



City of Mora  
Kanabec County, Minnesota  
Meeting Agenda  
Airport Board

Mora City Hall  
101 Lake Street S  
Mora, MN 55051

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Tuesday, February 4, 2020

5:00 PM

Mora City Hall

1. Call to Order
2. Oath of Office
3. Roll Call
4. Adopt Agenda
5. Minutes
6. Election of Officers
7. Airport Master Plan
8. Airport Land Encroachment
9. Reports
10. Adjournment



City of Mora  
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Background Information  
Airport Board

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Tuesday, February 4, 2020

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1. Call to Order.
2. Oath of Office. Karla Kastenbauer and Ryan Martens will pledge the oath of office for three-year terms expiring on December 31, 2022.
3. Roll Call. Jody Anderson, Karla Kastenbauer, Ryan Martens, Stefan Salmonson, and Nick Stafford.
4. 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.)*
5. Minutes. See attached minutes from the December 10, 2019 meeting.
6. Election of Officers. The board will elect a Chair (Stafford), Vice Chair (Kastenbauer), and Secretary (Thorp) for 2020. Incumbents are shown in parenthesis.
7. Airport Master Plan. The board will receive copies of the final draft Master Plan and Airport Layout Plan for review. SEH will not be attending this meeting, allowing board members time to review the documents in preparation for SEH's attendance at the March meeting.
8. Airport Land Encroachment. The board will discuss the current status of a 2006 lease agreement between the City of Mora and Kathleen Kawalek involving a loafing barn on airport land. The encroachment is documented on the draft Airport Layout Plan. See attached image for reference.
9. Reports. *(Each board and staff member will be given the opportunity to share information.)*
10. Adjournment. The next regular meeting is scheduled for Tuesday, March 10, 2020 at 5:00 pm.

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

**December 10, 2019**

Present: Jody Anderson, Karla Kastenbauer, Ryan Martens, Stefan Salmonson and Nick Stafford  
Absent: None  
Staff Present: Public Works Director / Airport Manager Joe Kohlgraf, Community Development Director Beth Thorp and City Administrator Lindy Crawford  
Others Present: Jack L'Heureux, Chad Gramentz, Don Rogers, Lindsay Reidt, Melissa Underwood and Cody Kutil

1. Call to Order. The meeting was called to order at 5:00 p.m. by Chair Stafford.
2. Roll Call. All board members were present.
3. Adopt Agenda. Motion by Kastenbauer, second by Martens to adopt the December 10, 2019 meeting agenda as presented. All present voted aye. Motion carried.
4. Minutes. Motion by Anderson, second by Kastenbauer to approve the November 12, 2019 meeting minutes as presented. All present voted aye. Motion carried.
5. Airport Engineering Consultant Presentation. Melissa Underwood, Lindsay Reidt and Cody Kutil of SEH presented the draft 20-year JMR Capital Improvement Program (CIP) and draft Airport Layout Plan (ALP) for comment by the board and Airport Master Plan Committee members in attendance (Jack L'Heureux, Chad Gramentz and Don Rogers). Focusing on the CIP, Underwood asked the board and staff to identify projects that should be included as priorities. The consensus was that the fuel system and wind cones – relocation of primary wind cone and addition of supplemental wind cone – are priorities that should be included in the first 5 years of the CIP. The board did not recommend any other changes to the draft CIP. Underwood provided detail about the draft ALP; the board did not recommend any changes. Underwood presented the complete draft Master Plan and provided explanations about each page, stating that SEH intends to submit the draft document to the City Council for review by the end of January 2020. Underwood added that, once submitted to MnDOT and FAA, approval may take approximately one year.
6. Young Eagles Program. Board members reviewed details about the Young Eagles Program, agreeing that they'd like to organize a local event in 2020. Kohlgraf will maintain contact with the organization to learn about potential dates.
7. Reports.
  - a. Kohlgraf reported that he's working to replace a light; the crack sealing project has made significant improvements on the runway; and, the fuel remediation may be begin shutting down as early as January with monitoring for one additional year.
  - b. Stafford relayed a message from local pilots to Kohlgraf expressing satisfaction with recent snow plowing at the airport.

- c. Salmonson again suggested the use of surveillance cameras at the airport.
8. Correspondence.
- a. AIRTAP Briefings. The board received the most recent issue of AIRTAP Briefings, which included an article about the Mora Municipal Airport prepared by city staff.
9. Adjournment. Motion by Kastenbauer, second by Martens to adjourn the meeting. All present voted aye. Meeting adjourned at 5:27 p.m.

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Nick Stafford, Chair

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Beth Thorp, Secretary

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