



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, May 5, 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 291 224 848
- When prompted enter meeting password 62352352

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Minutes
5. 2020 Airport Crack Seal Project
6. Runway 11/29
7. CARES Act Funding
8. 2020 Fly-In
9. Reports
10. Adjournment



City of Mora  
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Background Information  
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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 March 10, 2020 meeting.
5. 2020 Airport Crack Seal Project. Lindsay Reidt of SEH will provide an update on the crack seal project and quotes received for the work.
6. Runway 11/29. See attached letters dated April 1 and April 28, 2020 between the City of Mora and MnDOT Aeronautics, noting that MnDOT Aeronautics has rescinded the order to close the crosswind runway.
7. CARES Act Funding. Lindsay Reidt of SEH will provide information about the impact of the CARES Act to airports. City Administrator Crawford recently applied for CARES Act funding to replace the airport's fuel card reader system.
8. 2020 Fly-In. The board will continue discussions about the September 19<sup>th</sup> event.
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, June 9, 2020 at 5:00 pm.

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

**March 10, 2020**

Present: Jody Anderson, Karla Kastenbauer, Ryan Martens and Stefan Salmonson  
Absent: Nick Stafford  
Staff Present: Community Development Director Beth Thorp, Public Works Director / Airport Manager Joe Kohlgraf  
Others Present: Lindsay Reidt, SEH

1. Call to Order. The meeting was called to order at 5:00 p.m. by Vice Chair Kastenbauer.
2. Roll Call. All board members were present with the exception of Stafford.
3. Adopt Agenda. Motion by Anderson, second by Martens to adopt the March 10, 2020 meeting agenda as amended. All present voted aye. Motion carried.
4. Minutes. Motion by Salmonson, second by Martens to approve the February 4, 2020 meeting minutes as presented. All present voted aye. Motion carried.
5. Airport Master Plan and Airport Layout Plan. Lindsay Reidt, SEH, was present to accept questions and comments on the draft Airport Master Plan and Airport Layout Plan. Reidt explained that SEH will incorporate any minor comments into the final drafts before submitting them to MnDOT and FAA by the end of March. Reidt also summarized the review and approval process, commenting that it may take several months to receive comments back from the agencies. Once MnDOT and FAA comments have been incorporated into the documents, they'll be presented to the City Council for adoption. Reidt stated that airport construction projects for 2020 include crack sealing of the taxiway and apron. There were no questions or comments from the board on the Airport Master Plan or Airport Layout Plan.
6. Young Eagles Program. Kohlgraf reported that he's been in contact with the Young Eagles organization and it was suggested that the city organize a Young Eagles event the Saturday following the September 19, 2020 fly-in, allowing the reservation process to take place at the fly-in. Kohlgraf commented that the proposed date of September 26<sup>th</sup> would conflict with another city-organized event – Fall Fest – and recommended scheduling the Young Eagles event for Saturday, October 3<sup>rd</sup>. Board members discussed the proposed date and other community events, with the consensus being to schedule the Young Eagles event on October 3<sup>rd</sup>. Kohlgraf will confirm Young Eagles' availability for October 3<sup>rd</sup> and schedule it if possible. Salmonson asked for confirmation that Young Eagles provides the aircraft and pilots for the event; Kohlgraf stated that that's his understanding.
7. Reports.
  - a. Anderson offered to look for inexpensive give-away items for the 2020 fly-in, similar to the foam airplanes in 2019. Thorp stated that she does not yet know how much funding is available for the fly-in and will begin seeking donations in March, which will determine how much money is available for give-away items.
  - b. Salmonson inquired about security cameras at the airport, asking how the equipment might be funded. Reidt commented that she doesn't believe FAA will fund security cameras but

will check to see if MnDOT funds such things. Reidt added that the city can include the project on the CIP and fully fund the equipment if desired. Board members discussed the ability to have a live feed for people interested in watching airport activity. Martens asked about scheduling a date for the 2020 fly-in; Thorp stated that the board scheduled the event for September 19<sup>th</sup>.

- c. Kohlgraf stated that the fuel remediation project is still going; however, the subcontractor is proposing to shut it down and move into the testing phase. A report has been submitted to the MPCA and there will be no change until the MPCA provides a response. Kohlgraf and Reidt stated that reconstruction of the remediation area will take place at the same time as the taxi lanes are improved.
- d. Kohlgraf informed board members that the city received a letter from MnDOT regarding the turf runway, stating that the runway was constructed at an inappropriate width and the runway must be NOTAM-closed until the issue has been resolved. Kohlgraf explained that the runway was constructed at 60', with FAA approval, and MnDOT requires crosswind runways to be 75'. All parties involved – city, SEH, MnDOT, and FAA – are now reviewing past actions and documentation in order to resolve the issue. Kohlgraf reported that MnDOT, without the city's knowledge or consent, recently submitted a request to FAA for the city to increase the width of the runway from 60' to 80', and the FAA authorized the increase. Salmonson asked which agency carries more weight in this matter, MnDOT or FAA. Reidt explained that MnDOT is the agency which licenses the airport, which means MnDOT does have some authority. Reidt reviewed the history of the project explaining that the crosswind runway was reduced to a 60' width during the environmental assessment process, creating less of an environmental impact. The FAA supported the 60' width and MnDOT, despite having opportunity, didn't provide any comment prior to construction. Reidt believes that the issue can be resolved by reviewing the history of the project and the needs and justifications for the 60' runway. Reidt commented that MnDOT wants the crosswind runway NOTAM-closed and plans to inspect the runway, adding that timing is favorable in the sense that the crosswind is technically closed in winter. Reidt stated that SEH will be working to provide MnDOT with all necessary documentation. Anderson asked if the crosswind runway is used by pilots. Martens spoke about his personal use; Kohlgraf spoke specifically about one pilot who uses the crosswind runway exclusively as well as other use. Salmonson asked when the runway typically opens following winter; Kohlgraf stated that timing varies but typically when the ground dries out and firms up. Martens asked if "Xs" need to be placed on the ends of the runway while NOTAM-closed; Kohlgraf stated that he plans to do this and is watching the weather in order to determine when it will be done.

8. Correspondence.

- a. AIRTAP Briefings. Board members received the most recent newsletter publication.
- b. Minnesota Statewide Airport Economic Impact Study. Board members received a copy of the executive summary recently released by MnDOT Aeronautics.

9. Adjournment. Motion by Anderson, second by Salmonson to adjourn the meeting. All present voted aye. Meeting adjourned at 5:21 p.m.

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Karla Kastenbauer, Vice Chair

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Beth Thorp, Secretary



# CITY OF MORA MORA MUNICIPAL UTILITIES

101 Lake Street South  
Mora, MN 55051-1588



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320.679.1511

Fax 320.679.3862

320.679.1451

April 1, 2020

Cassandra Isackson  
MnDOT Office of Aeronautics  
222 East Plato Blvd.  
St. Paul, MN 55107

RE: Mora Runway 11/29, Mora Municipal Airport

Dear Ms. Isackson:

In response to recent correspondence from MNDOT Office of Aeronautics regarding the safety of operation of Runway 11/29 at a wider width, the City of Mora offers the following summary of the history of the design and construction of the turf crosswind Runway and proposed action.

### **Background Information**

The runway is currently published as being 3,152 feet long and 80 feet wide.

Design of the crosswind runway at the Mora Municipal Airport included several iterations. The original runway design, prior to 2015, was for a runway width of 150'. The project was bid, but not constructed, at this dimension. There was local share funding limitations prior to 2010 which prevented construction from proceeding at the time of the original bidding. The project continued to be eligible and justified for funding by the FAA.

Proper funding later became available and the City was prepared to proceed with the project again in 2015. At that time, project stakeholders raised concerns regarding the project's environmental impacts and changes in the affected environment since the original environmental assessment (EA) was completed, specifically changes in state and federally listed threatened and endangered species. In an effort to minimize environmental impacts and construct infrastructure that was needed to meet the purpose and need of the airport, the runway was designated as A-I/B-I small. The runway width was reduced to 60 feet to meet FAA design standards for A-I/B-I small aircraft. FAA did not support publishing a runway width equal to the Runway Safety Area, as was previously designed, width when only 60 feet was required per its standards. This change was documented and evaluated through the EA re-evaluation completed in 2015. MnDOT was involved in the re-evaluation process.

Crosswind Runway 11/29 construction began in fall of 2016 and was completed in July of 2017. The runway has been usable since September of 2017.

MnDOT completed a 5010 inspection on Sept. 13, 2017, after the turf crosswind construction was complete. Inadequate runway width was not documented in that inspection. MnDOT has also been

included in both EAs, the ongoing Master Plan, ALP, and other CIP and needs meetings throughout this process. The 60 foot runway width was not mentioned during any of these opportunities. The as-built runway condition including the 60' width is shown on the As-built ALP submitted to MnDOT (Bob Burrell) and FAA on Nov, 7, 2017.

MnDOT did not raise concerns with the runway width until December, 2019. At that time, it was decided through conversations with SEH, MnDOT, FAA and the City that the runway could be widened from 60 feet to 80 feet. It was agreed that the runway was constructed appropriately and could continue to operate safely at 80 feet wide, the cones would remain in place and the publications would be updated to reflect an 80 foot width. The 80 foot width is within the Runway Safety Area (120 feet wide) which was already designed and constructed, as required, to support the weight of an aircraft. The runway is currently published as being 80 feet wide.

In the last conversation with MnDOT regarding the turf crosswind, MnDOT staff said they would be organizing a meeting with FAA, MnDOT, SEH, and the City to discuss this history and any needed next steps. This meeting has not been set and there has not been any additional communication.

The following summarizes the existing conditions of Runway 11/29.

**Runway 11/29 Design Criteria:**

- Runway Design Code: A-I/B-I Small
- FAA Runway Width Requirements: 60 feet
- MnDOT Runway Width Requirements: 75 feet
- Runway Safety Area (RSA) Width: 120 feet
- RSA Length Beyond Runway End: 240 feet
- Runway Object Free Area (ROFA): 250 feet

**Existing Runway 11/29 Conditions:**

- Runway Width: 80 feet (published)
- Runway Length: 3,152 feet
- Runway Safety Area (RSA): Constructed to the required 120 feet wide and 240 feet beyond the runway end

Prior to construction of the crosswind runway, primary Runway 17/35 was reconstructed and extended in 2007. During this project the intersection of Runway 11/29 and both Taxiway A and Runway 17/35 was paved for the future turf crosswind runway. The paved width of Runway 11/29 in these intersections accommodates the existing turf runway width.

The current FAA Airport Facility Directory (AFD) record for Mora, which documents the 80 foot width, is shown below:

**MORA MUNI** (JMR)(KJMR) 1 NE UTC-6(-5DT) N45°53.51' W93°16.38'

TWIN CITIES

1033 B NOTAM FILE JMR

L-14I

RWY 17-35: H4794X75 (ASPH) MIRL

IAP

RWY 17: REIL. PAPI(P4L)—GA 3.0° TCH 41'.

RWY 35: REIL. PAPI(P4L)—GA 3.0° TCH 40'.

RWY 11-29: 3152X80 (TURF) 1.2% UP W

**SERVICE:** FUEL 100LL, JET A LGT ACTIVATE REIL Rwy 17 and Rwy 35; PAPI Rwy 17 and Rwy 35—CTAF. MIRL Rwy 17-35 preset to low ints, to incr ints—CTAF.

**AIRPORT REMARKS:** Unattended. Fuel avbl H24 with credit card.

Waterfowl invof arpt. Ultralights on and invof arpt.

**AIRPORT MANAGER:** (612) 390-8217

**WEATHER DATA SOURCES:** AWOS-3 123.925 (320) 679-1629.

**COMMUNICATIONS:** CTAF/UNICOM 122.8

RCO 122.4 (PRINCETON RADIO)

® MINNEAPOLIS CENTER APP/DEP CON 121.05

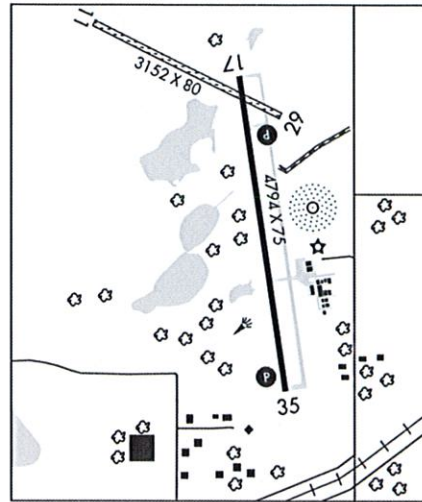
**CLEARANCE DELIVERY PHONE:** For CD ctc Minneapolis ARTCC at 651-463-5588.

**RADIO AIDS TO NAVIGATION:** NOTAM FILE STC.

ST CLOUD (T) VOR/DME 112.1 STC Chan 58 N45°32.96'

W94°03.52' 055° 38.9 NM to fld. 1023/3E. VOR unmonitored.

NDB (MHW) 327 JMR N45°53.42' W93°16.15' at fld. 996/0W. NOTAM FILE JMR.



### Proposed Action

The runway was designed to current standards for a runway classified as A-I/B-I small. Appropriate grading requirements are in place for the entire Runway Safety Area which includes the full width of the runway. The existing runway edge marker cones are located 80' apart which exceeds the minimum state requirement of a 75' runway width. The runway is already published at 80 feet wide in the AFD. No further action is proposed at this time.

Sincerely,

Lindy Crawford, City Administrator

- c: Nick Pratt, FAA Dakota-Minnesota Airport District Office
- Gina Mitchell, FAA Dakota-Minnesota Airport District Office
- Dan Boerner, MnDOT Office of Aeronautics

April 28, 2020

Lindy Crawford  
City Administrator  
City of Mora  
101 Lake Street S.  
Mora, Minnesota 55051-1538

RE: Mora Runway 11/29

Dear Ms. Crawford,

I am writing to apologize for and clarify any inadvertent confusion created regarding the runway width for Runway 11/29 at the Mora Municipal Airport.

Minnesota's Administrative Rules require the width of a turf runway at a public airport be at least 75 feet. In 2017, when MnDOT inspectors visited your airport it appeared the runway was marked as 80 feet wide, meeting that standard. It was only when we received an inquiry regarding the width of Runway 11/29 from the city's staff and consultant that a possible issue was identified.

Pilots will tell you that wider runways are safer runways. A common crash investigation determination is that the pilot lost directional control on takeoff or landing and went off the side of the runway. Since the minimum runway safety area for an A-I/B-1 Small runway is 120 feet wide, MnDOT typically sees turf runways of that width or greater. Our staff should have identified that a turf runway width of 60 feet will not meet the state's rules and resolved the issue before the runway was constructed.

On March 10, 2020, MnDOT Aeronautics staff visited the Mora Municipal Airport to conduct a site visit. Though there was still snow on the ground we were able to determine that the runway should be able to be safely operated at the 80 foot width. As a result, the order to keep Runway 11/29 closed is hereby rescinded.

Please review the conditions of the turf as it appeared that some erosion had occurred on the runway where the turf meets the pavement. It may be prudent to close the runway until repairs have taken root, but that is an airport sponsor's decision to make.

Sincerely,

Cassandra Isackson, Director  
MnDOT Aeronautics

CC: Nick Pratt, FAA Dakota-Minnesota Airport District Office