

Airport Commission Meeting Minutes
May 9, 2019 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

The Airport Commission meeting was called to order at 5:00 PM at the Owatonna Degner Regional Airport.

2. Roll Call

Attendance

Todd Hale	Commissioner
Tom Harrison	Commissioner
Greg Krueger	Commissioner
Paula Snitker	Commissioner
Sharon West	Commissioner
Dave Beaver	Airport Manager

3. Approval of Agenda

Commissioner Krueger made a motion to approve the agenda and Commissioner West seconded the motion. The motion was approved.

4. Minutes

There was no April Airport Commission meeting. Commissioner Snitker made a motion to approve the minutes from the March 14, 2019 Airport Commission meeting and Commissioner Krueger seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

There were no chairman reports.

Staff Reports

Airport Manager Beaver reported on airport activities and presented the fuel volumes dispensed report to date. For other activities, Mr. Beaver reported that the 2018 wildlife depredation permit report has been completed and submitted to the state and that the Owatonna City Council has approved the annual loan renewal package with the US Air Force for the T-38 aircraft display.

Mr. Beaver reported that the T-Hangar units are near capacity with two new renters and the last open unit pending. Regarding the two new renters, one has positioned a Cessna 172 in the hangar and the other a Piper Cherokee.

Regarding the summer internship program, Mr. Beaver, explained that the hiring process is underway and will involve a part time summer intern position beginning in early June

through the end of August. There was a discussion on position duties including event planning and implementation such as youth aviation camps, fly-in breakfast, movie night, as well as other general administrative and operational duties

- *2019 Project Update*

Regarding the hangar door project, Mr. Beaver reported that the contractor is in the process of delivering building materials to the site. The doors are being custom manufactured by Higher Power hydraulic doors and scheduled for delivery in July.

Airport Manager Beaver provided an update on the equipment purchases that are budgeted for in 2019 including the loader with blower and broom attachments and riding mower. Quotes have been received and are being reviewed for eligibility with Federal Aviation Administration (FAA) grant requirements. A 90% federal funding grant participation is anticipated for the snow removal equipment with an additional 5% state funding anticipated.

Mr. Beaver also reported that the airport automobile parking lot and north hangar taxilane is scheduled for crack sealing on May 15th with the sealcoating scheduled for June 12th.

Business development working group update

Airport Manager Beaver explained that the working group met on May 8th. There was a brief discussion regarding a number of initiatives currently being focused on by the group. The group is currently looking at expanding ground transportation and rental car options for customers flying into the airport. There was also a discussion regarding options for local business use of charter aircraft and other alternatives for utilizing business aircraft for local transportation needs. Mr. Beaver reported that while many local businesses utilize corporate aircraft, the group is working with the Owatonna Chamber of Commerce to review other aviation transportation alternatives that may be available to the business community.

Mr. Beaver presented a review of the data analytics of the airport digital advertising campaign. There was a brief discussion regarding the ads, the target audience, current national websites being targeted, and tracking impact to the airport web-site.

Mr. Beaver reported that the annual meetings of the Joint Airport Zoning Board and the variance appeals airport Zoning Board of Adjustment will be held on June 6th, 2019. There was a brief discussion on the zoning boards.

Airport Manager Beaver reminded those in attendance that the monthly “Hang out in the Hangar” event hosted by Dennis VonRuden is directly following the meeting and anyone is welcomed to attend.

6. Adjournment

The Airport Commission meeting was adjourned at 6:09 PM with a motion made by Commissioner Snitker and seconded by Commissioner West.