

**Airport Commission Meeting Minutes**  
**February 13, 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
Justin Lindee	Vice Chairman
Paula Snitker	Commissioner
Dave Beaver	Airport Manager

3. Approval of Agenda

Commissioner Harrison 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 January 9, 2020 Airport Commission meeting and Commissioner Snitker seconded the motion. The motion was approved.

Commissioner Snitker made a motion to approve the minutes from the January 30, 2020 Airport Commission special meeting and Commissioner Harrison seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Keltgen welcomed those in attendance. Mr. Keltgen reported that it appeared as though winter operations at the airport were going well and mentioned drafting a letter of recognition to the city plow operators on behalf of the Airport Commission.

Staff Reports

Airport Manager Beaver reported on airport activities and reported that combined aviation fuel volumes dispensed are up year to date from last year. Mr. Beaver provided a brief report on aircraft activity, winter operations, and service activity.

Mr. Beaver explained that the Accelerated Aviation agreement was approved by city council and that the company has been in the process of moving into the premises. Accelerated

Aviation is coordinating with the Civil Air Patrol (CAP) to transition into the office areas and also staging in the hangar to allow for improvements including painting and flooring in the offices. The CAP will be occupying available storage areas not in use by Accelerated Aviation and utilizing airport common areas for their weekly meetings.

Accelerated Aviation intends to conduct flight training activities during the move in and transition period and is in the process of relocating aircraft and a flight simulator to the airport. They would like to hold an open house event in the coming months.

Regarding Daedalus Flight Training Innovations, Mr. Beaver reported that the company is also in the process of setting up the office area, systems, and flight simulator device. Other activities include setting up wi-fi connections and accounts.

Regarding the 2020 CIP project for new T-hangar design and site preparation, Mr. Beaver reported that staff continues to review funding alternatives with the airport engineering consultant. The project is eligible for 90% federal funding with an additional 5% state funding participation. The federal portion is expected to use annual FAA allocated funds including the existing available balance and additional borrowed fund from other airports. Mr. Beaver explained that the Aikin and Ortonville, MN airports have both committed to borrowing their allocated FAA funds of \$150,000 each towards the project with an expected payback in 2022 and 2023. Mr. Beaver explained that staff has discussed alternatives including additional borrowing scenarios and bonding. At this time bonding is not recommended. The concept of the airport funding the additional needed federal portion of the multi-year project to be paid back through future FAA allocation was discussed.

#### Business Development Working Group Update

There was a brief discussion regarding working with airport based businesses Langer Aviation, John Klatt Airshows, Accelerated Aviation, Daedalus Flight Training and other interested parties to jointly promote the airport. The working group will be meeting in early March to continue moving forward with additional business development priorities including basing area business aircraft at the airport and meeting with business leaders to expand the use of the facility for corporate transportation needs.

#### 6. Adjournment

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