



Meeting Agenda
City of Mora, Airport Board
5:00 p.m. Tuesday, September 12, 2023
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. Roll Call: Sadie Broekemeier Stefan Salmonson Dave Gunderson
 Karla Kastenbauer Nick Stafford
3. 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.)*
4. Minutes
 - a. Approve minutes from July 11, 2023
5. New Business (none)
6. Old Business
 - a. Fly-In
7. Reports/Communications
(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)
 - a. SEH grant projects update
 - b. Staff
 - c. MnDOT Letter
8. Adjournment
The next meeting of the Airport Board is scheduled for **5:00 p.m. August 8, 2023**

City of Mora Airport Board
Meeting Minutes
5:00 p.m. Tuesday, July 11, 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 5:07 p.m., on Tuesday, July 11th, 2023, in the Mora City Hall council chambers.

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

Absent: Dave Gunderson, Karla Kastenbauer

Staff Present: City Administrator Glenn Anderson, Airport Manager Joe Kohlgraf

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

5. Minutes: MOTION made by Broekemeier, seconded by Salmonson, and unanimously carried to approve the minutes from May 9th, 2023, as presented.

6. New Business:

- a. Staff informed the board of upcoming fuel line replacement to start on the 17th. A Notam will be issued for the work to take place, fuel will be out of service for a couple of days and the project should take about a week to finish.

7. Old Business:

- a. Fly-In: Staff discussion with board on the status of the planning for the event. Staff advised board all is ready and in line. There are a few contacts for the T-6 and Parachute still waiting to be booked.

8. Reports: Kohlgraf provided the board with a verbal update on fuel system, taxi lane reconstruction project for 2023 and airport runway items that are in the CIP.

Broekemeier asked the board and staff questions about aircraft safety and recent events in the news. Board members discussed topics.

9. Adjournment: MOTION made by Broekemeier, seconded by Salmonson, and unanimously carried to adjourn the Airport Board meeting at 5:27 p.m.

The next regular meeting of the Airport Board is scheduled for **5 p.m. Tuesday, August 8th, 2023.**

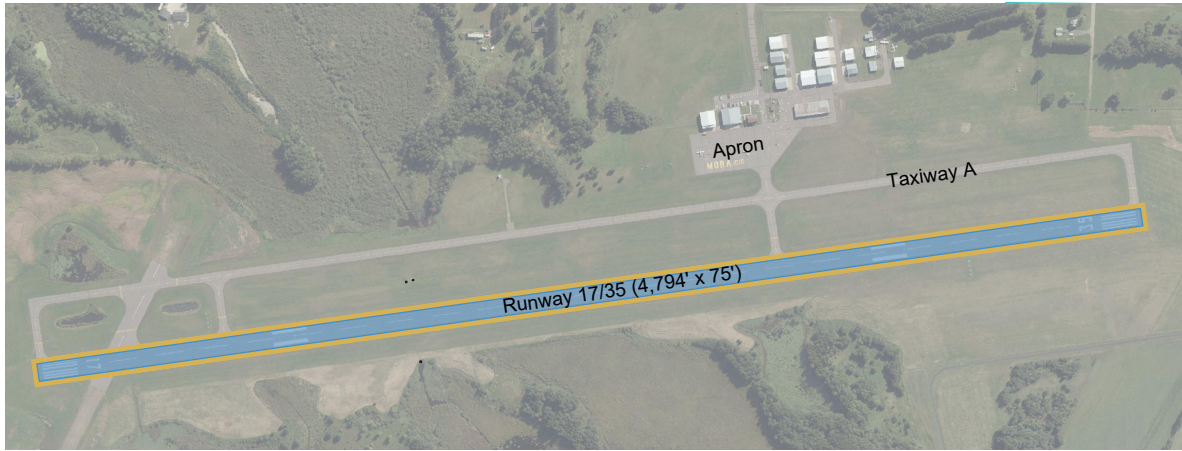
City of Mora Airport Board
Meeting Minutes
5:00 p.m. Tuesday, July 11, 2023
Mora City Hall, 101 Lake St. S, Mora, MN

Board Chair

Attest: _____
Kirsten Faurie, Community
Development Director

DRAFT

2023 Mora Municipal Airport Projects

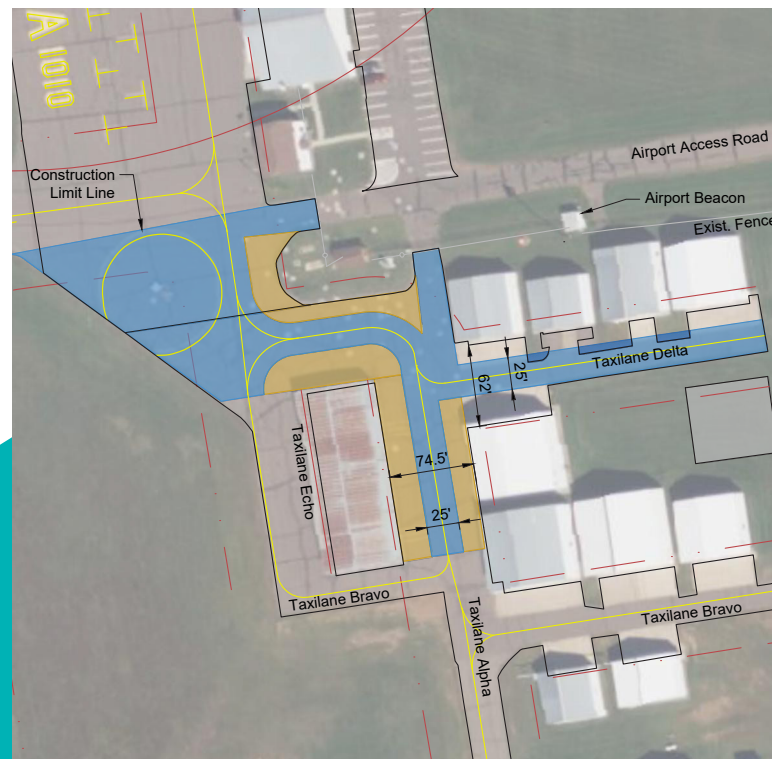


RUNWAY 17/35 TRIGGERING EVENT MASTER PLAN (TEMP)

- Focused planning study of Runway 17/35
- Document runway inventory, complete Runway Safety Area (RSA) inventory, identify non-standard runway conditions, update the aviation forecasts, identify critical aircraft, and complete runway length analysis to validate current aeronautical charts

TAXILANE RECONSTRUCTION

- Reconstruct Taxilanes Alpha, Delta, and Foxtrot
- Project includes grading, compaction, new aggregate base, paving, and new pavement markings



August 17, 2024

Glenn Anderson
City Administrator – City of Mora

Dear Glenn Anderson,

The Minnesota Department of Transportation Aeronautics Office has completed its review and prioritization of requests for State Fiscal Year 2024 funding from the State Airports Fund CIP.

I am pleased to inform you that: The **Fuel System Maintenance** project, for an estimated total cost of **\$100,000.00** as identified in your State Fiscal Year (SFY) 2024 Capital Improvement Program (CIP), has been selected to receive a State Grant Offer. MnDOT will execute a Grant Contract under the following conditions:

- These funds have been identified for the project(s) identified in this letter and cannot be applied toward another project at your airport.
- The funds are available to execute the grant during State Fiscal Year 2024 (July 1, 2023 to June 30, 2024). To improve the use of State Airports funds, **we are requiring a complete grant request by December 31, 2023**. If you are not able to make this December 31st deadline, you must work with your Regional Engineer to schedule a submittal date that works for you. If a grant request cannot be submitted by December 31st, or an extended submittal date cannot be agreed upon, you may move the project to the next fiscal year on the CIP, where it will be re-scored and prioritized against the next year's projects. If you don't communicate within these requirements, the offer for funding will be rescinded for SFY 2024 and reprogrammed to address other airport needs.
- If you plan to move forward with this project, the following are required by email for a complete grant request:
 - A Grant Request Letter stating the project/funding requested and on sponsor letterhead.
 - A Cost Split detailing the costs of the project in an Excel File that can be found on the MnDOT Aero website: <http://www.dot.state.mn.us/aero/airportdevelopment/forms.html>
 - Any other supporting documents that detail costs for the project.
 - We will reach out if further explanation or documentation is needed.
- Once these documents are received and approved, MnDOT will encumber funds and a grant contract will be sent to you for signature. No reimbursement can be made until a fully executed (signed) Grant Contract has been completed. If there is some urgency to start work prior to grant execution, consult with your regional engineer to proceed with an "Early Encumbrance" process. With this process, work done prior to an encumbrance cannot be reimbursed. However, work done (costs incurred) after an encumbrance is completed, but before a grant is executed, can be reimbursed – but only after the grant is fully executed. If you use the "Early Encumbrance" process, it is done at your own risk as a fully executed Grant Contract is the only guarantee of funding.

Please communicate with me at your convenience if you wish to proceed with the project, but no later than September 30, 2023. If you no longer wish to pursue funding for the identified project in State Fiscal Year 2024, please notify me as soon as possible. Below is a summary of the deadlines outlined above:

1. September 30, 2023 – respond to this letter and communicate intent to pursue this grant.
2. December 31, 2023 – submit complete grant request documents to Regional Engineer or approved extended submittal date.
3. January 1, 2024 – selected projects that have not met deadlines 1 and 2 are reprogrammed. You must add the project to the SFY24 CIP before January 31st for consideration in the following fiscal year.

Let me know if any questions or concerns. If you would like to learn more about the grant process, see this eLearning module at: <http://www.dot.state.mn.us/onlinelearning/aeronautics/grant/>.

Sincerely,

Dan Boerner

Digitally signed by Dan
Boerner
Date: 2023.08.18
10:35:46 -05'00'

Daniel Boerner - Regional Airport Engineer
dan.boerner@state.mn.us