

Airport Commission Meeting Minutes
September 9, 2021 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

Vice Chairman Lindee called the meeting of the Airport Commission to order at 5:05 PM and welcomed everyone to the meeting.

2. Roll Call

Attending

Justin Lindee	Vice Chairman
Angie Lipelt	Commissioner
Paula Snitker	Commissioner
Sharon West	Commissioner
Matt Thurnau	Commissioner
Dave Beaver	Airport Manager

Visitors

Jim Stanoch	Owatonna Civil Air Patrol (CAP)
Ron Roetzel	Bolton and Menk
Nick Grahek	Bolton and Menk

3. Welcome and introduction of new Airport Commission member Angie Lipelt

Vice Chairman Lindee welcomed Angie Lipelt as the newest member of the Airport Commission. Ms. Lipelt introduced herself and explained that she is excited to be part of the Airport Commission.

4. Approval of Agenda

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

5. Minutes

Commissioner Snitker made a motion to approve the minutes from the July 8, 2021 Airport Commission meeting and Commissioner West seconded the motion. The motion was approved.

6. Action Items

Chairman Reports

There were no Chairman reports.

Staff Reports

Airport Manager Beaver reported on airport activities and reported that the aviation fuel volumes dispensed are up year to date from last year and there was a brief discussion regarding business aircraft arrivals and flight school activity. Mr. Beaver explained that Accelerated Aviation has acquired an additional aircraft for flight training.

Mr. Beaver reported that a MnDOT Aeronautics grant for funding participation for the airport one-ton utility vehicle replacement has been received and approved. Mr. Beaver also reported that the anticipated Federal Aviation Administration (FAA) grant for the T-Hangar and taxi-lane project has also been received and approved.

Regarding the recent MnDOT Office of Aeronautics regular airport inspection, Mr. Beaver reported that the airport is in compliance with all recommendations and staff has met with MnDOT to discuss the inspection. Mr. Beaver explained that this is a routine meeting that allows the state to check in with local airport sponsors to discuss general airport needs that may include items such as inspection requirements, capital projects, airspace obstructions, and zoning.

Airport Manager Beaver reported that staff is in the process of reviewing the airport zoning ordinance to reflect projected future expansion as depicted on the most current airport layout plan. The current ordinance should be updated to include this development to protect both land use and airspace height restrictions for future growth. Mr. Beaver reported that staff is working with the airport engineer to begin the process of updating the ordinance. There was also a brief discussion regarding airport security and potential fencing and gates options. Mr. Beaver explained that potential phased improvements and costs are being developed that can be reviewed by the Airport Commission in an upcoming meeting.

Owatonna Civil Air Patrol (CAP) Report

Vice Chairman Lindee introduced Jim Stanoch representing the Owatonna Composite Squadron of the CAP. Mr. Stanoch is a 1st Lieutenant and has been the squadron commander for approximately one year. Mr. Stanoch reported that the Owatonna CAP meets weekly at the airport on Tuesday evenings from 6:30pm – 9:00pm. The squadron is comprised of twenty eight members including fourteen cadets and fourteen senior members.

Mr. Stanoch complimented that airport on excellent facilities that work very well for their needs and reported that the CAP is also working with Accelerated Aviation for meeting and office space needs. Mr. Stanoch reported that the local CAP is active in activities such as parades, color guard, and flag retirements. The CAP was unable to hold the annual fly-in breakfast this year again due to COVID concerns but committed to bringing back the event next year.

For other CAP activities, Mr. Stanoch reported on CAP cadet programs including emergency services, aerospace education, physical training, and observation flights. Mr. Stanoch discussed the vision and core values of the organization. Lastly, Mr. Stanoch reported that the group is planning an awards ceremony to be held in October. There was a brief discussion regarding the Owatonna CAP squadron activities.

T-Hangar Taxi-lane and Building Design Update

Ron Roetzel with the airports engineering firm Bolton and Menk reported that with the grant approval the final contract documents can be completed. Mr. Roetzel reported that a number of modifications are being discussed with the contractor in light of the increased cost of materials and in particular steel since the project was bid. A cost neutral change order decreasing a line item soil correction and increasing the building materials is being discussed with the contractor. There was a brief discussion regarding this.

Mr. Roetzel introduced Mr. Nick Grahek who will be the on-site construction engineer throughout the construction project. The pre-construction meeting for this project will be scheduled with the contractor for next week. Mr. Roetzel explained that the contractor will then provide a more detailed project schedule. It is anticipated that the site and grade work will begin within the month with building construction beginning early next year. There was a brief discussion regarding the project.

7. Adjournment

The Airport Commission meeting was adjourned at 5:40 PM with a motion made by Commissioner Snitker and seconded by Commissioner West. The motion was approved.