



Meeting Agenda  
City of Mora Airport Board  
Tuesday, September 13, 2022  
5:00 PM Mora City Hall

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

<i>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.</i>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

1. Call to Order
2. Roll Call
  - Jody Anderson
  - Dave Gunderson
  - Karla Kastenbauer
  - Stefan Salmonson
  - Nick Stafford
3. Adopt Agenda
4. Minutes
  - a. Approve Minutes from August 2, 2022
  - b. Approve Minutes from August 16, 2022 – special meeting
5. Old Business
  - a. Fly-In
  - b. Lease Agreement
6. New Business
  - a. None at this time
7. Reports
  - a. Staff
  - b. Committee Members
8. Adjournment

The next meeting of the Airport Board is scheduled for:  
**5 p.m. Tuesday, Oct. 11, 2022**

City of Mora, Minnesota  
Airport Board Meeting Minutes  
August 2, 2022

Pursuant to due call and notice thereof Board Chair Nick Stafford called to order the regular meeting of the Airport Board at 5:00 p.m., on Tuesday, August 2, 2022, in the Mora City Hall council chambers.

**2. Roll Call:** Present: Chair Nick Stafford, Jody Anderson, Karla Kastenbauer, Stefan Salmonson

Absent: Dave Gunderson

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

**3. Adopt Agenda:** MOTION made by Kastenbauer, seconded by Salmonson, and unanimously carried to adopt the agenda as presented.

**4. July 12, 2022 Minutes:** Discussion of the minutes found one need for clarification. MOTION made by J. Anderson, seconded by Kastenbauer to change under 6. New Business item c "The board suggested the local boy scout troop organize and lead the corn hole tournament ..." to "The board suggested the local boy scout troop and/or a similar group organize and lead the corn hole tournament..."

MOTION made by J. Anderson, seconded by Kastenbauer, and unanimously carried to approve the July 12, 2022 regular meeting minutes as amended.

**5. Old Business:**

a. Fly In: Kohlgraf provided updates on the fly-in, noting there have not been any surprises.

b. Airport Lease Agreement: The Board resumed review of the leases that was tabled during the July 12, 2022 meeting, starting at Page 5, *b. City Remedies (1)*.

During discussion of insurance-related issues and potential lawsuits, J. Anderson requested staff consult the city attorney regarding personal injury or liability for any incidents that may occur in the airport hangars.

The following items were suggested for amendments to the airport lease agreement:

Page 7, 16. *Insurance a. (2)*. The board consensus was to strike the first sentence of this subsection. The subsection will now read as, "*At all times during the Term of this Lease, Tenant shall keep all personal property of Tenant located on the Leased Premises, including all aircraft, insured with all risks coverage subject to named exclusions.*"

Page 7, 16. *Insurance a. (3) first paragraph*. The board consensus was to strike the first sentence. The subsection will now read as, "*General Liability Insurance on an*

*“occurrence” rather than on a “claims made” basis, with a total combined policy limit of not less than \$1,000,000, which policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury and Contractual Liability (applying to this Lease), or an equivalent form (or forms), so long as such equivalent form (or forms) affords coverage which is at least as broad as the above.”*

Page 7, 16. *Insurance a. (3) second paragraph.* The board discussed making it easier for city staff to manage insurance documentation by replacing *“Tenant shall deliver to City on the Commencement Date of this Lease and on each Anniversary Date thereafter insurer certified copies of such policies...”* with *“Tenant shall deliver to City on the Commencement Date of this Lease and annually during each month of January thereafter insurer certified copies of such policies...”*

Page 8, 16. *Insurance c.* The board consensus was to add the word *“building”* in the first sentence to read *“For any building construction on the Premise...”*

Page 8, 17. *Transferring, Selling and Subletting. a.* Salmonson suggested this subsection needed a timeline in order to be enforceable; the board concurred to add the words *“within 60 days”* so the last sentence reads: *“Failure to notify the City of the transaction and/or failure of the new owner to enter into a lease agreement with the City within 60 days shall be sufficient grounds for terminating this Lease without obligation of the City to the Tenant or new owner.”*

Page 9, 17. *Transferring, Selling and Subletting. b.(5).* The board concurred to strike subsection (5) entirely.

Page 9, 17. *Transferring, Selling and Subletting. b.(6).* The board concurred to strike subsection (6) entirely.

Page 9, 18. *Right of Entry.* Following discussion regarding amount of time and notice given to tenants, the board requested removing *“provide Tenant with a 24-hour notice of such entry”* and re-writing this paragraph to read: *“The City reserves the right to enter upon the Premises and any building on the Premises for the purpose of inspection providing reasonable efforts made to provide the tenant with notice (up to three months), unless the City determines that an emergency situation warrants entry with less notice.”*

MOTION was made by Salmonson, seconded by Kastenbauer, and unanimously carried to table the remaining lease agreement review, starting with page 9, to confirm the revised wording of Section 18, then continue with Section 21. *Laws, Rules and Regulations. a.* during a special meeting of the airport board at 5 p.m. Tuesday, August 16, 2022.

## **6. New Business:**

- a. No new business

## 7. Reports

- a. Staff: Kohlgraf reported waiting on airport projects including the fuel system, blacktopping and other misc.
- b. Committee members: No reports were given.

**8. Adjournment:** MOTION made by Kastenbauer, seconded by J. Anderson, and unanimously carried to adjourn the Airport Board meeting at 6:07 p.m.

A special meeting of the Airport Board was scheduled for 5 p.m. Tuesday, August 16, 2022, in the Mora City Hall council chambers.

\_\_\_\_\_  
Commission Chair

Attest: \_\_\_\_\_

Kirsten Faurie, Community  
Development Director

City of Mora, Minnesota  
Airport Board SPECIAL MEETING Minutes  
August 16, 2022

Pursuant to due call and notice thereof Board Chair Nick Stafford called to order a special meeting of the Airport Board at 5:00 p.m., on Tuesday, August 16, 2022, in the Mora City Hall council chambers.

**2. Roll Call:** Present: Chair Nick Stafford, Jody Anderson, Karla Kastenbauer, Stefan Salmonson, Dave Gunderson

Absent: None

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

**3. Adopt Agenda:** MOTION made by Salmonson, seconded by Kastenbauer, and unanimously carried to adopt the agenda as presented.

**4. Continue Review of Airport Hangar Lease Agreement:**

The Board resumed review of the lease that was tabled during the August 2, 2022 meeting, starting at Page 9, *Section 18*.

The board discussed right of entry and compliance inspection of hangars; consensus among board members could not be reached regarding the amount of notice tenants would be given prior to inspection.

MOTION made by Salmonson to change “*provide the tenant with notice (up to three months)*” to “*provide the tenant with notice (up to 90 days)*”. Seconded by Dave Gunderson. Motion passed in a 4-1 vote.

In Favor: Kastenbauer, Salmonson, Gunderson, Stafford

Opposed: J. Anderson

The board continued their review of the agreement with no other changes.

MOTION by Salmonson to send a red-lined draft of the revisions to the city attorney for review; and recommend approval by the city council with the condition that should there be any significant changes suggested by either the attorney or council, that those changes be presented to airport board for review.

Seconded by Kastenbauer and motion passed unanimously.

**5. Adjournment:** MOTION made by Gunderson, seconded by Kastenbauer, and unanimously carried to adjourn the Airport Board special meeting at 5:38 p.m.

---

Commission Chair

Attest: \_\_\_\_\_  
Kirsten Faurie,  
Community Development Director



# MEMORANDUM

TO: Airport Board  
FROM: Kirsten Faurie, Community Development Director  
SUBJECT: Airport Hangar Land Lease Agreement  
DATE: September 13, 2022

---

## SUMMARY

---

The City Council reviewed the Airport Board's proposed changes to the Airport Hangar Land Lease Agreement; the council and city attorney have both suggested revisions for the Airport Board's review.

## DISCUSSION

---

The current lease agreement was adopted by the Mora City Council on Oct. 10, 2021. After hearing feedback from leaseholders the Airport Board revisited the agreement and have proposed several changes.

On Aug. 16, 2022 the Airport Board approved sending a draft of the proposed changes to the city attorney for review; and recommended approval by the city council with the condition that should there be any significant changes suggested by either the attorney or council, that those changes be presented to the Airport Board for review.

The city attorney reviewed the proposed changes and suggested one change on page 7, under 16. *Insurance a. (3)*. See his comments on the attached email.

The City Council suggested additional revisions during their Sept. 6 meeting for the Airport Board to review.

## RECOMMENDATIONS

---

Review proposed changes to the Airport Hangar Land Lease Agreement and provide further guidance to the City Council

## OPTIONS

---

1. Review proposed revisions of the Airport Hangar Land Lease Agreement; if no changes, recommend adoption of the lease agreement to the City Council
2. Recommend changes to the City Council

## ATTACHMENTS

---

1. Correspondence from city attorney
2. Documentation of city councils Sept. 6 proposed revisions (to be handed out Sept. 13)

**From:** [Joel Jamnik](#)  
**To:** [Kirsten Faurie](#)  
**Cc:** [Leah Koch](#)  
**Subject:** RE: Mora Airport hanger land lease agreement  
**Date:** Monday, August 29, 2022 11:12:17 AM  
**Attachments:** [image002.png](#)  
[Hangar Land Lease Agreement - 2022 Revisions in Progress, Aug 16, 2022 v....pdf](#)  
[Hangar Land Lease Agreement - 2022 Revisions in Progress, Aug 16, 2022 version.docx](#)

---

Kirsten,

Though I understand the issues facing the Board, I continue to have concerns regarding the insurance requirements. I think the lease revisions transfer risk from the tenant to the City by deleting the requirement for the hangar lessee to maintain a general liability policy of at least \$500,000. But again, I am familiar and understand the history of this issue.

*Joel*

**Joel J. Jamnik**

Attorney

**CAMPBELL KNUTSON, P.A.**

Grand Oak Office Center I

860 Blue Gentian Road, Suite 290

Eagan, MN 55121

☎ (651) 234-6219 • Cell: (651) 470-0756

✉ [jjamnik@ck-law.com](mailto:jjamnik@ck-law.com) • [www.ck-law.com](http://www.ck-law.com)



**CAMPBELL KNUTSON**  
PROFESSIONAL ♦ ASSOCIATION

---

**From:** Kirsten Faurie <k.faurie@cityofmora.com>  
**Sent:** Monday, August 29, 2022 10:34 AM  
**To:** Joel Jamnik <JJamnik@ck-law.com>  
**Cc:** Leah Koch <LKoch@ck-law.com>  
**Subject:** Mora Airport hanger land lease agreement

Good morning Joel and Leah,

The City of Mora Airport Board has made some proposed changes to their Hangar Lease Agreement. I've attached a red-lined document. If you would please review the changes and note any concerns or suggestions you may have.

Take care,

**Kirsten Faurie**  
Community Development Director