

**Airport Commission Meeting Minutes
March 12, 2020 – 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
Paula Snitker	Commissioner
Sharon West	Commissioner
Dave Beaver	Airport Manager
Troy Klecker	Community Development Director

Visitors

Ron Roetzel	Bolton and Menk
Rachel Peterson	Owatonna Squadron Civil Air Patrol (CAP)

3. Approval of Agenda

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

4. Minutes

Commissioner Hale made a motion to approve the minutes from the February 13, 2020 Airport Commission meeting and Commissioner Snitker seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Keltgen welcomed those in attendance and reminded everyone to wash hands and stay healthy amid COVID 19 virus concerns.

Staff Reports

Airport Manager Beaver reported on airport activities and reported that combined aviation fuel volumes dispensed are up year to date from last several years. Mr. Beaver reported that activity has been brisk. There was a brief discussion regarding impact to general aviation including business aviation due to the coronavirus concerns.

Mr. Beaver reported that both of the new airport businesses, Accelerated Aviation and Daedalus flight training schools are in the process of working with students and also setting up office and hangar areas for business needs. Accelerated Aviation has suggested a number of leasehold improvements that are being discussed with staff. There was a brief discussion regarding the new flight school activity.

Commissioner Hale asked about the student internship program for 2020. Airport Manager Beaver reported that it is anticipated that the position will be advertised this month for the annual summer internship program.

Consideration of Event Permit Application for Civil Air Patrol (CAP) Hangar Dance

Airport Manager Beaver presented an event permit application submitted by the Owatonna squadron of the CAP to hold a hangar dance at the airport on April 25, 2020. Mr. Beaver introduced CAP member Chief Master Sergeant Rachel Peterson. Ms. Peterson provided a brief overview of the event and explained that the CAP would like to hold a 1940's era aviation themed hangar dance in the main city hangar with an estimated attendance of between two and three hundred people. The event will be a fund raiser for the CAP with live music and food served. There was a brief discussion regarding the band and marketing for the event. Commissioner Krueger suggested that tickets be available in advance. There was also a discussion regarding automobile alternatives due to restricted availability of grass areas in wet spring conditions. After discussion, Commissioner Hale made a motion to recommend approval of the event permit application for the CAP hangar dance to be held April 25, 2020 and Commissioner West seconded. The motion was approved.

Airport Projects Update

Regarding the 2020 CIP project for new T-hangar design and site preparation, Mr. Beaver explained that the Federal Aviation Administration (FAA) is in the process of reviewing the initial grant request and funding plan for the multi-year project. As part of that review process the FAA has raised concerns with obligating the annual non-primary entitlement (NPE) funding allocation through 2027 as proposed and also the engineers estimate for the project potentially being lower than recent similar projects in MN. Ron Roetzel with Bolton and Menk explained that the project estimate is being reviewed and appears to be in line with current unit pricing but alternatives can be discussed during the design phase.

Regarding funding alternatives, Mr. Roetzel presented two scenarios involving potential federal and state funding programs. Scenario one is as submitted and involves utilizing 90% federal funding allocations with borrowing from a minimum of two other airports and utilizing airport funds to be paid back through federal NPE allocation through 2027. Scenario two would involve utilizing the state hangar loan program which would involve a significantly higher local capital outlay and loan repayment over twenty years through anticipated revenues. There was a discussion regarding impacts to the airport Capital Improvement Program (CIP) under the various project scenarios. After discussion, Commissioner Harrison made a motion to pursue the proposed funding alternative as submitted utilizing the federal funding allocation at 90% federal, 5% state, and 5% local funding participation and was seconded by Commissioner West. The motion was approved.

Business Development Working Group Update

Airport Manager Beaver reported that the working group met on March 3rd and discussed moving forward with an event with area business leaders to present alternatives for increased use of business aviation. The working group is working with the Owatonna Chamber of Commerce and on the proposed event that is to be held in the John Klatt hangar. The tentative date was discussed for April 23rd.

6. Adjournment

The Airport Commission meeting was adjourned at 6:00 PM with a motion made by Commissioner Krueger and seconded by Commissioner Snitker.