

**Airport Commission Meeting Minutes**  
**January 11, 2024 – Owatonna Degner Regional Airport**  
**“DRAFT”**

1. Call to Order

Chair Thurnau called the meeting of the Airport Commission to order at 5:00 PM.

2. Roll Call

Attending

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

3. Approval of Agenda

Commissioner Louris made a motion to approve the agenda and Commissioner Tarpenning seconded the motion. The motion was approved.

4. Minutes

Commissioner McManimon made a motion to approve the minutes from the December 14, 2023 Airport Commission meeting and Commissioner Haberman seconded the motion. The motion was approved.

5. Action Items

Chair Reports

Chair Thurnau commented that it is nice to see the beginning phases of the airport security fencing being installed. There were no further chair reports.

Election of Officers

Chairman Thurnau then opened the floor for nominations for the Airport Commission election of officers. Commissioner Louris made a motion to re-appoint Matt Thurnau as Chairman and Commissioner McManimon seconded. The motion was approved.

After a brief discussion on candidates for the position of Vice Chair, Commissioner McManimon made a motion to appoint Tony Louris as Vice Chairman of the Airport Commission and Commissioner Tarpenning seconded the motion. The motion was approved.

Staff Reports

Airport Manager Beaver provided a brief report on airport activities, recent business arrivals, and activity at Accelerated Aviation flight school. Mr. Beaver presented the fuel

volumes dispensed for year end 2023 and explained that fuel volume dispensed in 2023 was higher than combined volumes for the previous year. There was a brief discussion regarding the new City of Owatonna community branding effort and new logo.

- *Consultant Selection*

Airport Manager Beaver explained that two written Statements of Qualifications were received for the airport engineering and consultant selection process. The selection committee has met to review the proposals and score each one. Commissioner Louris and Tarpinning reported that the information submitted provided a good overview of each firm. The committee is moving forward with in person interviews of each firm in February with the goal of making a selection recommendation by the February Airport Commission meeting.

- *2024 Discussion*

There was a brief discussion regarding work items and broad goals moving in to 2024. Commissioner Tarpinning explained that it would be good to better understand airport customer needs and provide opportunities for customer input and feedback. Commissioner McManimon added that this may include the use of on-line tools and other ways to gather input in order to ensure high customer satisfaction. There was also a discussion on building on the successes in the areas of business development, T-hangar completion, and budget efforts to continue to grow and provide increased opportunities for economic development.

Security Fencing Project Update

Airport Manager Beaver reported that the contractor has completed the south portion of the fence installation and has stopped work due to freezing weather. The north section of the fence and gates are to be installed weather permitting in the spring. Any remaining work items would then be completed at that time. There was a brief discussion regarding the security fencing project.

6. Adjournment

The Airport Commission meeting was adjourned at 5:56 PM.