



AIRPORT COMMISSION MEETING

Thursday, September 19, 2024 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

PLEASE NOTE: At 5:30 p.m. Council will meet in a Study Session in Council Chambers, City Hall at 540 West Hills Circle. Council will receive an update from the City's HRA (Housing Redevelopment Authority) and discuss park fees.

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Last Meeting Minutes

4.a. Airport Commission Minutes - July 18, 2024

5. Action Items

5.a. Chair Reports

5.b. Staff Reports

5.c. 2024 Airport Project Update

6. Adjournment

7. Airport Commission Agenda

7.a. Airport Commission Agenda - September 19, 2024

Airport Commission Meeting Minutes
July 18, 2024 – 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

Madeleine Haberman	Commissioner
Greg Krueger	Commissioner
Anthony Louris	Vice Chair
Tim McManimon	Commissioner
Dave Purscell	Commissioner
Matt Thurnau	Chair

Commissioners Absent

Daren Tarpenning	Commissioner
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Staff Attending

Dave Beaver	Airport Manager
Troy Klecker	Community Development Director
Kristen Kopp	Sr. Administrative Technician

Visitors Attending

Melissa Underwood	SEH, Inc.
Jake Jorgenson	SEH, Inc.

3. Approval of Agenda

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

4. Minutes

Commissioner Krueger made a motion to approve the minutes from the June 13, 2024, Airport Commission meeting and Commissioner Haberman seconded the motion. All Commissioners voting Aye, the motion carried.

5. Action Items

Chair Reports

There were no Chair Reports.

Staff Reports

Airport Manager Beaver reported on airport activities and presented the combined aviation fuel volumes dispensed year to date. He said the Air Race Classic was in June, which was a good event. We had the most stayovers of any of the ten stops. There was approximately \$10,000 in fuel revenues and 150 people stayed in the community, including volunteers. There were a lot of positive comments on Home2 Suites. It was a lot of fun and a good marketing event. The fuel numbers reflect a lot of multi-engine training activity and just an uptick in operations. Jet is up a little from last year and fluctuates this time of year. Normally we've done a lot of ag spraying this time of year, and we haven't seen them yet. Numbers on fuel are going up pretty well. Staff are starting to use a new supply inventory system through Cartegraph asset management system. They're all learning that and using it as a tool. His staff works independently and there are never two working at the same time. He's also working on training on fuel handling. He hasn't heard back from the MnDOT inspection that was completed in early June. They did the 5010 three-year inspection, which becomes part of the FAA master record.

Chair Thurnau welcomed Commissioner Dave Purscell to his first official meeting.

T-38 Aircraft Display Maintenance Update

Mr. Beaver provided an update on the on the T-38 Aircraft Display. Council approves an annual agreement with the Air Force to have those aircraft on loan, and it is our responsibility to maintain them. They are a landmark for the City of Owatonna that we want to keep looking good. We started looking at what it would take in 2019. They took quotes for repainting the entire display, and they were right around \$85,000. He said they decided to phase it out and selected Apex Painting to do the work. He included the updated 2023 phasing in the packet. A structural inspection was conducted by ISG in 2020 to make sure it was structurally sound after 20 years. There was a good report. There was some welding needed that Apex did. Apex spot checked everything and fixed some of the spots, including a lot of water and bird damage. They also painted the support derricks at that time. Now they're looking at how to fund the rest of the project. Craig Brase originally painted the display back in 1999 and used auto paint. He said Kevin Oyloe of Apex Painting's proposal is in the packet. He's proposing a total cost of \$35,000 just to get up there this year and see what can be done. They will repaint aircraft No. 1 and spot paint the other two. He doesn't know how far the \$35,000 will go until closer inspection upon starting work under this phase. The total includes the equipment, including the boom. He is also using the boom to paint the grain bins in town, so there is some cost savings there. Craig Brase has offered to assist come sit in the lift and donate his labor. He is the original painter, so it doesn't get better. He said he could do the work sometime in August. They're looking at ways to take some reimbursements that are due to the City on some previous grants. We can use some of those funds, plus operational budget and the T-38 maintenance display fund. There was some discussion about asking the Owatonna Foundation for funds. Krueger said that the aircraft are an iconic figure in Owatonna and put in by an iconic individual who was an extremely strong supporter of the Owatonna Foundation. Klecker said that they have already awarded their grants for the year. McMannimon said that the Foundation typically would take applications for mini grants twice a year. He said the Foundation wants to do the gap funding or look at how they can enhance a project. Haberman said she sits on the Foundation advisory panel and does not think they did reimbursement financing. Their next deadline is September 1, so it would be after the project is complete. Klecker said they can

have a conversation with the Foundation. Beaver said this is just a phase, so more work is anticipated depending on what is found this year. They could present all of the phases that have been completed. A motion was made by McMannimon and seconded by Purcell to accept the proposal from Apex Painting with the August completion date. All Commissioners voting Aye, the motion carried.

Event Permit Application for Civil Air Patrol (CAP) French Toast Breakfast

Mr. Beaver presented an Event Permit Application from Civil Air Patrol for the Annual French Toast Breakfast Fundraiser on August 25. He said he didn't see anything unusual with the request. We want to ensure that CAP is responsible for all hard costs for holding the event and we usually include in the motion that they are responsible for one additional garbage pick up. We also require them to have port-a-potties and appropriate insurance for the event. There was some discussion of the new fence and if that would cause any issues. Beaver said he thinks that the fencing may actually help. Last year they included an Auto Club Show and they would like to discuss where they can park those cars. They have parked them around the T-38 display during past events. Beaver said that hasn't been worked out. He wants to know how many cars would be involved and whether they'd be monitored. That aspect was not included in the application. Beaver said he doesn't want to use the main auto parking lot, as he wants to keep that open for those who can't park in the grass, or for accessibility. There was some discussion about having it on the aircraft parking ramp. Usually there are about 15 to 20 cars. A motion was made by Commissioner Haberman and seconded by Commissioner Louris to approve the Event Permit Application for CAP with the understanding that they are going to pay for the expenses of the additional trash pick up, port-a-potty rental, event insurance, and any additional hard cost, and also any parking and any auto shows require prior approval from staff at the Airport. There was some discussion about security during the event, whether there was additional patrol or response. Beaver said it's not included in their application and said that Chief Mundale has reviewed the application. He said that usually they may offer free French toast breakfast to law enforcement. Also one of the officers is a pilot and may attends the event. All Commissioners voting Aye, the motion carried.

2024 Airport Projects Update

Airport Manager Beaver gave an update on Capital Improvement Projects. The security fencing project is wrapping up. It was completed by Century Fence, except for the access control. We asked them to use the access control contractor that the City uses for public buildings, Paape, and we're working with them to complete the access portion. It has been a bit of a challenge as there has been some turnover in Government Buildings. They're also working on the Dome Hangar roof as it is in really bad shape. They've met with Melissa Underwood and her team on the engineering. They finally got approval from the State and have been offered a grant for up to \$500,000. They're meeting with SEH after this to discuss that, what type of roof system they'll put up, and how to go through the bid process. After that, they'll get into the building and do the carpet and paint. This work is anticipated to happen as soon as possible. Another project they're looking to coordinate with is the pavement work at the runway intersection. Jake said they have quotes and are figuring out contractor schedules. It will be a small project, but it will have a big impact. They are

working with PCI on that project. Beaver said zoning and card reader are also on the 2024 CIP. He has had initial discussions with the State on an airport zoning update, which is needed to ensure that we're protecting the airspace for a the design of the runway out to 7,000 feet. The State suggested that we hold off on that because there is some legislation that would impact the zoning requirements. The card reader for automated 100LL fuel is looking like it will go into the fall as we weren't offered a grant. Underwood said for zoning purposes, there is a rule change being proposed that they may maximize the zoning for general aviation at 6,000 feet. With the 7,000 foot runway, it would shrink their zones on each end by 1,000 feet. She said it's beneficial to wait and see if that rule change goes through. The State mentioned that they may do a separate (bucket) for fuel system upgrades because many airports are going through this card reader change. She is hopeful that they do that in the next month or two, and then we could apply for that bucket of funding. Beaver said it would be nice to get the new card reader. It's not a big project, budgeted at \$23,000. He said that Council is looking at the 2025 budget, so he is meeting with SEH to go over CIP projects for 2025, including expansion of the parking lot, taxi lane work, and continuing to work on other airport roof needs. There was some discussion on hangar occupancy. Beaver said occupancy is pretty good. While it's nice to fill them up, it's nice to have some available. There are approximately two to three openings total right now. There are three or four land leases up for renewal and he will try to package them together for the Commissions' review as well as City Council. There was some discussion about responsibilities of tenants in the lease. Beaver said that he would forward a current copy of the T-Hangar lease. He said there isn't a lot on the lease regarding responsibilities of the tenant with respect to control of their aircraft and behavior on the airfield. There is more and more conflict with increased activity. Maybe a good time to do that would be as they move into the rates discussion in the fall. He said they're also working with the City Finance Department on a lease administration procedure. He said they want to standardize it. Klecker said they have access to software that would allow us to have all of those tenants and leases. It would automatically send an email when the lease is coming up. Right now, they are manually checking. That will ease a lot of the paperwork and be more timely. McManimon suggested the lease refer to an airport handbook. The handbook could be updated independently without redoing all the leases. Beaver said he will look into it. Commissioner Purscell asked about long-range readers for law enforcement for gate access. Beaver said that they don't have long-range capability at this time. They want to be able to issue cards to each tenant and have the ability to put in codes for backup.

6. Adjournment

The Airport Commission meeting was adjourned at 8:51 am.



**8:00 AM, September 19, 2024 - 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 July 18, 2024 Airport Commission meeting minutes.
5. Action Items
 - a. Chair Reports
 - b. Staff Reports
 - c.. 2024 Airport Projects Update
6. Adjournment

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