

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

April 13, 2021

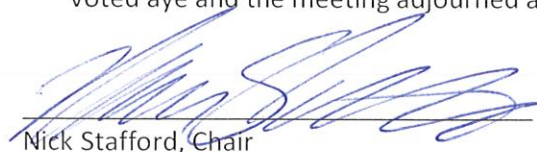
Present: Jody Anderson, Karla Kastenbauer, Stefan Salmonson and Nick Stafford
Absent: Ryan Martens
Staff Present: Joe Kohlgraf and Beth Thorp
Others Present: None

1. Call to Order. Stafford called the meeting to order at 5:03 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Absent (excused)
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Motion by Kastenbauer, second by Anderson to adopt the April 13, 2021 meeting agenda as presented. All present voted aye, motion carried.
4. Minutes. Motion by Anderson, second by Kastenbauer to approve the March 9, 2021 meeting minutes as presented. All present voted aye, motion carried.
5. 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, February and March board meetings, and she requested that the board review proposed language as follows:
 - Section 7. Construction of Private Buildings on Premises.
 - Thorp stated that in addition to the board's suggestion of limiting the construction material requirement to new construction, she recommended that the requirement also apply if the Tenant was replacing entire exterior components such as the roof, trim or walls. The general consensus of the board was that the added language was appropriate.
 - Section 16. Transferring and Selling.
 - Thorp stated that the section heading had been expanded to "Transferring, Selling and Subletting" to address the board's desire to create a distinction between selling a hangar and subletting space within a hangar. Thorp explained that Section 16a. pertained to transferring or selling and Section 16b. pertained to subletting. Thorp stated that per Section 16a. the Tenant and new owner would be required to notify the city within 10 days of the hangar selling or transferring and the new owner would be required to enter into a lease agreement with the city, and failure to do so could result in termination of the lease. Thorp further stated that the proposed subletting language in Section 16b. was taken from a past (2018) hangar land lease agreement used by the city. In response to the board's March request for information about the process for obtaining permission from the city in order to sell a private hangar, Kohlgraf and Thorp explained that it was an administrative process involving the gathering of information for preparation and execution of a new lease

agreement. Thorp added that the staff member responsible for lease agreements had reviewed the proposed language and was satisfied that it met the needs of the city.

Board members individually reviewed the draft hangar land lease agreement; there were no further comments or suggested changes. Thorp explained that the agreement would be reviewed by the City Administrator and City Attorney before being presented to the City Council for consideration. Motion by Kastenbauer, second by Salmonson to recommend that the draft hangar land lease agreement be forwarded to the City Council, as presented and following review by the City Administrator and City Attorney, for consideration.

6. 2021 Fly-In. Thorp shared that she had begun requesting donations for the September 18th fly-in. Salmonson inquired if a paper airplane contest was again planned; Thorp responded that the 2020 contest was a low-budget activity for young children and could again be included. Kastenbauer inquired about purchasing keychains as giveaway items; Anderson responded that she had not yet prepared a sample for the board's consideration. Anderson donated 24 certificates for free ice cream for paper airplane contest prizes. Stafford shared that he would not have any sanitation trailers available for the event; Kohlgraf commented that he would arrange for porta potties.
7. Reports.
 - a. 2021 Taxilane and Wind Cone Project. Kohlgraf reported that the project was scheduled to bid on April 28th. Stafford inquired about the possibility of having space adjacent to his hangar paved at his expense during the project; Kohlgraf responded that he would look into the possibility, noting that additional pavement would make snow plowing easier for city staff.
 - b. Kohlgraf provided the following updates:
 - o Crack filling on the main runway and taxilane was being corrected pending weather conditions.
 - o Staff would be rolling the crosswind runway in April to push rocks down.
 - o The 5010 inspection completed in October 2020 showed that more trees needed to be removed on the northwest end of the runway.
 - c. Salmonson requested the purchase and installation of a microwave and small beverage refrigerator in the AD Building; Kohlgraf stated that he would check into the request.
 - d. Anderson inquired, in response to the 2020 City of Mora Community Survey showing that a large segment of respondents weren't familiar with the Mora Municipal Airport, if the airport could have its own Facebook page separate from the City of Mora Facebook page; Thorp responded that she would need to discuss the idea with City Administrator Crawford and review the city's social media policy. Thorp commented that if a separate page was not allowed, the airport could be promoted better on the city's existing Facebook page. Thorp further commented that benefits of a single Facebook page were having one person responsible for adding content and having consistent messaging. Thorp suggested that another option for creating awareness about the airport was to include articles in the city's quarterly newsletter. Board members discussed ideas for newsletter articles; Anderson suggested including brief articles explaining benefits of having an airport.
8. Adjournment. Motion by Kastenbauer, second by Salmonson to adjourn the meeting. All present voted aye and the meeting adjourned at 5:30 pm.


Nick Stafford, Chair


Beth Thorp, Secretary