



Meeting Agenda  
City of Mora, Airport Board  
**5:00 p.m. Tuesday, January 9, 2024**  
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:  
Nick Stafford will pledge the oath of office for a 3-year term expiring December 31, 2026
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 2024
6. Minutes
  - a. Approve minutes from November 14, 2023
7. New Business
  - a. Establish Date of 2024 Airport Fly-In
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, February 13, 2024**



# MEMORANDUM

Date January 9, 2024  
To Airport Board  
From Kirsten Faurie, Community Development Director  
RE Election of Officers

## SUMMARY

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The Airport Board will elect officers for 2024.

## DETAILS

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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

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Select an Airport Board Chairperson, Vice Chair and Secretary.

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**5:00 p.m. Tuesday, November 14, 2023**  
Mora City Hall, 101 Lake St. S, Mora, MN

Pursuant to due call and notice thereof Nick Stafford called to order the regular meeting of the Airport Board at 5:00 p.m., on Tuesday, November 14, 2023, in the Mora City Hall council chambers.

**2. Roll Call:** Present: Stefan Salmonson, Karla Kastenbauer, Nick Stafford, Sadie Broekemeier

Absent: Dave Gunderson

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

Guests: Short Elliott Hendrickson (SEH) representatives Airport Planner Melissa Underwood and Airport Engineer Jake Jorgenson

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

**4. Minutes:** MOTION made by Kastenbauer, seconded by Salmonson, and unanimously carried to approve the minutes from September 12, 2023 as presented.

**5. New Business:**

- a. 2024 Meeting Calendar: MOTION made by Broekemeier, seconded by Kastenbauer and unanimously carried to approve the 2024 Meeting Calendar as presented.

**6. Old Business:** none

**7. Reports:**

- a. SEH Grant Projects: Representatives from Short Elliot Hendrickson (SEH) provided updates to the board regarding airport projects.

Airport Engineer Jake Jorgenson reported taxilane reconstruction of taxilanes Alpha, Delta, and Foxtrot has been completed.

Melissa Underwood discussed the Triggering Event Master Plan (TEMP) for Runway 17/35. The goal is to get funding from the FAA to reconstruct the primary runway. In order to accomplish this, the FAA asked for a planning study. Underwood connected with a variety of airport users to survey them about their use of the airport. The results showed many of the aircraft currently using the runway don't justify the need for the full 4,794 foot runway; results show justification for a 4200 foot runway. However, shortening the runway incurs additional costs including removing taxilane pavement, lighting, etc. Factoring in what federal and state funds will contribute, it would cost the

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city an additional \$100,000 to reconstruct the full length of the existing runway vs. shortening the runway. Total costs are actually less expensive to reconstruct the full length of the runway, but the city's share of the costs is higher. It would cost the city \$270,000 to for the full length, \$170,000 to shorten the runway. If the runway were shortened, it would be shortened on the south end of the airport so as not to disrupt the crosswind runway intersection.

If reduced, it may be more difficult to lengthen the runway in the future. The consensus of the board was to support reconstruction of the full length and not shorten the runway. Members of the airport board and SEH were encouraged to attend the Dec. 19 city council meeting to advocate for their position.

- b. Kohlgraf reported looking into snow removal equipment for the airport and having some wildlife issues. Beavers had plugged a culvert on the north side of the airport. The situation has been remedied.

**8. Adjournment:** MOTION made by Gunderson, seconded by Salmonson, and unanimously carried to adjourn the Airport Board meeting at 5:23 p.m.

8. Adjournment: MOTION made by Kastenbauer, seconded by Broekemeier and unanimously carried to adjourn the airport board at 5:18 p.m.

The next regular meeting of the Airport Board is scheduled for **5 p.m. Tuesday, Dec. 12, 2023.**

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Board Chair

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