

Airport Commission Meeting Minutes
February 14, 2019 – Owatonna Degner Regional Airport

1. Call to Order

Chairman Keltgen called the Airport Commission meeting to order at 4:00 PM at the Owatonna Degner Regional Airport.

2. Roll Call

Attendance

Todd Hale	Commissioner
Tom Harrison	Commissioner
James Keltgen	Chairman
Greg Krueger	Commissioner
Justin Lindee	Vice Chairman
Sharon West	Commissioner
Dave Beaver	Airport Manager
Troy Klecker	Community Development Director

Visitors

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

Chairman Keltgen presented the agenda and Commissioner Krueger made a motion to approve and Commissioner Hale seconded the motion. The motion was approved.

4. Minutes

Commissioner West made a motion to approve the minutes from the January 10, 2019 Airport Commission meeting and Commissioner Krueger seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman welcomed all in attendance. There were no further chairman reports.

Staff Reports

Airport Manager Beaver reported on airport activities and explained that snow volumes and drifting has been high over the last month. Mr. Beaver explained that snow removal operations and hauling has been going well and crews have kept priority areas open.

Other activity reported on included the process of hiring the summer student intern, update of airport job safety analysis documentation, and lease updates. There was a brief discussion regarding these items.

- 2019 Project Update

Airport Manager Beaver explained that the contract documents are being prepared with Sam Husnik Construction, Inc. for the installation of the Higher Power hydraulic doors on the main heated hangar. There was a discussion regarding the exterior framing bracket paint color. The idea of supporting the airport branding by including a service logo or paint color was discussed. Options will be reviewed with the contractor. Mr. Beaver explained that seventy percent MnDOT grant funding participation is expected for all project costs including construction, engineering, and administration. It is anticipated that contract documents and grant offer will be considered by City Council during the March 5th meeting.

Mr. Beaver reported on the airport navigational aids including the Instrument Landing System (ILS) and Automated Weather Observation System (AWOS) and updated the Commission on how the components of these systems are inspected and maintained. There was a discussion on the components that are maintained by MnDOT Aeronautics and components maintained by the airport. Mr. Beaver explained that MnDOT is in the process of assessing the needs of the state system that includes many airports. The technical contractor that provides quarterly verifications of the airport approach lighting component of the ILS system may be retiring this year and alternatives for continued service is being evaluated with the MnDOT office of Aeronautics.

There was a brief discussion regarding the state budget process and potential impacts to airport project funding. Ron Roetzel, representing the airport engineering firm provided a brief update on the state bonding process and potential application to airport projects.

Business development working group update

Airport Manager Beaver explained that the working group meets monthly to discuss business development at the airport and alternatives for providing transportation options for area business. Commissioner Harrison explained that the group has been busy with strategic outreach, tours, working with the airport branded fuel supplier, digital advertising, service branding, and working with potential business to locate to the field. Mr. Harrison added that committee members have also attended MN aviation business aircraft association events, participated in the MnDOT Aeronautics Oshkosh airshow booth, and other networking opportunities.

Community Development Director Klecker explained that members of the group recently met with the Owatonna Chamber of Commerce president to discuss business aviation needs of the community and possibilities of working towards basing a shared business aircraft at the facility to meet those needs. Mr. Klecker also explained that the group is looking at other possible needs such as car rental options and compatible aviation business with existing business tenants including Langer Aviation and John Klatt Airshows. Commissioner Krueger suggested that the group also broaden the review to include area communities that make use of the facility. There was a brief discussion regarding these efforts.

Consideration of agreements with Bolton and Menk for engineering services

Chairman Keltgen introduced Ron Roetzel of Bolton and Menk to discuss proposed engineering services for upcoming airport Capital Improvement Projects (CIP). Mr. Roetzel presented a proposal for services for project assistance for the acquisition of airport snow removal equipment. The airport is scheduled to purchase a new loader with blower and

broom attachments in 2019. Mr. Roetzel explained that the scope of services would include attending eligibility meetings with staff to coordinate with FAA on anticipated grant assistance, obtain quotes based on justification and need, and ensure grant requirements are met. Mr. Beaver explained that FAA and MnDOT grants are projected to be in the amount of 95% funding participation for project costs. The anticipated local share of engineering services is approximately \$250.00. After discussion, Commissioner Krueger made a motion recommending approval of the proposal for professional services for snow removal equipment (SRE) purchase assistance and was seconded by Commissioner West. The motion was approved.

Regarding the airport automobile parking lot and north hangar taxilane crack seal and sealcoat project for 2019, Ron Roetzel presented work order #8 for engineering services for pavement maintenance. The scope of services include design, bidding, and construction engineering services. Mr. Beaver explained that a seventy percent MnDOT Aeronautics grant is anticipated for this project. The anticipated local share of the engineering services is approximately \$3,300.00. After discussion, Commissioner Krueger made a motion to recommend approval of work order #8 for engineering services for the automobile parking lot and taxilane pavement maintenance project contingent on the grant funding participation and was seconded by Commissioner Hale. The motion was approved.

6. Adjournment

The Airport Commission meeting was adjourned at 5:10 PM with a motion made by Commissioner Harrison and seconded by Commissioner West.