matthew Bueltel	Airport Intern

Visitors

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

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

4. Minutes

Commissioner Harrison made a motion to approve the minutes from the May 9, 2019 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 introduced Matthew Bueltel as the 2019 summer airport intern. Matthew provided a brief personal background and explained that he is excited to work at the airport. The Commission members welcomed Mr. Bueltel.

Airport Manager Beaver reported on airport activities and presented the fuel volumes dispensed report to date. Fuel volumes are up from the same time period for the last several years. For other activities, Mr. Beaver explained that new software has been installed to

support the Automated Weather Observation System (AWOS) to update the old system and provide more up to date monitor view in the terminal building service areas. Regarding budget Mr. Beaver reported that the preliminary 2020 airport operations budget is due by June 28th. Mr. Beaver explained that the budget timeline typically provides for departmental review, City administration review, Airport Commission inputs, and City Council review as part of the process.

- *MnDOT Maintenance and Operations Grant*

Airport Manager Beaver reported that the Owatonna City Council has approved the Maintenance and Operations (M&O) from MnDOT Aeronautics. Mr. Beaver reported that MnDOT Aeronautics provides grant funding to airports under the State Airport Maintenance and Operation agreements (M&O). The funding participation provides reimbursement for eligible expenses such as building repairs, mowing, equipment repair costs and utilities not to exceed an amount calculated by an airport infrastructure formula. These program funds are derived from the user supported State Airports Fund.

The Minnesota Department of Transportation (MnDOT) Office of Aeronautics will reimburse the City of Owatonna 75% of the direct, actual maintenance and operation costs of the airport, not to exceed \$69,017.00 per year. This amount is an increase of \$1,805.00 per year from SFY 2019 ending June 30th.

- *Airport Zoning*

Mr. Beaver reported that the airport Joint Airport Zoning Board and Board of Adjustment held there annual meetings on June 6th. Mr. Beaver explained that the airport zoning ordinance was adopted in 1998 and that the zoning boards meet annually for normal business of the boards.

- *2019 Project Update*

Mr. Beaver reported on the equipment replacement schedule and explained that a new riding mower has been acquired to replace the old 1999 mower. The airport is also in the process of replacing existing snow removal equipment including the loader and snow blower. Ron Roetzel with Bolton and Menk presented a cost analysis of the quotes received and discussed grant eligibility of the equipment. Mr. Roetzel discussed the grant requirements including buy American criteria. Mr. Beaver added that a FAA grant for 90% funding participation is anticipated as well as an additional 5% state grant funding participation.

Mr. Beaver reported that the crack seal and chip sealcoat on the airport automobile parking lot has been completed. The lot will also be scheduled for new paint markings in the coming months.

Regarding the hangar door project, Mr. Beaver reported that the contractor is in the process of delivering building materials to the site. The doors are being custom manufactured by Higher Power hydraulic door delivery and installation schedule are being coordinated with the contractor.

Business development working group update

Airport Manager Beaver explained that the working group met on May 29th. There was a brief discussion regarding a number of initiatives currently being focused on by the group.

Commissioner Harrison explained that the group is working with the Owatonna Chamber of Commerce to develop a presentation to local business promoting the benefits of use of charter aircraft or similar alternatives to supplement area transportation needs. There was a discussion regarding the content and timing of the meetings. Mr. Harrison also explained that the group has spent time reviewing alternatives for local rental car options. There was a brief discussion regarding these initiatives.

6. Adjournment

The Airport Commission meeting was adjourned at 5:52 PM with a motion made by Commissioner Krueger and seconded by Commissioner Snitker.