

**Airport Commission Meeting Minutes**  
**July 12, 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
Dave Beaver	Airport Manager
Dan Mueller	Airport Intern
Troy Klecker	Community Development Director

3. Approval of Agenda

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

4. Minutes

Commissioner Krueger made a motion to approve the minutes from the June 14, 2018 Airport Commission meeting and Commissioner Keltgen 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 through June. For other activities Mr. Beaver reported that a number of agriculture aerial applicator operators have completed the airports ag spraying agreements and will be looking to begin operations for the year weather permitting.

Mr. Beaver reported that the Experimental Aircraft Association (EAA) Airventure Air Race Cup has selected the airport as a checkpoint for the July 22<sup>nd</sup> race. The annual race will have approximately eighty aircraft starting in Mitchell, SD, going through Owatonna and on to Wausau, WI. Most of the participants will then go on to the annual EAA event in Oshkosh, WI. Mr. Beaver explained that the airport also hosted this group in 2016 with a large number of aircraft stopping in Owatonna for fuel.

Mr. Beaver reported that staff is currently working on the preliminary 2019 budget submittal to include Capital Improvement Program (CIP) items. Mr. Beaver explained that the process involves a number of steps including preliminary submittal, staff review with administration and department heads, Airport Commission review and inputs, and City Council review and discussions. Mr. Beaver added that the submittal reflects the prioritization of needs as indicated in the airport Master Plan and as reviewed by the Airport Commission.

There was a discussion regarding the new Federal Aviation Administration (FAA) supplemental funding program. Mr. Beaver reported that the FAA has been authorized to spend an additional \$1 billion in supplemental appropriation for airports in the National Plan of Integrated Airport System (NPIAS) based on eligibility. The new legislation provides that certain airports classified as regional, local, or basic airports not located within certain metropolitan statistical areas will receive priority consideration for one hundred percent federal Airport Improvement Program (AIP) funding. Mr. Beaver reported that the airport is within the NPIAS system but not on the priority consideration list at this time likely due to population or statistical area determination but that the airport is still able to submit for eligible projects.

Regarding the submittal process for supplemental FAA funding, Mr. Beaver explained that two deadlines have been established for the supplemental funds available through September of 2020. The first deadline for project submittal is August 8, 2018 for airports meeting the criteria for priority consideration and projects will only receive consideration if they are essentially ready to begin construction having already completed items such as planning, airspace reviews, completion of environmental, completed design, and prepared to accept bids.

Mr. Beaver explained that the second deadline for submittal for the one hundred percent supplemental funding is October 31, 2018 and is less stringent on project being ready to bid; however, the FAA will consider grant applications for projects where the FAA has a high degree of confidence that the airport will be ready to start construction shortly after September of 2020. Mr. Beaver reported that he has reviewed potential grant submittals for possible projects at the airport that may meet this criteria with the airports engineering firm Bolton and Menk. At this time projects such as the South Building Area Development and Runway Extension are being considered for submittal. Mr. Beaver will update the Commission on the supplemental funding at the next meeting.

Airport Intern Dan Mueller provided a brief update on upcoming airport events. Mr. Mueller explained that the Youth Aviation Camps are scheduled for August 6<sup>th</sup> -9<sup>th</sup>. Mr. Mueller is also working with the Owatonna Squadron of the Civil Air Patrol (CAP) to work out the details for the annual Fly-In/Drive-In French toast Breakfast to be held on August 26<sup>th</sup> and he has been working on options for various static aircraft displays for the event.

#### Consideration of Event Permit Application for the Airport Movie Night

Airport Intern Dan Mueller presented the Event Permit Application for the Airport Movie Night. The proposed date for the event is August 25, 2018 and has an estimated attendance of approximately 150 people. This is a free to the public family friendly event showing Disney's Planes 2 Fire and Rescue. There was a discussion regarding the event.

Commissioner Krueger explained that House Chevrolet will likely be sponsoring free popcorn for the event and encouraged Mr. Mueller to coordinate with them. There was also a brief discussion on other concerns such as rain, parking, sound system, and mosquitos. After discussion, Commission West made a motion to approve the Event Permit Application for the airport Movie Night and was seconded by Commissioner Keltgen. The motion was approved.

For other items, Commissioner Krueger asked staff to look into the Brush that has grown up near the House Chevrolet leased property. Mr. Beaver reported that he has looked at the area with the City Street Department and that the brush removal and ditch cleaning in that area is being scheduled.

There were no further items for discussion.

## 6. Adjournment

The Airport Commission meeting was adjourned at 6:05 PM with a motion made by Commissioner Krueger and seconded by Commissioner West.