

Airport Commission Meeting Minutes
June 11, 2020 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

The Airport Commission met in regular session on Thursday, June 11, 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 558 212 392#.

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
Dave Beaver	Airport Manager
Troy Klecker	Community Development Director

Visitors attending virtually

Ron Roetzel	Bolton and Menk
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3. Approval of Agenda

Commissioner Hale 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 Hale made a motion to approve the minutes from the May 14, 2020 Airport Commission meeting and Commissioner Snitker seconded the motion. With a roll call vote, all members voted aye for approval.

5. Action Items

Chairman Reports

Chairman Keltgen welcomed everyone and thanked those in attendance for participating in the virtual meeting process. Chairman Keltgen explained that the next meeting will likely be an in person meeting with appropriate precautions.

Chairman Keltgen invited anyone calling into the meeting to bring forward any comments or business to be heard. Hearing none, 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 for 100LL avgas; however, jet volumes remain down. Mr. Beaver reported that it appears that there may be an uptick in business use and there was a brief discussion regarding impact to business aviation due to the coronavirus concerns.

Regarding airport operations and COVID 19 concerns, Mr. Beaver explained that the airport has submitted the site specific COVID 19 Preparedness Plan as part of the overall City of Owatonna plan. There was a brief discussion regarding some of the precautions that have been implemented.

Mr. Beaver reported that staff has received the anticipated federal CARES Act grant offer. Mr. Beaver explained that the grant was presented and approved at the June 2nd City Council meeting.

Airport Manager Beaver reported that other activities for this time of year include initial 2021 budget preparation and annual airport zoning board meetings. Mr. Beaver explained that the annual Joint Zoning Board meeting will be postponed until July or August due to COVID 19.

Events

Airport Manager Beaver reported that the Owatonna Squadron of the Civil Air Patrol (CAP) has cancelled the August French toast fly-in breakfast due to COVID 19 concerns. There was a brief discussion regarding this and also the airport movie night that is normally held that same weekend. After discussion, Commissioner Hale made a motion to cancel the 2020 airport movie night and Commissioner Krueger seconded the motion. With a roll call vote, all members voted aye for approval.

Maintenance Projects

For airport projects update, Mr. Beaver explained that the painting of the exterior of the main hangar complex including dome hangar, is scheduled to begin within the next two weeks and should take approximately two weeks to complete depending on weather. The project will be funded with grant assistance from MnDOT Aeronautics for 70% state funding participation.

Regarding the T-38 aircraft display maintenance project, Mr. Beaver explained that the preparation and painting of the three support derricks should be completed in late June. The project will also include an engineering inspection and structural report.

Accelerated Aviation Update

Mr. Beaver reported that activity at Accelerated Aviation has been good with daily student activity. There was a brief discussion regarding making Swift fuels UL94 fuel available at

the airport. Mr. Beaver explained that he is working with Swift fuels and Accelerated Aviation to review the alternatives.

Consideration of Trident Aviation Training Commercial Lease Agreement Amendment

Airport Manager Beaver presented a request from Trident Aviation which was previously Daedulas for an amendment to the airport commercial lease agreement. The request involves two items including changing the business name provided in the agreement to Trident Aviation Training. The second request is to modify Section 5.A. to clarify and allow for limited flight instruction to be conducted in customer trainee-owned aircraft and aircraft owned by other operators such as Accelerated Aviation when applicable in addition to the ground instruction and use of flight simulator.

There was a general discussion regarding the request and applicability of the airport commercial standards. After discussion, Commissioner Harrison made a motion to recommend approval of the proposed lease amendments subject to review by the City Attorney and risk manager and waiving airport commercial Minimum Standards 2.04D 2,3,and 5 consistent with board authority section 4.06 for reasons including Trident's significant investment in acquiring an advanced flight simulator, the existing of a commercial and non-commercial land lease on the airport, the compatibility with existing business, and the long term professional aviation experience. Commissioner Krueger seconded the motion. With a roll call vote, all members voted aye for approval.

6. Adjournment

The Airport Commission meeting was adjourned at 5:56 PM with a motion made by Commissioner Snitker and seconded by Commissioner Harrison. With a roll call vote, all members voted aye for approval.