City of Mora
Kanabec County, Minnesota
Meeting Agenda
Airport Board

Mora City Hall
101 Lake Street S
Mora, MN 55051

| Tuesday, June 9, 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.

Due to the COVID-19 pandemic and pursuant to Minnesota Statute 13D.015, this meeting will be held by electronic means using WebEx. Some or all of the Airport Board members and other meeting participants may be attending electronically.

The public may attend this meeting by phone:
  - Call 1-408-418-9388 (use a cell phone to avoid charges)
  - When prompted enter access code 126 128 6837
  - When prompted enter meeting password 57997948

1. Call to Order

2. Roll Call

3. Adopt Agenda

4. Minutes

5. 2020 Fly-In

6. Reports
    a.   2020 Airport Crack Seal Project

7. Adjournment

City of Mora
Kanabec County, Minnesota
Background Information
Airport Board

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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 May 5, 2020 meeting.

5. 2020 Fly-In. The board will continue discussions about the 2020 event.

6. Reports. *(Each board and staff member will be given the opportunity to share information.)*
    a. 2020 Airport Crack Seal Project. The City Council awarded the 2020 crack seal project to ASTECH Corp. at its May 19th meeting, and a grant request was submitted to the FAA the following week. The city is requesting $64,610.00 – representing 100% of the project costs – for contractor fees (ASTECH Corp.), design engineering & construction administration (SEH), and administration fees (City of Mora).

7. Adjournment. The next regular meeting is scheduled for Tuesday, July 14, 2020 at 5:00 pm.

City of Mora, MN
AIRPORT BOARD
Meeting Minutes

May 5, 2020

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

1. Call to Order. Vice Chair Kastenbauer called the meeting to order at 5:01 pm via a public WebEx virtual meeting.

2. Roll Call.
    Anderson – Present
    Kastenbauer – Present
    Martens – Present
    Salmonson – Present
    Stafford - Absent

3. Adopt Agenda. Motion by Martens, second by Salmonson to adopt the May 5, 2020 meeting agenda as presented. All present voted by roll call:
    Aye: Anderson, Kastenbauer, Martens and Salmonson
    Nay: None
    Absent: Stafford
With all present voting aye, motion carried.

4. Minutes. Motion by Anderson, second by Salmonson to approve the March 10, 2020 meeting minutes as presented. All present voted by roll call:
    Aye: Anderson, Kastenbauer, Martens and Salmonson
    Nay: None
    Absent: Stafford
With all present voting aye, motion carried.

5. 2020 Airport Crack Seal Project. Kohlgraf explained that the 2020 crack seal project is a continuation of the 2019 project, with funding available through the CARES Act. Lindsay Reidt, SEH, was present. Reidt explained that the 2019 project focused on the runway and the 2020 project will focus on the taxiway and apron, with quote packets received the previous week. The low quote was provided by Astech Corp, the same company that completed the 2019 crack seal project. The next steps in the crack seal project process include: presenting the quotes to the City Council; preparing and submitting a grant application to FAA; and, if the grant is awarded, the work will likely be completed in August. Reidt explained that the project will be funded at 90% by entitlement dollars, with the remaining 10% being funded by the CARES Act; there will be no local share required for this project.

6. CARES Act Funding. Reidt explained the impact of the CARES Act to airports, stating that it's a two-part impact: the overall CARES Act included $10 billion in funding for airports throughout the United States, and that was broken into different categories / percentages for projects at differing types of airports (commercial service, general aviation, etc.) as well as non-project related maintenance and

operation costs. Each airport has been allocated a certain dollar amount and has some discretion in how the funds are used. Thorp shared that City Administrator Crawford has proposed to use the CARES Act funding to replace the airport's fuel card reader system. Kohlgraf stated that he wasn't yet sure if that would be an eligible expense and will investigate further. Staff will provide the board with more information at the next meeting.

7. <u>2020 Fly-In.</u> Thorp stated that the board selected September 19, 2020 for the date of the annual fly-in and needs to begin planning for the event, adding that it is anticipated that the event will go on as planned given that it is months out. Thorp suggested the board discuss possible attractions and possible new additions to the event. Salmonson inquired if the date is established; Thorp responded that the date was selected by the board and is established. Salmonson inquired if the event is being advertised in the usual methods; Thorp stated that the event is not yet being advertised but will be soon. Martens shared that other fly-in events, cancelled due to COVID-19, are being rescheduled for September making it even more important to begin advertising the Mora fly-in. Board members and staff discussed and volunteered to do the following in preparation for the 2020 event:
   - Martens will contact North Memorial and Life Link about the possibility of bringing aircraft to the event.
   - Kastenbauer will attempt to contact Cirrus about participation in the event.
   - Martens inquired about available funds for aircraft attractions, suggesting that he'd like to invite an L39 fighter jet trainer. Kohlgraf stated that he believes he budgeted funds for the event but was not sure of the actual amount.
   - Kohlgraf will contact a Blaine-based company about vintage aircraft that might be available.
   - Kohlgraf will contact Lake Superior Helicopters about participation in the event, but, based on 2019 conversations, believed it may be cost prohibitive and difficult to guarantee a certain number of rides as required by the company. Martens commented that it's difficult to provide a guarantee on the number of helicopter rides when attendees also have the option for rides with Hawk Aviation, especially given that the helicopter rides are more expensive than the airplane rides.
   - Kohlgraf worked with Young Eagles to secure October 3, 2020 for a youth event, with registrations taking place at the fly-in.
   - Martens will contact the Lions Club about providing breakfast at the event. Martens shared that the fly-in is the second largest fundraising event for the Lions each year.
   - Board members discussed affordable give-away items for youth. Anderson will look for options, with the goal of spending no more than what was spent on foam airplanes in 2019.
   - Thorp will prepare an event flyer and asked board members to submit any photos they'd like included on the flyer.
   - The consensus of the board was to once again include a static tractor display and it was suggested that tractor / hay wagon rides may be a nice way for attendees to tour the airport property. Anderson cautioned that the city will need to check with its insurance agent on liability concerns. Reidt commented that other airports do similar activities during fly-ins and suggested that it can be done in a safe manner with the use of radios and knowledgeable drivers. Staff will advertise the static tractor display well in advance with the goal of attracting more tractors than those that participated in 2019.

8. <u>Runway 11/29.</u> Kohlgraf reviewed the issue of the crosswind runway being ordered closed in March by MnDOT's Office of Aeronautics due to runway width concerns, and reported that, after information was shared between all parties involved, the city received a letter from MnDOT in late April informing the city that the runway can re-open. MnDOT's letter mentioned some erosion concerns on the runway, and Kohlgraf shared that those concerns have been corrected. Thorp

thanked Reidt for her assistance in preparing the city's early April response to MnDOT, a copy of which was provided to board members in the meeting packet. Reidt commented that Kaci Nowicki, SEH, assisted with the response. Kohlgraf thanked SEH for assistance with this issue.

9. Reports.
    a. Kohlgraf reported that he was recently made aware of a notice for public comment in the local newspaper pertaining to MnDOT's intention to decommission the airport's Non Directional Beacon (NDB) as part of a statewide effort to eliminate the outdated technology. Kohlgraf shared that there is a current NOTAM for the NDB due to the fact that it isn't working properly and he suspects that this may be the reason for the decommissioning. Kohlgraf also shared that both MnDOT and FAA are moving toward newer technology and won't be supporting or replacing the older technology, with some parts no longer available for the older technology. Salmonson commented that NDB is very old technology and perhaps the least accurate and therefor most dangerous. Martens stated that he's against decommissioning NDBs and supports maintaining existing systems as long as possible because not all aircraft have GPS or VOR. While Martens agreed that NDBs are incredibly inaccurate, pilots need the proper equipment to fly the approach using GPS. Board members and Kohlgraf discussed the increasing number of NDBs being decommissioned statewide, largely due to parts no longer being available for repairs. Martens shared that the Rush City Airport is fighting to keep its NDB, partly due to issues with newer technology not always being reliable. Martens commented that the new technology is good but it's also important to keep the old technology until the new technology is completely reliable. Reidt agreed with all board member comments and concurred that NDBs are increasingly being decommissioned. Reidt added that state-owned VORs are also increasingly being decommissioned, explaining that the State of Minnesota owns more navigational aids than any other state and officials are always looking for ways to reduce expenses. Salmonson cautioned that, despite the wishes of certain pilots, older technology will inevitably be replaced by newer technology. Kohlgraf offered to share the written notice with board members.
    b. Kohlgraf informed the board that the fuel remediation project is moving into a shut-down phase with testing to happen for the next year. Levels of contaminant have dropped considerably and total closure of the project is anticipated in spring 2022.

10. Adjournment. Motion by Anderson, second by Martens to adjourn the meeting. All present voted by roll call:
    Aye: Anderson, Kastenbauer and Salmonson
    Nay: Martens
    Absent: Stafford
    With the majority voting aye, motion carried and the meeting adjourned at 5:37 pm.

_____   _____
Karla Kastenbauer, Vice Chair   Beth Thorp, Secretary