



AIRPORT COMMISSION MEETING
Thursday, January 16, 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. Airport Commission Agenda

1.a. Airport Commission Agenda - January 16, 2025

2. Call to Order

3. Roll Call

4. Approval of Agenda

5. Approval of Last Meeting Minutes

5.a. Airport Commission Minutes - December 19, 2024

6. Action Items

6.a. Chair Reports

6.b. Election of Officers

6.c. Staff Reports

6.d. Accelerated Aviation Update

6.e. Dome Hangar #10 Roof Replacement Project Update

7. Adjournment



**8:00 AM, January 16, 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 December 19, 2024 Airport Commission meeting minutes.
5. Action Items
 - a. Chair Reports
 - b. Election of Officers
 - c. Staff Reports
 - d. Accelerated Aviation Update
 - f. Dome Hangar #10 Roof Replacement Project Update
6. Adjournment

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

Airport Commission Meeting Minutes
December 19, 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

Anthony Louris	Vice Chair
Dave Purscell	Commissioner
Daren Tarpenning	Commissioner
Matt Thurnau	Chair

Commissioners Absent

Tim McManimon	Commissioner
Greg Krueger	Commissioner
Madeleine Haberman	Commissioner

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 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 November 21, 2024, 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 today is the first snow removal event for the airport. Activity has been going steadily up over the last several years. He said that they are trying to resolve traffic conflicts with the users and another area flight school. He said he wants to follow standard flight procedures. Beaver said he met with Commissioners Haberman and Tarpenning about the lease agreements. Commissioner Tarpenning said they want to continue to regulate what's happening on the ground and let the FAA regulate what happens in the air. They talked about building out a procedure manual. He said the goal is to have a draft in January or February. Beaver said he called a lot of his colleagues in the area and that so far has not found another comparative rules manual. Beaver gave an update on the Airport's renovations and the card reader. - They want us to sign a three-year service agreement. He needs to have Council and the City Attorney look at it. He said that a lot of tenants have picked up their access cards for the new security gates.

Dome Hangar #10 Roof Replacement Project Update

Airport Manager Dave Beaver gave an update on the Dome Hangar Roof Replacement. They mobilized last Tuesday and have a crew of about 20 people a day working on the roof. Jake Jorgenson said they cleared both of the roofs and are working on the vapor barrier and will be doing insulation soon. Commissioner Tarpenning asked if the weather affects the quality with the low temperatures. Jorgenson said the specific product they're using is good to 25 degrees. They're watching the weather, but it's looking warmer this next week. He said they have replaced some of the roof decking and plywood. Beaver said it's a 30-year membrane.

2025 Rates and Charges

Airport Manager Dave Beaver handed out a Rates and Charges Schedule with proposed changes for 2025, as well as a survey of rates and charges of Minnesota Airports. . He said that each there appear to be various ways that other communities assess rates and charges with some doing an automatic 3% increase a year. Commissioner Purscell said that this may not reflect market rates and may result in lost business. Commissioners Tarpenning said, looking at the data, we're in the range of what our competitors are. Community Development Direct Troy Klecker said that he likes the annual comparison of the market rather than a built-in 3%. Commissioner Tarpenning asked how much they increased last time. Beaver said they held steady last year with no increases. Klecker suggested adding a note to the Private Hangar Land Lease rates that these are the starting rates for new leases. After the first year, there is an escalator built in, which may differ from the rates for a new lease. A motion was made by Commissioner Tarpenning and seconded by Commissioner Louris to approve the 2025 Rates and Charges as proposed with the change to Private Hangar Land Leases that Troy Klecker noted. All Commissioners voting Aye, the motion carried.

2025 Farm Land Lease Rates

Airport Manager Dave Beaver said that the Airport Commissioners reviewed the farm land bids at their last meeting. He also submits a negotiated rate for non-bid pieces that don't have good access. He typically talks to farmers and the U of M Extension Office. The U of M is predicting land rental prices to go down. He said he is proposing to leave the land rate at \$255/acre. This would be for three or four small pieces of land. Commissioner Louris said

\$255 seems reasonable based on the data with neighboring counties having similar rates. Beaver said he would like to get these pieces to the bid side of the ledger in the future. A motion was made by Commissioner Louris and seconded by Commissioner Tarpenning to approve the 2025 Farm Land Lease Rates. All Commissioners voting Aye, the motion carried.

6. Adjournment

The Airport Commission meeting was adjourned at 9:21 am.