

**Airport Commission Meeting Minutes  
May 20, 2021 – Owatonna Degner Regional Airport  
“DRAFT”**

1. Call to Order

Chairman Keltgen called the meeting of the Airport Commission to order at 5:00 PM and welcomed everyone to the meeting.

Chairman Keltgen welcomed newly appointed Airport Commission member Matt Thurnau to the meeting. Mr. Thurnau introduced himself and briefly described his background. Airport Manager Beaver administered the Oath of Office to Airport Commission member Matt Thurnau.

2. Roll Call

Attending

Todd Hale	Commissioner
James Keltgen	Chairman
Greg Krueger	Commissioner
Justin Lindee	Vice Chairman
Matt Thurnau	Commissioner
Dave Beaver	Airport Manager
Troy Klecker	Community Development Director

Visitors

Ron Roetzel	Bolton and Menk
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3. Approval of Agenda

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

4. Minutes

Commissioner Hale made a motion to approve the minutes from the April 8, 2021 Airport Commission meeting and Commissioner Krueger seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Keltgen welcomed those in attendance to the meeting and reported that it is great to see the aircraft activity in the area. Mr. Keltgen asked about the date for the celebration of life event for former Airport Commission member and aviator Kyle Wolfe. Mr. Beaver explained that the event is scheduled for June 25<sup>th</sup> at the Owatonna Gun Club. It is anticipated that a number of visitors will be flying into the airport to attend. More details

are to follow and there was also a discussion regarding a proposed flower planter memorial to be located at the airport.

#### Staff Reports

Airport Manager Beaver reported on airport activities and presented the combined aviation fuel volumes dispensed. The combined fuel volumes are up year to date from last year and Mr. Beaver briefly summarized a number of business aircraft arrivals. There was a brief discussion regarding activity at Accelerated Aviation and Trident flight training.

#### *Grants -*

Regarding grant funding, Mr. Beaver reported that the Owatonna City Council has approved the Airport Coronavirus Response Grant Program (ACRGP) grant in accordance with the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). The purpose of the grant is to prevent, prepare for, and respond to coronavirus. The grant provides funding for eligible expenses related to the airport's operational and maintenance expenses.

Mr. Beaver explained that the State of Minnesota Airport and Maintenance and Operation Grant Contract for state fiscal year 2022 and 2023 should be updated in the next month. This is a grant through MnDOT Aeronautics that 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.

#### T-Hangar Taxi-lane and Building Design Update

Airport Manager Beaver provided an update on the T-hangar taxi-lane and building project and explained that the City Council has approved the acceptance of bids and award of contract for the T-Hangar and Taxi-lane project. This item was previously tabled to allow for additional time to review project funding program sources and alternatives.

Mr. Ron Roetzel with Bolton and Menk presented the project funding plan. Mr. Roetzel reported that all of the needed Federal Aviation Administration (FAA) Non-Primary Entitlement (NPE) funds have been secured. This funding will provide the 90% federal share of the project with most of the other funding being covered by the American Rescue Plan Act (ARPA). The local share of the project cost is at approximately ten thousand dollars. Mr. Roetzel explained that the final FAA grant request has been submitted. Contractor notice to proceed can be issued upon receipt and approval of the grant offer. Mr. Beaver added that a contractor pre-construction meeting will be set up and project timeline submitted by the contractor after acceptance of the grant.

#### 6. Adjournment

The Airport Commission meeting was adjourned at 5:55 PM with a motion made by Commissioner Thurnau and seconded by Commissioner Krueger. The motion was approved.