

**City of Mora, MN
AIRPORT BOARD
Meeting Minutes**

March 9, 2021

Present: Jody Anderson, Karla Kastenbauer, Ryan Martens, Stefan Salmonson and Nick Stafford
Absent: None
Staff Present: Joe Kohlgraf and Beth Thorp
Others Present: Lindsay Reidt and Micah Rogers

1. Call to Order. Stafford called the meeting to order at 5:00 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Present
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Motion by Anderson, second by Salmonson to adopt the March 9, 2021 meeting agenda as presented. All present voted aye, motion carried.
4. Minutes. Motion by Kastenbauer, second by Anderson to approve the February 9, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. Airport Engineering Consultant Report. Lindsay Reidt, SEH, was present to provide the board with an update on 2021 airport projects, including the installation of a supplemental windcone near the crosswind runway and taxiway rehabilitation and widening. Reidt explained that these projects would be part of a federal grant request along with reimbursement for the past Kastenbauer land acquisition. Reidt added that a request would be presented to the City Council on March 16, 2021 to approve advertising for the 2021 projects. Board members and staff discussed the location of the existing windcone and it was acknowledged that relocation was not planned at this time. The proposed supplemental windcone was described as being unlit, and board members discussed the possibility of solar powered lighting for increased visibility. Reidt explained that FAA would likely not approve solar powered lighting at this time.
6. Hangar Land Lease Agreement. The board continued its review, which began at the January 12, 2021 meeting, of the Hangar Land Lease Agreement approved by the City Council in August 2020. Thorp provided board members with a copy of the agreement showing all suggested changes discussed at the January and February board meetings, and she requested that the board review the suggested changes to verify that they captured the board's intent and consider adding verbiage back into the agreement to address subleasing. Salmonson questioned if a distinction was made between subleasing and renting, as it pertained to subleasing an entire hangar and renting only a portion of a hangar; Thorp suggested that establishing a distinction be discussed during the review. To begin the review process, Thorp identified each suggested change as follows:

- Section 3. Hangar Ownership.
 - Board members reviewed language proposed to be deleted and language proposed to be added. There were no further suggested changes.
- Section 4. Use of the Hangar.
 - Board members reviewed language proposed to be deleted and language proposed to be added. The board suggested eliminating one occurrence of “be used” (a typo).
- Section 7. Construction of Private Buildings on Premises.
 - Board members reviewed language proposed to be deleted from subsection b. There were no further suggested changes.
 - Board members reviewed a suggested change made to subsection e. pertaining to the color requirement for exterior construction materials. The board suggested adding clarification that the requirement only applied to new hangars and would not be retroactive for existing hangars.
- Section 11. Default.
 - Board members reviewed the suggested deletion of a reference to “subleases” from subsection a.4. There were no further suggested changes.
- Section 12. Termination Provisions.
 - Board members reviewed added language to subsection b. which provided a definition and clarification to “deserted, abandoned or vacated”. There were no further suggested changes.
- Section 14. Liability and Indemnification.
 - The board had previously discussed that this section contradicted itself and needed further work but no specific recommendation had been provided. After further review the board suggested that subsection a. be broken into three subsections, beginning with:
 - a. Tenant agrees to indemnify...
 - b. Nothing in this lease shall cause...
 - c. Nothing in this lease shall constitute...
- Section 15. Insurance.
 - Board members reviewed language deleted from and added to subsection a.2. There were no further suggested changes.
 - Board members suggested that the entire subsection a.3. be deleted as it pertained to commercial activity.
- Section 16. Transferring and Selling.
 - Board members reviewed language proposed to be deleted, which included all references to “subletting” as the board did not want to prohibit such activity. Salmonson again commented on the need for a distinction between subleasing (referring to the entire hangar) and subletting (referring to a portion of the hangar), commenting that subleasing was essentially the same thing as selling. Salmonson suggested including definitions to provide clarification between “selling / subleasing” and “leasing / subletting”. Board members discussed the difference between subleasing and subletting at length, with Salmonson questioning the need for city approval to sell a private hangar. The consensus was that more work was needed in this section and board members requested that staff provide additional information about the process for obtaining permission from the city in order to sell a private hangar.
- Section 17. Right of Entry.

- Board members reviewed language proposed to be deleted. There were no further suggested changes.
 - Section 21. Commercial Use.
 - Board members reviewed added language which provided a definition and clarification to what constituted commercial use within a hangar. There were no further suggested changes.
7. 2021 Fly-In. Thorp reminded the board that the 2021 fly-in was tentatively scheduled for Saturday, September 18th from 8:00 am to 12:00 pm and suggested that the board begin discussing possible activities and attractions. Anderson asked about giveaway items, offering to create an airplane shaped keychain prototype for the board's consideration. Board members also expressed interest in giving away toy airplanes to children as has been done in the past. The consensus of the board was to again include a static tractor display and youth paper airplane contest. Board members also expressed interest in having sky divers again as in 2020. Salmonson asked if there were any underwing campers at the 2020 fly-in; Stafford reported that there were two campers.
8. Reports.
- a. Kastenbauer inquired about providing beverage options at the airport; Kohlgraf reported that the vending machine was removed due to limited use / products expiring. Board members discussed options for offering water and/or coffee in the AD building, suggesting the installation of a mini frig with bottled water and/or a Keurig coffee maker. Board members and staff discussed the issue of the AD building being open to the public and items being used / taken by non-pilots. Stafford shared that many airports use a coded entry system for pilots to gain entry to AD buildings. Kohlgraf stated that he would look into options for beverages.
 - b. Salmonson inquired about creating a parking area off the tarmac; Kohlgraf stated that he would look into the idea.
 - c. Salmonson mentioned that Amazon was looking for drone sites, suggesting submitting a request to Amazon for the Mora Municipal Airport to be considered as a potential site and asking Reidt if she was familiar with Amazon drone sites. Reidt stated that she wasn't familiar with Amazon's request process. Anderson agreed with Salmonson that it would be good to look into this possibility for Mora Municipal Airport.
 - d. Stafford acknowledged audience member Micah Rogers and invited Rogers to speak to the board. Rogers explained that he was the new pastor of Friendship Church of the Nazarene, located at 525 2nd Street, and wanted to learn more about activities in the city. Rogers offered his thoughts on drones and leasing vs. renting.
9. Adjournment. Motion by Kastenbauer, second by Martens to adjourn the meeting. All present voted aye and the meeting adjourned at 5:50 pm.



Nick Stafford, Chair



Beth Thorp, Secretary