

Airport Commission Meeting Minutes
April 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	Vice Chair
Paula Snitker	Commissioner
Daren Tarpenning	Commissioner
Matt Thurnau	Chair
Dave Beaver	Airport Manager

Visitors

Melissa Underwood	SEH, Inc.
Corey Madrid	Owatonna Squadron Civil Air Patrol (CAP)
Jim Stanoch	Owatonna Squadron Civil Air Patrol (CAP)
Kevin Oyloe	Apex Industries

3. Approval of Agenda

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

4. Minutes

Commissioner Louris made a motion to approve the minutes from the March 14, 2024, Airport Commission meeting and Commissioner Haberman seconded the motion. The motion was approved.

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. There was a brief discussion on activity, flight training and business arrivals. Mr. Beaver reported that work is being completed on 2024 grant applications and described a number of anticipated improvements.

Mr. Beaver provided an update on the upcoming Air Race Classic (ARC) event scheduled for June 18th-21st. Mr. Beaver reported that staff is working with the Owatonna Area

Chamber of Commerce on promoting the event to include hotel discounts for participants. Mr. Beaver explained that the program submittals have been completed and work is being coordinated with the stop chairperson and volunteers. There was a discussion regarding the event and how local airport users and Commission members could get involved. Mr. Beaver explained that there are already a number of volunteers and that a sign-up sheet with available time slots and roles would be available by the May meeting.

Owatonna Squadron Civil Air Patrol (CAP) Update

Chair Thurnau introduced Corey Madrid with the CAP for an update. Mr. Madrid explained that he has been promoted to Commander of the local CAP squadron and introduced his team. Mr. Madrid provided an update on CAP activities and plans for an open house. They have set the date for the annual airport CAP French toast breakfast for August 25th. Commissioner Tarpenning reminded the group to make sure they submit Event Permit Application for planned events at the airport.

Regarding CAP membership, Mr. Madrid reported that the local squadron now has 16 cadet members and 14 senior members. The local CAP meets at the airport every Tuesday evening and focuses on cadet programs, education, and emergency response. Mr. Madrid explained that goals for the local squadron include acquiring an airplane, building a hangar, and working with and helping the airport with various needs and events. Chair Thurnau thanked the CAP for attending and providing an update.

Introduction of Airport Consultant, Short Elliot Hendrickson (SEH)

Airport Manager Beaver introduced Melissa Underwood with Short Elliot Hendrickson (SEH) as the primary contact for airport engineering and consulting services. Mr. Beaver explained that SEH was selected through a competitive selection process. Melissa Underwood gave a brief background on herself and SEH and provided a handout showing the company's approach to project needs at the Owatonna airport. There was a brief discussion and welcome.

CIP Review

Melissa Underwood provided a handout showing suggested prioritization of near-term projects shown on the airport Capital Improvement Program (CIP). The projects depicted included suggestions for phasing pavement maintenance projects. There was a brief discussion regarding CIP projects.

Security Fence Project Update

Airport Manager Beaver gave an update on the security fence project and reported that work is set to begin again in the next week primarily on the north side of the airport driveway. After completion of the layout and staking for this project a number of underground utilities were found to be located in close proximity to the desired layout of the fence line. Mr. Beaver explained that the Contractor recommends hydrovac excavating rather than using an auger in these areas.

Mr. Beaver presented Change Order No. 2 and explained that the proposed change order provides for the cost of the additional hydrovac work and adds two weeks to the date of completion for coordination of subcontractors and the hydrovac operation. This also allows additional time for the ground to dry to avoid damaging airport grounds with equipment.

Mr. Beaver added that additional engineering services are included to assist with survey and deed research outside the original scope of work of the airport engineering consultant. This is to investigate any recorded deeds to ensure no boundary restrictions, agency restrictions, easements, or other issues before final staking of fence line.

Mr. Beaver explained that the FAA has reviewed and approved the change order and that additional costs are eligible for grant funding under the existing project grant. After discussion, Commissioner Louris made a motion to recommend approval of Change Order No. 2 as presented and Commissioner Tarpenny seconded the motion. The motion was approved.

T-38 Aircraft Display Maintenance Program

Chair Thurnau introduced Kevin Oyloe with Apex to update the Commission on suggested continued phases of the T-38 maintenance program. Mr. Oyloe gave a brief description of the initial phases of work completed in recent years including the cleaning and painting of the support derricks and bird mitigation. Mr. Oyloe recommended that the next phase should include the re-painting of the display aircraft. There was a discussion regarding this process and determining the cost. Mr. Oyloe will provide phased cost estimates for review for upcoming meetings.

For other items, there was a discussion regarding the Airport Commission meeting time including adjusting the meeting time to a morning meeting time. This will be discussed at the next meeting to allow for further input and discussion.

6. Adjournment

The Airport Commission meeting was adjourned at 6:20 PM.