

Airport Commission Meeting Minutes
August 8, 2019 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

Vice Chairman Lindee 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
Greg Krueger	Commissioner
Justin Lindee	Vice Chairman
Sharon West	Commissioner
Dave Beaver	Airport Manager
Matthew Bueltel	Airport Intern

Visitors

Ron Roetzel	Bolton and Menk, Inc.
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3. Approval of Agenda

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

4. Minutes

Commissioner Hale made a motion to approve the minutes from the July 11, 2019 Airport Commission meeting and Commissioner West seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

There were no 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 other activities, Mr. Beaver reported that there has been a fair amount of arrivals due to cross country flights headed to the airshow in Oshkosh. Mr. Beaver also reported on agricultural spray plane activities.

Mr. Beaver reported on the completion of a number of airport system repairs including the repair and upgrade of the automated fuel system on the 100LL aviation fuel pump. Mr.

Beaver also provided an update on the repair to the Automated Weather Observation System (AWOS) wind indicator and jet fuel nozzle. There was a brief discussion on these items.

- *CIP Budget Review*

There was a brief discussion regarding the city of Owatonna budget process and airport Capital Improvement Program (CIP) budget. Airport Manager Beaver introduced Mr. Ron Roetzel, with Bolton and Menk, Inc. the airport engineering firm who presented a draft copy of the proposed ten year CIP. Mr. Beaver explained that staff has been reviewing prioritization of projects and available funding sources. There was a discussion regarding moving the T-hangar site and building project forward due to the present occupancy of the existing buildings and projected need. There was a discussion regarding the possibility of utilizing federal FAA Non-Primary Entitlement (NPE) grant funding at 90% participation to complete the project. Mr. Beaver discussed the project eligibility requirements for utilizing the NPE funding and limitations on available funds vs. project costs. Ron Roetzel presented a draft ten year CIP depicting impacts and potential borrowing needs from other Minnesota airports that may have available or expiring funds. There was a discussion and general agreement to pursue moving the project forward and looking at utilizing available and borrowed NPE funding sources for the project.

Airport Projects Report

Airport Manager Beaver explained that the automobile parking lot crack seal and sealcoat has been completed. Mr. Beaver added that the paint stripping is scheduled to be completed before the events weekend coming up on August 24-25th.

There was brief discussion regarding the purchase of the new snow removal equipment (SRE) loader and blower. All project costs have been submitted and Mr. Beaver explained that a 90% federal funding grant and 5% state companion grant is anticipated for this project. Mr. Beaver expects the grants to be ready for City Council consideration in September.

Regarding the main hangar doors replacement project, Mr. Beaver reported that the doors are confirmed for delivery the first week of September. The timing of the delivery and installation has been coordinated to begin the week following the airport Fly-In breakfast.

Airport Events Update

Airport Intern Matthew Bueltel provided an update on airport events. For Youth Aviation Camp there were thirteen students that participated. Matthew reported that activities included aircraft tour, airport tour, model aircraft building, and other fun activities.

Mr. Bueltel explained that the airport movie night is scheduled for Saturday August 24th. The event is open and free to the public and the movie showing will be live action "Dumbo". House Chevrolet will again be sponsoring the event with free popcorn.

For the Fly-In Breakfast, Matthew explained that the event will be on Sunday August 25th from 7:00 AM to Noon with the local Owatonna Squadron of the Civil Air Patrol (CAP) french toast breakfast. Commissioner Krueger suggested a number of ways to improve the advertising flyer and contacts for radio station advertising. There was a brief discussion regarding these events.

The members of the Airport Commission thanked Mr. Bueltel for his work at the airport over the summer and wished him well moving forward with college.

Business Development Working Group Update

Airport Manager Beaver explained that work continues on various business development initiatives. Regarding additional car rental options for users arriving at the airport and also the community, Mr. Beaver reported that local car dealers are now providing alternative car rental services at the airport. There was a discussion regarding expansion of this service offering to possibly include a nationally recognized automobile rental company.

Commissioner Lindee added that there may be advantages to seeking national brand alternatives for brand recognition and serving customers with corporate accounts. After a brief discussion, Mr. Beaver reported that the next meeting of the working group will be on August 20, 2019.

6. Adjournment

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