

Airport Commission Meeting Minutes
June 14, 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
Paula Snitker	Commissioner
Dave Beaver	Airport Manager
Dan Mueller	Airport Intern
Troy Klecker	Community Development Director

Visitors

Ron Roetzel, Bolton and Menk, Inc.
Nick Fancher, Great Planes Aviation
Dennis Vanetta

3. Approval of Agenda

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

4. Minutes

Commissioner Keltgen made a motion to approve the minutes from the May 10, 2018 Airport Commission meeting and Commissioner Snitker seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Hale introduced new Airport Commission member Paula Snitker and welcomed her to the meeting. Ms. Snitker introduced herself and provided a brief overview of her background.

Chairman Hale also introduced Dan Mueller who is working at the airport this summer as the Airport Intern. Mr. Mueller provided a brief overview of his background and reported on a number of projects that he is working on this summer.

Staff Reports

Airport Manager Beaver reported on airport activities including the schedule of completion of a number of airport preventive maintenance program items. Mr. Beaver reported that there is a new T-Hangar Renter at the airport. There was a brief discussion regarding updated airport signage.

Great Planes Aviation Update

Mr. Beaver introduced Mr. Nick Fancher representing Great Planes Aviation and explained that the Owatonna City Council approved the airport Commercial Use Lease agreement with Great Planes Aviation at their May 1st meeting. 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.

Nick Fancher explained that Great Planes Aviation has been expanding at the Rochester MN airport to now include airline ground handling service. Mr. Fancher reported that he is looking forward to developing a presence at the Owatonna Degner Regional Airport starting with flight instruction. Mr. Fancher added that he has found a new instructor and is working with Langer Aviation to coordinate the trainer aircraft.

There was a discussion regarding the airport lease agreement and Mr. Fancher explained that he would like the agreement to provide for a longer term with an incremental rate schedule. Mr. Fancher added that this would allow the company to establish itself as a service provider on the airport and allow Great Planes to commit to additional start up and promotional costs for the initial year.

Mr. Beaver explained that the existing agreement provides for a one year term at \$200.00 per month for space in the terminal. After discussion, Commissioner Tom Harrison made a motion for staff to work with Great Planes Aviation to modify the rent provided for in the existing agreement to \$100.00 per month for the initial year term with an incremental step increase to \$200.00 per month for the second year of the agreement. The motion was seconded by Commissioner Krueger. The motion was approved.

Consideration of Event Permit Application for the Civil Air Patrol French Toast Breakfast

Airport Manager Beaver presented the Event Permit Application for the Civil Air Patrol to hold their annual Fly-In Breakfast at the airport. The proposed date for the event is August 26, 2018 and has an estimated attendance of between eight hundred and one thousand people.

There was a brief discussion on the request including concerns that that the application did not provide for the use of items such as portable restrooms and street cones. There was a discussion regarding a number of costs for items including additional electrical supply, portable restrooms/handwashing, additional garbage dump, and other costs. After discussion, Commissioner Harrison made a motion to approve the Event Permit Application for the Civil Air Patrol (CAP) French Toast Breakfast subject to the CAP paying direct hard costs required to hold the event at the facilities, the CAP to provide portable restrooms and hand washing station for the event, and that the authorized agent of the event to attend a

meeting with the Airport Manager two weeks prior to the event to ensure that a pre-event checklist is completed as acceptable to the Airport Manager. The motion was seconded by Commissioner Krueger. The motion was approved.

Cross Country Soaring Agreement

Airport Manager Beaver presented a draft agreement with Cross Country Soaring (CCS) and provided a brief background on the proposed glider aircraft operation. Mr. Beaver explained that CCS currently provides glider rides, instruction, and towing services at the Faribault airport. CCS is being displaced from their current leased hangar and exploring alternative sites to conduct operations.

Mr. Beaver provided an overview of the proposed draft agreement to include a seasonal term, and use of hangar space. There was a lengthy discussion regarding the special operating requirements and procedures proposed to integrate regular glider operations at the airport. The considerations discussed included use of aviation radios, safety, establishment of glider operations areas, customer areas, towing operations, and aircraft right of way. Dennis Vanetta a based aircraft and hangar owner addressed the Commission and explained that he is supportive of glider operations in general but that there may be potential issues with the different types of traffic that regularly operate from the airport including corporate aircraft and flight instruction aircraft. Mr. Vanetta supported the use of a glider operations area and well defined operating rules. Commissioner Snitker explained that there may be concerns with using the primary runway and supported providing a glider operations area in a grass area.

Mr. Beaver presented a possible timeline for beginning operations subject to successfully working out all of the issues and operating concerns and reported that the owner of CCS is willing to conduct a tenant and stakeholder meeting to communicate proposed glider operations at the airport and provide a chance for inputs. Mr. Beaver will continue to work with the owner of CCS to incorporate all inputs and concerns into any agreement for the possible seasonal use of the airport for the CCS glider business.

Hangar Bi-Fold Door Project Update

Regarding the airport main hangar bi-fold doors replacement project, Mr. Beaver explained that MnDOT Office of Aeronautics will be able to participate in the funding of the project through grant. Ron Roetzel with the airport engineering firm, Bolton and Menk, reported that they are working with Mr. Beaver to seek quotes for the project which may require a formal bid process; however quotes may be sufficient depending on project cost. A MnDOT Aeronautics grant with seventy percent state funding participation is anticipated for this project.

6. Adjournment

The Airport Commission meeting was adjourned at 7:00 PM with a motion made by Commissioner Keltgen and seconded by Commissioner Lindee.