

Airport Commission Meeting Minutes
February 20, 2025 – Charles S. Crandall Center – Meeting Room, City Hall
“DRAFT”

1. Call to Order

Chair Thurnau called the meeting of the Airport Commission to order at 8:00 am.

2. Roll Call

Commissioners Attending

Anthony Louris	Vice Chair
Dave Purscell	Commissioner
Daren Tarpenning	Commissioner
Matt Thurnau	Chair
Tim McManimon	Commissioner
Madeleine Haberman	Commissioner

Commissioners Absent

Greg Krueger	Commissioner
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Staff Attending

Dave Beaver	Airport Manager
Kristen Kopp	Sr. Administrative Technician

Visitors Attendings

Melissa Underwood	SEH, Inc.
Corey Madrid	Civil Air Patrol
Darren Schone	Civil Air Patrol

3. Approval of Agenda

Commissioner Louris made a motion to approve the agenda and Commissioner Purscell seconded the motion. All Commissioners voting Aye, the motion carried.

4. Minutes

Commissioner Tarpenning made a motion to approve the minutes from the January 16, 2025, Airport Commission meeting and Commissioner Louris seconded the motion. All Commissioners voting Aye, the motion carried.

5. Action Items

Chair Reports

None.

Staff Reports

Airport Manager Dave Beaver said that he will present the 2024 year-end budget numbers at the March meeting as they were still entering 2024 invoices. Accelerated is reviewing the lease renewal, which is a five-year lease for the dome hangar and office area. He said we also presented them with an aircraft maintenance agreement. The goal is to have these agreements prepared for the City Council as soon as possible. They're working on a new fuel system point of sale computer for staff to use. He said he's working with Glenda at the Chamber on a wall mural concept that will incorporate new branding and points of interest in the City. He said that there are four new hangar leases going to Council. The equipment grant for the pull-behind mower is available to us now.

Owatonna Squadron Civil Air Patrol (CAP) Update

Corey Madrid, CAP, thanked the Commissioners for considering their proposal for the T-Hangar half-unit lease. It helps with storage and is a morale booster for their members. CAP had proposed the construction of a new hangar at the airport, and he understood there were some questions about the location. He said that the biggest reason they chose the proposed location was the visibility from Interstate. Also, if it were farther back, it would be harder for cadets and their parents to get past the security checkpoints. Chair Thurnau asked what other spots would be available for the construction of a hangar. Beaver said that the site they proposed may be better suited for accommodating larger aircraft or commercial uses and is laid out on a map showing areas for future development. They wanted to reserve possible commercial or corporate uses on the main aircraft parking ramp, but it doesn't mean the CAP couldn't use it, too. Dave pointed out other areas that could work. Purscell said that the location the CAP proposed is a prime spot for a commercial location. Beaver said that the main benefit of the location is the ramp, which is needed for larger aircraft such as a corporate jet. Madrid said that the alternate location Dave mentioned would also work and he hadn't considered the ramp for larger aircraft. Beaver said it would be nice to see CAP in a hangar. Corey said that they would like to see a dedicated CAP aircraft here. He said he would need some sort of commitment in writing in support of a hangar. His goal is to get it done before (their) session ends on May 19, but might have to come later this year. He said they will discuss it at a staff meeting and come to the next Airport Commission meeting. The CAP representatives indicated that they also see the benefits of utilizing the construction site in the alternate hangar location near the center hangar lots adjacent to the auto parking lot. Purscell asked how they plan to utilize the space in the building. CAP Corey said that they have other activities and could open it up for community use, too, such as scouts. It would be a staging area for disaster response as well. The state has been looking for a facility down this way. Corey said they love being in Owatonna.

Dome Hangar #10 Roof Replacement Project Update

Melissa Underwood gave an update on the Dome Hangar Roof Replacement. She said they are waiting for warmer temperatures to get the gutters up. There is a \$44,358.70 change order for the labor and a dumpster to get an additional roof off, as well as hurricane clips. The original contract was \$224,631.00, so it will be 268,989.70 and it's a 70/30 split with

the MnDOT grant agreement. They should have an updated schedule by next month. A motion by Purscell and seconded by Louris to recommend approval of the change order as presented. All Commissioners voting Aye, the motion carried.

Professional Services Agreement – Taxilane and Parking Lot Design – SEH, Inc.

Melissa Underwood said for Federal Fiscal Year 2025 the two projects they proposed were the parking lot reconstruction and expansion for additional parking spaces and the taxilane project. This will be funded using Airport Improvement Grant (AIG) funds, or the Bi-partisan Infrastructure Law (BIL) funding that the airport has received for five years (2022 to 2026), so we know that the funds are guaranteed. There is a 95% Federal share and 2.5% State, 2.5% local, so the local share is cut in half. They are proposing to do the design for both of those projects. There are portions that are not Federally eligible around the taxilane area. These areas will not be Federally funded but would be covered by the State at their 70/30 rate. They would like consideration for the Professional Services Agreement and consideration to advertise for bid. The schedule would include going to Council on March 4 for the design Professional Services Agreement. Since there isn't a Commission meeting before that, they would like consideration to advertise for bid for the project. At the March Airport Commission meeting they will present the proposed construction administration services agreement scope and fee. They would publish the project with the bid opening in April and come back with a recommendation at the May meeting. They propose working with staff to prepare the grant application by May 21 and anticipate the grant funds to be awarded in July or August. The project would then be done later this summer. A motion was made by Tarpenning and seconded by Purscell to recommend City Council approval of the Professional Services Agreement for the Taxilane and Parking Lot Design and bid advertising. All Commissioners voting Aye, the motion carried.

6. Adjournment

The Airport Commission meeting was adjourned at 8:55 am.