

Airport Commission Meeting Minutes
July 11, 2019 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

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

2. Roll Call

Attendance

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

Visitors

Ron Roetzel	Bolton and Menk, Inc.
Ryan Heydon	Owatonna Civil Air Patrol (CAP)

3. Approval of Agenda

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

4. Minutes

Commissioner Hale made a motion to approve the minutes from the June 13, 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 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 reported that staff is in the process of updating lease agreements for T-hangar and private hangar land lease. Mr. Beaver explained that a group of fifty kids from Kenyon/Wanamingo school are scheduled for a tour on July 24th. Mr. Beaver reported that the large annual aviation gathering in Oshkosh, WI called the

Experimental Aircraft Association (EAA) AirVenture is at the end of the month and that the airport will be offering a \$.35 per gallon discount promotion for those traveling through the airport coming or going to the event.

Event Permit Application – Civil Air Patrol (CAP) Fly-In Breakfast

Chairman Keltgen welcomed Mr. Ryan Heydon to the meeting to provide a Civil Air Patrol update and permit application. Ryan Heydon provided a brief update on the activities of the squadron reporting that the CAP meets every Tuesday at the airport. Currently the local CAP has twenty one cadets of which fifteen are active with an additional eleven senior members.

Regarding the event permit application, Mr. Heydon explained that the annual event is scheduled for Sunday August 25th from 7:00 AM to noon with an expected attendance of between eight and twelve hundred people. Mr. Heydon explained that pre-sell tickets will be available at Cash Wise Foods, Hy-Vee, and the American Legion. Mr. Heydon confirmed that the CAP will be distributing advertising flyers around to be posted at local businesses and also mailed out to MN airports. Commissioner Krueger recommended that a physical poster be mailed to other airports rather than just an email notice. Mr. Heydon agreed and also said that he has contacted the MN Flyer and Midwest Flyer publications to include the advertisement of the event in their publications.

There was a brief discussion regarding the event specifics presented in the application including responsibilities for providing portable restrooms, garbage pick-up, and additional electrical hook ups. Mr. Heydon explained that all of these items will be arranged for and paid for by the CAP. After discussion, Commissioner Harrison made a motion to approve the event permit application for the CAP Fly-In Breakfast subject to the conditions as noted including 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, garbage pick-up, and electrical power. The motion was seconded by Commissioner Hale. The motion was approved.

Event Permit Application – Airport Movie Night

Airport Intern Matthew Bueltel went through the event application for the airport movie night scheduled for Saturday August 24th. Mr. Bueltel provided a number of options for the movie to show and after discussion the new Dumbo movie was selected. There was a brief discussion regarding the other details of the event and Commissioner Krueger reported that House Chevrolet will again sponsor the event by providing free popcorn. After discussion, Commissioner West made a motion to approve the event permit application for the airport movie night and Commissioner Krueger seconded. The motion was approved.

Airport Projects Update

Regarding the main hangar door replacement project, Mr. Beaver reported that the doors are being custom manufactured by Higher Power hydraulic door with an expected delivery for the first week of September. The timing of the delivery and installation has been coordinated to begin the week following the airport Fly-In breakfast.

Mr. Beaver presented two quotes for the phased maintenance of the T-38 aircraft display and explained that phase one involves a structural inspection and review, phase two is painting

of the three support derricks and phase three is painting the aircraft. The lowest complete quote for phase one and two of the work was submitted by Apex painting at a cost of \$10,800 if a lift can be provided. Mr. Beaver reported that funding for the initial phases is in the T-38 display maintenance fund. After discussion Commissioner Lindee made a motion to approve the quote from Apex Painting for phase one and two of the maintenance program less the cost of the lift and was seconded by Commissioner Harrison. The motion was approved.

Airport Manager Beaver presented two quotes for the painting of the exterior of the main hangar and dome hangar. Mr. Beaver explained that the exterior of these buildings are weathered and the protective coating is worn. Painting the exterior of metal buildings is a common practice to preserve the life of the exterior and improve aesthetics. Mr. Beaver explained that he is working with MnDOT Office of Aeronautics to secure up to 70% grant funding participation to complete the work making the local share cost approximately \$7,200. After discussion Commissioner Harrison made a motion to recommend staff take the necessary and appropriate steps to move forward with the preliminary scope of the painting work subject to securing the grant funding and was seconded by Commissioner West. The motion was approved.

Ron Roetzel with Bolton and Menk, the airport engineering firm, updated the commission on the status of the airport snow removal equipment purchase. Mr. Roetzel explained that due to the FAA and state grant 95% funding participation grant requirements the cost of the loader and blower have increased to meet the buy American provisions of the grant assurances. Mr. Roetzel explained the cost differences due to items such as equipment paint color, tires, and hydraulics and presented a cost analysis. The local share of the project is anticipated at approximately \$18,600 and coordination of the grant funding is underway with airport staff, the FAA, and MnDOT Aeronautics. There was a brief discussion regarding the purchase of the equipment.

Business development working group update

Airport Manager Beaver explained that the working group did not meet in June and that there was no update at this time. Mr. Beaver explained that a number of meetings and networking efforts are underway with area airports.

6. Adjournment

The Airport Commission meeting was adjourned at 6:32 PM with a motion made by Commissioner West and seconded by Commissioner Krueger.