

City of Mora, Minnesota
Airport Board Meeting Minutes
September 13, 2022

Pursuant to due call and notice thereof Board Chair Nick Stafford called to order the regular meeting of the Airport Board at 5:04 p.m., on Tuesday, September 13, 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 Kastenbauer, seconded by J. Anderson, and unanimously carried to adopt the agenda as presented.

4. Minutes:

- a. Approve minutes from Aug. 2, 2022: MOTION made by Kastenbauer, seconded by Salmonson and unanimously carried to approve Aug. 2 minutes as presented.
- b. Approve Minutes from Aug. 16, 2022: MOTION made by J. Anderson, seconded by Gunderson and unanimously carried to approve Aug. 16 minutes as presented.

5. Old Business:

- a. Fly In: Kohlgraf provided updates on the fly-in and was hoping for good weather. Discussion continued regarding set up on the day of the event, plane parking, prizes and giveaways.
- b. Airport Lease Agreement: The Board reviewed suggested changes to the Hangar Land Lease Agreement from the city council and city attorney. The board consensus was to accept suggested changes made by the council except on page 9, *18. Right of Entry*. Discussion continued among the board members regarding what would be a reasonable amount of time to provide tenants with notice for the purpose of compliance inspections, especially considering when many of the lease holders are “snowbirds” and are not living in the area during much of the year. Discussion included possibly consulting with the city attorney, as well as Stafford’s private attorney regarding rights of the lease holders and rights of the city to enter the hangars. Kohlgraf suggested a wording change that shifted the focus from an amount of notice given to tenants to an annual window of time for compliance inspections to take place.

MOTION made by Kastenbauer on Page 9, *18. Right of Entry*. to remove the amount of time and notice given to tenants and re-write this paragraph to read:

18. Right of Entry. The city reserves the right to enter upon the Premises and any building on the Premises for the purpose of compliance inspection annually during the months of June, July and August with reasonable accommodations arranged with airport staff.

Salmonson seconded and motion carried unanimously.

The changes will be presented to the City Council for approval at their Sept. 20 meeting; if the Council proposes significant changes, those changes would be brought back to the Airport Board before final approval.

6. New Business:

- a. No new business

7. Reports

- a. Staff: Kohlgraf reported working on the Airport Capital Improvement Plan with SEH, the FAA, and MnDOT. The plan includes projects such as taxi lane repaving, runway rehab, snow equipment, etc. Kohlgraf reported some issues with fuel line repair and the project is on the list for MnDOT funding. G. Anderson reported trying to set prices for fuel consistent with neighboring municipal airports. G Anderson said a company interested in hosting drag racing at the airport has contacted the city and he is waiting on more information from them before bringing a proposal in front of the Airport Board. Preliminary advice from SEH has been cautionary and that the FAA should be consulted.
- b. Committee members: J. Anderson made the suggestion to contact members of the City Council and Public Utilities Commission inviting them to the fly in on Sept. 17.

8. Adjournment: MOTION made by J. Anderson, seconded by Kastenbauer and unanimously carried to adjourn the Airport Board meeting at 5:39 p.m.

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

Commission Chair

Attest: _____
Kirsten Faurie, Community
Development Director