



AIRPORT COMMISSION MEETING
Thursday, December 18, 2025 at 8:00 AM
Owatonna Degner Regional Airport
James Keltgen Commissioner
Greg Krueger Commissioner
Justin Lindee Chairman
Angie Lipelt Commissioner
Paula Snitker Commissioner
Sharon West Commissioner
Matt Thurnau Vice Chairman
Dave Beaver Airport Manager

1. Agenda

1.a. Agenda - December 18, 2025

2. Call to Order

3. Roll Call

4. Approval of Agenda

5. Approval of Last Meeting Minutes

5.a. Approve November 13, 2025 Minutes

6. Action Items

6.a. Chair Reports

6.b. Staff Reports

6.c. Automated Fueling Card Reader Replacement Project Update

6.d. Airport Zoning Update

7. Adjournment



**8:00 AM, Dec. 18, 2025 - Charles S. Crandall Center at City Hall
540 West Hills Circle, Owatonna, MN**

AIRPORT COMMISSION:

Madeleine Haberman	Commissioner
Greg Krueger	Commissioner
Anthony Louris	Vice Chair
Tim McManimon	Commissioner
Dave Purscell	Commissioner
Daren Tarpenning	Commissioner
Matt Thurnau	Chair
Dave Beaver	Airport Manager

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Minutes Approval of the Nov. 13, 2025 Airport Commission meeting minutes.
5. Action Items
 - a. Chair Reports
 - b. Staff Reports
 - c. Automated Fueling Card Reader Replacement Project Update
 - d. Airport Zoning Update
6. Adjournment

AIRPORT COMMISSION MEMBERS RSVP, IF YOU WILL NOT BE ATTENDING (774-7141)

Airport Commission Meeting Minutes
November 13, 2025 – Charles S. Crandall Center – Meeting Room, City Hall
“DRAFT”

1. Call to Order

Vice Chair Louris 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
Greg Krueger	Commissioner
Tim McManimon	Commissioner

Commissioners Absent

Madeleine Haberman	Commissioner
Matt Thurnau	Chair
Daren Tarpenning	Commissioner

Staff Attending

Dave Beaver	Airport Manager
Kristen Kopp	Senior Administrative Technician

Visitors Attendings

Jake Jorgensen	SEH, Inc.
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3. Approval of Agenda

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

4. Minutes

Commissioner Purscell made a motion to approve the minutes from September 18, 2025, Airport Commission meeting and Commissioner Krueger seconded the motion. All Commissioners voting Aye, the motion carried.

5. Action Items

Chair Reports

None

Staff Reports

Airport Manager Beaver said activity has been good. He highlighted the fuel numbers, which are slightly higher but very close to last year's numbers. The jet fuel volume

dispensed is higher than it has been for the last several years. Fountain Aviation is now providing aircraft repair and maintenance services. They want to have a public open house before winter. Regarding the airport 2026 budget submittal, the airport operational budget is currently self-sufficient. For CIP, the parking lot and the small sliver of taxiway reconstruction project have been awarded and grants approved; however, due to weather the construction phase will happen in the spring, but the contractor, Ulland Brothers, will honor their bid prices. There are a couple of new T-hangar renters. Staff is in the process of switching equipment over to winter operations and preparing for snow removal operations. The main terminal and service area furnishings have been updated as part of the 2025 renovations. Staff are also working on hangar doors as part of the fall preventive maintenance schedule. They finished painting the approach lighting fixtures with FAA approved orange paint. The MALSR inspection with the FAA is November 21.

Automated Fueling Card Reader Replacement Project Update

Beaver said there are two projects this year that MnDOT has offered preliminary grant approval on—the Airport Zoning update and the Fueling Card Reader update. The card reader is outdated and many parts are unavailable. The anticipated State grant offer for this project is for 60% of project cost of around \$25,000. Quotes are being received for this project. An alternate pricing for automated capability at the jet pumps has also been requested as part of this process. The City IT department is also involved in the review as all of the various systems use different software. The state would like grant requests based on quotes by the end of November. The anticipated installation will be next spring. Jorgensen said there is an option to amend the grant when we get the final numbers. He said he also wants to build in a way for based tenants to enter that information for a discount. He was hoping they could use their gate cards.

Airport Zoning Update

Beaver said they have received a supplemental letter of agreement from SEH, Inc to complete the 2026 Airport Zoning update. Jorgensen said that the existing zoning provides zoning for the existing 5,500' primary runway. The updated airport Master Plan includes and shows a runway extension to 7,000'. Updated zoning is needed to reflect the planned development and to protect for future needs as shown in the approved plan. Beaver said that the existing Zoning Ordinance was approved in 1998 and an update is needed to stay in compliance with MN State statutes and protect land use zoning and obstruction clearances. The approved CIP has this project at a local project cost of up to \$40,000 with the presented proposed agreement cost under this amount at \$32,600. The project will also involve updating the Joint Airport Zoning Board to ensure participation from the appropriate representatives from city, county, and townships. A motion was made by Purscell and seconded by Krueger to recommend City Council approval of the Supplemental Letter of Agreement with SEH, Inc. for the Airport Zoning Update. All Commissioners voting Aye, the motion carried.

6. Adjournment – A motion was made by McManimon and seconded by Purscell to adjourn the meeting at 8:40 am. All Commissioners voting Aye, the motion carried.