



City of Mora
Kanabec County, Minnesota
Meeting Agenda
Airport Board

Mora City Hall
101 Lake Street S
Mora, MN 55051

Tuesday, August 4, 2020

5:00 PM

Mora City Hall

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
3. Adopt Agenda
4. Minutes
5. 2020 Fly-In
6. Winter Maintenance Policy
7. Reports
 - a. Redstone Construction Crane
 - b. 2020 Crack Seal Project
 - c. Fuel Pump Project
 - d. Lease Agreement and Daily Storage Agreement Process
8. Adjournment



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Background Information
Airport Board

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<p><i>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.</i></p>

1. Call to Order.
2. Roll Call. Jody Anderson, Karla Kastenbauer, Ryan Martens, Stefan Salmonson, and 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. See attached minutes from the June 9, 2020 meeting.
5. 2020 Fly-In. The City Council decided at its June 16th meeting to proceed with the annual fly-in event. The board will proceed with event preparations.
6. Winter Maintenance Policy. The board will receive and discuss an updated policy.
7. Reports. *(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)*
 - a. Redstone Construction Crane
 - b. 2020 Crack Seal Project
 - c. Fuel Pump Project
 - d. Lease Agreement and Daily Storage Agreement Process
8. Adjournment. The next regular meeting is scheduled for Tuesday, September 8, 2020 at 5:00 pm.

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

June 9, 2020

Present: Ryan Martens, Stefan Salmonson and Nick Stafford
Absent: Jody Anderson and Karla Kastenbauer
Staff Present: Joe Kohlgraf and Beth Thorp
Others Present: Melissa Underwood

1. Call to Order. Chair Stafford called the meeting to order at 5:02 pm via a public WebEx virtual meeting.
2. Roll Call.
 - Anderson – Absent (excused)
 - Kastenbauer – Absent (excused)
 - Martens – Present
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Motion by Salmonson, second by Martens to adopt the June 9, 2020 meeting agenda as presented. All present voted by roll call:
 - Aye: Martens, Salmonson and Stafford
 - Nay: None
 - Absent: Anderson and KastenbauerWith all present voting aye, motion carried.
4. Minutes. Motion by Martens, second by Salmonson to approve the May 5, 2020 meeting minutes as presented. All present voted by roll call:
 - Aye: Martens, Salmonson and Stafford
 - Nay: None
 - Absent: Anderson and KastenbauerWith all present voting aye, motion carried.
5. 2020 Fly-In. Thorp stated that the May 5, 2020 meeting minutes include a summary of event preparations volunteered by board and staff members, and also stated that, due to the COVID-19 pandemic, the board should make a recommendation on whether or not to hold the 2020 event. Thorp explained that the decision about the fly-in is ultimately the decision of the City Council and the council will be considering the issue at its June 16, 2020 meeting; and, if the Airport Board supports holding the fly-in, the board should consider recommended precautions to help prevent the spread of COVID-19. Thorp shared that Kastenbauer contacted her prior to the meeting to express her support for holding the fly-in with appropriate safety precautions; and, Anderson did not offer a recommendation but did provide a link to promotional items that could be purchased for the event. Stafford shared that he supports holding the event, adding that other fly-ins are being held throughout the state including Cambridge in July. Salmonson stated that he believes the public is ready and he supports holding the event, adding that the city may be required to prepare a written protocol for safety precautions and may need to have people available to enforce the protocol. Salmonson acknowledged that there may be liability concerns for the city if individuals

claim they contracted coronavirus at the city-sponsored event, and recommended that the city continue to review and consider liability issues. Martens stated that he's in favor of holding the event. Motion by Martens, second by Salmonson to recommend holding the 2020 fly-in. All present voted by roll call:

Aye: Martens, Salmonson and Stafford

Nay: None

Absent: Anderson and Kastenbauer

With all present voting aye, motion carried.

Martens asked if a board member should attend the June 16, 2020 council meeting; Thorp stated that the in-person council meeting will be limited to 15 people and that it may be best for board members to contact councilmember / board member Anderson prior to the council meeting asking her to support holding the event on behalf of the board. Martens and Salmonson both stated that they would not be available to attend the council meeting. Salmonson again advocated for holding the event stating that it's time to get back to normal.

Thorp asked board members for updates on fly-in preparations, sharing that she has started drafting the 2020 flyer and seeking donations. Salmonson suggested that the city may need to add language to the event flyer stating that it complies with current COVID-19 guidelines. Martens shared that he contacted Life Link and North Memorial and both are interested in bringing their helicopters to the event if available that day, adding that Life Link would also be willing to send its Pilatus airplane if scheduling allows.

6. Reports.

a. 2020 Airport Crack Seal Project. Thorp reported that the City Council awarded the project to ASTECH Corp. at its May 19, 2020 meeting and a grant request for the project was submitted to the FAA the following week. The city is now waiting for grant awards to be announced.

b. Kohlgraf reported the following:

- He's keeping up on maintenance at the airport;
- The fuel remediation effort is now in the testing phase, with no changes to report; and
- There has been no update on MnDOT's proposal to decommission the NDB, but he'll continue to monitor the situation.

7. Adjournment. Motion by Martens, second by Salmonson to adjourn the meeting. All present voted by roll call:

Aye: Martens, Salmonson and Stafford

Nay: None

Absent: Anderson and Kastenbauer

With all present voting aye, motion carried and the meeting adjourned at 5:17 pm.

Nick Stafford, Chair

Beth Thorp, Secretary

MORA FLY-IN

with Static Tractor Display

Brought to You by the City of Mora and its Airport Advisory Board

Saturday, September 19, 2020, 8:00 am—12:00 pm

located at

Mora Municipal Airport (KJMR)

CTAF 122.8 Weather: 123.925

Free Gift for First 100 Kids in Attendance

Pancake Breakfast Served by the Mora Lions Club \$6/Person

pilots in command eat free



Presentation of Colors by the American Legion Club of Mora at 8:00 am •

FREE Admission • 5¢ Discount on Aviation Fuel on Day of Event • Airplane Rides Available from Hawk Aviation • Grass Crosswind Runway Open • Free Underwing Camping Available on Friday Night with Entertainment Organized by Local Pilots •

Static Tractor Display with All Tractor Owners Invited to Participate •

Registration for FREE Young Eagles Flights Taking Place on Saturday, October 3, 2020

The mission of the Young Eagles program is to introduce and inspire kids in the world of aviation. The program offers free introductory flights to youth ages 8-17. These flights are made possible through the generosity of EAA member volunteers. Youth wishing to participate in a free flight on October 3, 2020 must be pre-registered by a parent or legal guardian at the Mora Fly-In on September 19, 2020.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending the event, you voluntarily assume all risks related to exposure to COVID-19. Attendees are encouraged to take everyday preventive actions to help prevent the spread of respiratory illnesses including: stay home if you are sick, practice social distancing, wear a face mask, cover coughs and sneezes, and clean your hands often.

Joe Kohlgraf, Airport Manager | Joe.kohlgraf@cityofmora.com | 612-390-8217

100 LL and Jet A fuels available