

Airport Commission Meeting Minutes
September 12, 2019 – 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
Paula Snitker	Commissioner
Sharon West	Commissioner
Dave Beaver	Airport Manager

Visitors

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

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

4. Minutes

Commissioner Snitker made a motion to approve the minutes from the August 8, 2019 Airport Commission meeting and Commissioner West seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Keltgen reported on the recent airport events weekend including the August 24th movie night August 25th fly-in breakfast. The weather was nice for both days and there appeared to be good attendance. Mr. Keltgen thanked House Chevrolet and Andy Michaletz for sponsoring the movie night as well as everyone that helped out to make the weekend a success. Airport Manager Beaver also thanked Mr. Keltgen for helping to make the movie night go so well. There was a brief discussion regarding these events.

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. There was a discussion regarding the Automated Weather Observation System (AWOS) that is not currently disseminating weather data. Mr. Beaver explained that the

AWOS is working properly; however, MnDOT Aeronautics has been working to switch the system from a telephone connection to an internet network connection to decrease the timing interval of weather reporting and increase efficiencies. The City IT department is working with MnDOT technicians to resolve.

Mr. Beaver explained that the VOR navigation aid has been taken out of service by MnDOT Aeronautics. VOR stands for Very High-Frequency (VHF) Omnidirectional Range (VOR) and is a radio beacon that allows the receiver to measure its bearing to or from the beacon for navigation and also provides an instrument approach to the airport. Mr. Beaver reported that the existing site is in a farm field northwest of the airport and that the existing equipment is dated and unserviceable. MnDOT has committed to purchasing and installing a new VOR station at the site. Mr. Beaver explained that the cities of Owatonna, Faribault, and Waseca utilize the VOR and have an agreement with the land owners to lease and maintain the site for the equipment. This agreement has been continuously renewed since 1965. Given the anticipated state investment in the equipment, MnDOT will be working with the land owner to lease or acquire the land. There was general agreement that this is a good idea. Mr. Beaver reported that he expects the system to be out of service for an extended period of time while these issues are resolved and during the construction process. There was a brief discussion regarding the VOR.

Airport Manager Beaver reported that the initial application for an instrument approach procedure RNAV Runway 23 has been discussed with MnDOT Aeronautics and will be coordinated with the Federal Aviation Administration (FAA). There was a discussion regarding the process and benefits to acquiring a new satellite based approach. Ron Roetzel with Bolton and Menk also suggested that their staff resources may be helpful for this process.

Airport Projects Report

Airport Manager Beaver explained that the main hangar doors replacement project is nearing completion. The doors have been installed with remaining work to include insulation, exterior sheeting, installation of door seals, final alignment, final electrical, and clean up.

There was brief discussion regarding the purchase of the new snow removal equipment (SRE) loader and blower. Mr. Beaver presented the MnDOT Office of Aeronautics grant for 5% state funding as a companion grant to the previously approved FAA 90% funding grant. Upon City Council consideration and approval of the funding sources, it is anticipated that the equipment can be ordered with an approximate six month lead time.

- 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 an updated draft copy of the proposed ten year CIP. There was a brief discussion regarding project prioritization and funding sources.

Business Development Working Group Update

Mr. Beaver provided an update on the airport business development working group activities and explained that the group has met with an area company that is interested in working with the airport to review alternatives for expanding their existing use of turbine air transportation. Commissioner Harrison added that the company is looking at ways to meet this need by finding the best fit of aircraft, pilots, aircraft management options, and potential partnering agreements. There was a discussion regarding positioning the aircraft at the Owatonna airport.

For other business, Commissioner Snitker inquired about the airport aviation fuel capacity and product ordering process. Airport Manager Beaver explained that the airport utilizes two twelve thousand gallon underground fuel storage tanks for 100LL and Jet fuel. The airport works with Avfuel Corporation as it's nationally recognized fuel brand supplier and meets required industry standard delivery and quality control standards. There was a brief discussion regarding product pricing and market. Mr. Beaver explained that the product pricing is consistently at or below market averages for the area.

There was no further old or new business.

6. Adjournment

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