

**Airport Commission Meeting Minutes**  
**May 14, 2020 – Owatonna Degner Regional Airport**  
**“DRAFT”**

1. Call to Order

The Airport Commission met in regular session on Thursday, May 14, 2020 at 5:00 p.m. This was a virtual meeting compliant with Governor Walz’s Stay-at-Home Order for the COVID-19 Pandemic. The meeting was accessible by calling 507-242-3225, Conference ID 608 850 92#.

Chairman Keltgen called the meeting of the Airport Commission to order at 5:00 PM and welcomed everyone to the meeting. Chairman Keltgen read the Meeting Determination Statement and reviewed the virtual meeting process requirement for all votes taken via a roll call vote.

2. Roll Call

Attending virtually

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 attending virtually

Ron Roetzel	Bolton and Menk
Clayton Peterson	Accelerated Aviation

3. Approval of Agenda

Commissioner West made a motion to approve the agenda and Commissioner Krueger seconded the motion. With a roll call vote, all members voted aye for approval.

4. Minutes

Commissioner Krueger made a motion to approve the minutes from the March 12, 2020 Airport Commission meeting and Commissioner Hale seconded the motion. With a roll call vote, all members voted aye for approval.

5. Action Items

Chairman Reports

Chairman Keltgen thanked everyone for working through the COVID 19 concerns and reminded everyone to continue to take steps to stay healthy amid the virus concerns. There were no further 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 from the previous year for 100LL avgas; however Jet fuel volumes have been down for the period. There was a brief discussion regarding impact to general aviation including business aviation due to the coronavirus concerns.

Regarding airport operations and COVID 19 concerns, Mr. Beaver reported that the airport is open to normal aircraft operations. The businesses on the airport are continuing to operate with precautions. Mr. Beaver reported on precautions being taken with staff including schedule adjustments, social distancing, cleaning and disinfecting, hand sanitizer stations, and other steps being implemented to protect staff and the public at the facility.

### Grant Funding

Mr. Beaver reported that the federally passed Coronavirus Aid, Relief, and Economic Security Act (CARES Act) will be providing funding for airports. Staff is working with the FAA to secure the grant funding which is anticipated at \$30,000. Mr. Beaver explained that the purpose of the grant is to help airports offset the impacts of the COVID 19 health pandemic and help maintain safe and efficient airport operations. The grant will reimburse 100% of allowable costs incurred by the airport up to the grant amount.

Mr. Beaver explained that a repair on the jet fuel system has been completed. The repair involved a repair of the floating suction arm which is an internal tank component. The repair needed was a bit involved because it required utilizing a transport and pump to remove the existing product as well as contractor tank entry to make the repair. Mr. Beaver added that the tank was also cleaned and inspected as part of this work. Grant assistance from MnDOT Aeronautics for 70% state funding participation was applied for and accepted. The City Council has approved the grant.

Regarding the painting of the exterior of the main hangar complex including dome hangar, Mr. Beaver reported that grant assistance from MnDOT Aeronautics for 70% state funding participation was applied for and accepted for this work. The project compliments the work completed on the main hangar doors and the grant offer will amend the existing grant to include the painting. Mr. Beaver explained that existing exterior is showing significant wear and addressing the issue at this time is recommended to prolong the life of the existing siding.

### Events

Mr. Beaver reported that there have been a number of cancellations of airport and aviation events due to COVID 19 concerns including the Civil Air Patrol (CAP) hangar dance, hang out in the hangar events, the working group business leader event, and youth aviation camps. Mr. Beaver added that the airport was schedule to host the EAA Airventure Cup Race in July that has also been cancelled. Mr. Beaver reported that the annual large EAA Airventure gathering in Oshkosh, WI has also been cancelled for July 2020.

Commissioner Hale asked if a determination has been made yet for any possible cancellation of the annual airport CAP Fly-In Breakfast and airport movie night. Airport Manager Beaver reported that the CAP has not yet reported on the status of the CAP breakfast and the movie night normally in August has not yet been cancelled. Mr. Beaver added that there will not be a summer internship program for this year. There was a brief discussion regarding the cancellations and associated impacts.

#### Business Development Working Group Update

Airport Manager Beaver reported that there was no working group meeting in the month of April. The anticipated business leader event to be held on April 23<sup>rd</sup> in the John Klatt Airshows hangar has been postponed.

#### Consideration of Professional Services Agreement for T-Hangar Project Engineering

Chairman Keltgen introduced Ron Roetzel with Bolton and Menk to present Work Order No. 9 Professional Services Agreement for the T-Hangar project engineering. Mr. Roetzel presented the agreement and explained that the agreement provides for professional design and engineering services for the anticipated ten unit T-Hangar.

Mr. Roetzel explained that the project will occur in two phases. Phase 1 will include the full design for the building along with apron and taxiway. Phase 2 will be the construction phase for the T-Hangar, concrete footings, and floor as well as bituminous apron and taxiway.

Mr. Roetzel explained that the scope of services provided in this Work Order is for all project phases and includes design, preparation of plans and specifications, preparation of bid documents, bid administration, construction engineering, FAA coordination and documentation, and project close out services for the T-hangar project.

Mr. Roetzel explained that an Independent Fee Estimate (IFE) was completed for this work as required by the FAA and that the fee provided for in the agreement is within one percent of the IFE. Mr. Beaver explained that approval should be contingent upon securing the anticipated FAA grant for this project. It is anticipated that this will be covered by 100% federal funding participation, due to the CARES Act legislation now covering the local and state shares of the project. There was a discussion regarding the services provided, scope of the project, and projected fee estimate. After discussion, Commissioner Krueger made a motion to recommend approval of Work Order No. 9 contingent upon securing FAA grant funding participation and Commissioner Harrison seconded the motion. With a roll call vote, all members voted aye for approval.

#### Accelerated Aviation Update

Chairman Keltgen introduced Mr. Clayton Peterson with Accelerated Aviation to provide an update on activities. Mr. Peterson reported that Accelerated opened in February and is transitioning into the new space. Accelerated is staying busy and also implementing precautions to deal with COVID 19 concerns.

Mr. Peterson explained that Accelerated is now utilizing four aircraft including a new SportCruiser Light Sport Aircraft (LSA) with two new instructors. Customers are coming to

the airport from the twin cities as well as out of state for instruction. Mr. Peterson also explained that Accelerated is accommodating local needs and has completed four aircraft checkouts allowing for rental of the Piper Warrior aircraft. Accelerated has also just sent out a marketing mailer to announce their services offered at the Owatonna Degner Regional Airport.

Mr. Peterson inquired about the possibility of the airport providing an additional fuel product service for mogas (also called autogas) or Swift fuels UL94 which is an unleaded aviation fuel that can be used in some piston aircraft. Mr. Peterson explained that Accelerated would prefer to utilize this type of fuel with the type of engine that their new LSA aircraft has. There was a general discussion regarding this request. Airport Manager Beaver reported that he is working with Swift fuels and also a couple of airports that offer these products in order to prepare a cost/benefit analysis and examine justification and demand for providing this service. This information can then be discussed at a future meeting.

#### Trident Aviation Training Update

Airport Manager Beaver presented an update provided by Trident Aviation Training, formerly known as Daedalus Flight Training. Mr. Beaver reported that there is a new name; however the same ownership and business functions. Trident continues to operate during the pandemic and currently has somewhat limited activity that is anticipated to expand as restrictions ease. Mr. Beaver reported that Trident has now updated their flight simulator to the new Redbird LD that has greatly expanded capability over the previous device. Trident aviation is developing marketing strategies and other opportunities to expand the scope of business services offered.

#### 6. Adjournment

The Airport Commission meeting was adjourned at 6:00 PM with a motion made by Commissioner Krueger and seconded by Commissioner West. With a roll call vote, all members voted aye for approval.