



Meeting Agenda
City of Mora, Airport Board
5:00 p.m. Tuesday, February 14, 2023
Mora City Hall

Mora City Hall
101 Lake Street S
Mora, MN 55051
Kanabec County,
Minnesota

City of Mora Code of Ordinances, Chapter 32: The role of the Airport Board is to be a recommending advisory body to the City Council regarding all aspects of airport land use, airport operations, and airport capital improvements.

1. Call to Order
2. Oath of Office: Dave Gunderson and Karla Kastenbauer will pledge the oath of office for 3-year terms expiring December 31, 2025
3. Roll Call: ☐ Sadie Broekemeier ☐ Stefan Salmonson ☐ Dave Gunderson
 ☐ Karla Kastenbauer ☐ Nick Stafford
4. Adopt Agenda *(No item of business shall be considered unless it appears on the agenda for the meeting. Board members may add items to the agenda prior to adoption of the agenda.)*
5. Election of Officers for 2023
6. Minutes
 - a. Approve minutes from December 13, 2022
7. New Business (none)
8. Old Business (none)
9. Reports
(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)
10. Adjournment
The next meeting of the Airport Board is scheduled for **5:00 p.m. Tuesday, March 14, 2023**



MEMORANDUM

Date February 14, 2023
To Airport Board
From Kirsten Faurie, Community Development Director
RE Election of officers

SUMMARY

The Airport Board will elect officers for 2023.

DETAILS

Below is a brief summary of the officers to be elected and their duties. The Airport Board must select a Chairperson, Vice Chair and Secretary. The role of Secretary is traditionally held by the city's Community Development Director.

CHAIRPERSON:

- Presides at all meetings of the board

VICE-CHAIRPERSON:

- Performs the duties of the Chairperson in the Chairperson's absence

SECRETARY: (role of City's Community Development Director)

- Keeps minutes of the meetings and maintains records of the Airport Board

RECOMMENDATIONS

Select an Airport Board Chairperson, Vice Chair and Secretary.

City of Mora Airport Board
Meeting Minutes
December 13, 2022 – 5:00 p.m.
Mora City Hall

Pursuant to due call and notice thereof Karla Kastenbauer called to order the regular meeting of the Airport Board at 5:05 p.m., on Tuesday, December 13, 2022, in the Mora City Hall council chambers.

2. Roll Call: Present: Dave Gunderson, Karla Kastenbauer, Stefan Salmonson, Jody Anderson

Absent: Chair Nick Stafford

Staff Present: City Administrator Glenn Anderson, Airport Manager Joe Kohlgraf, and Community Development Director Kirsten Faurie

3. Adopt Agenda:

MOTION made by Gunderson, seconded by Salmonson, and unanimously carried to adopt the agenda.

4. Minutes:

- a. **Approve minutes from November 1, 2022:** MOTION made by J. Anderson, seconded by Salmonson and unanimously carried to approve the November 1, 2022 minutes as presented.

5. Old Business:

- a. **Update on Airport Hangar Land Lease Agreement:** Faurie and Kastenbauer reported to the board the discussion from the Mora City Council on Nov. 15 regarding the Airport Hangar Land Lease agreement section **18. Right of Entry**. Faurie reported the city council approved the changes as last recommended by the Airport Board with one minor change: “72-hours” was re-written as “*three business days*.”

MOTION by Gunderson to accept the agreement as presented; seconded by Salmonson and unanimously carried.

6. New Business:

- a. No new business.

7. Reports

- a. Staff: Kohlgraf reported continued work on fuel line replacement. Comin gup soon will be engineering for the taxi lane full-depth reclamation paving. The crosswind runway is closed for the winter as well as some taxi lanes. Kohlgraf reported the airport has been selling a lot of AV gas and is ordering more. Discussion was held on gas pricing strategy and how the city may adjust the beacon which appears to be leaning.

City of Mora Airport Board
Meeting Minutes
December 13, 2022 – 5:00 p.m.
Mora City Hall

- b. Airport Board Members: Gunderson discussed an inquiry by Carla Doering who would be willing to sell some of her property to the airport. G. Anderson noted that the property was often wet and not of use to the airport; he did not see the benefit of purchasing it.

J. Anderson said she may not be the city council representative for the airport board in the next year. She thanked the board for the opportunity to serve on their board. She learned a lot and will continue to be an advocate for the airport which she said is a valuable asset to the city.

Salmonson also noted that he may be leaving the board as well. Salmonson inquired about a vacancy he saw posted for the Joint City/County Airport Zoning Board wondering if the board met regularly, who was on it and where the vacancy is coming from. Staff would follow up with the county to find answers.

8. Adjournment: MOTION made by Gunderson, seconded by Salmonson and unanimously carried to adjourn the Airport Board meeting at 5:24 p.m.

The next regular meeting of the Airport Board is scheduled for **5 p.m. Tuesday, January 10, 2023.**

Board Chair

Attest: _____

Kirsten Faurie, Community
Development Director