



City of Mora
Kanabec County, Minnesota
Meeting Agenda
Airport Board

Mora City Hall
101 Lake Street S
Mora, MN 55051

Tuesday, November 10, 2020

5:00 PM

Mora City Hall

<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
3. Adopt Agenda
4. Minutes
5. 2021 Meeting Schedule
6. Signing of Lease Agreements
7. Reports
 - a. Maintenance Updates
 - b. CIP Meeting and 2021 Grant Initiation
8. Adjournment



City of Mora
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Background Information
Airport Board

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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. 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 October 13, 2020 meeting.
5. 2021 Meeting Schedule. The board will adopt a meeting schedule for the coming year. See attached draft meeting schedule for consideration.
6. Signing of Lease Agreements. Chair Stafford requested that the board discuss job duties of the Airport Manager and consider a recommendation granting the Airport Manager authority to sign lease agreements.
7. Reports. *(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)*
 - a. Maintenance Updates
 - b. CIP Meeting and 2021 Grant Initiation
8. Adjournment. The next regular meeting is scheduled for Tuesday, December 8, 2020 at 5:00 pm.

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

October 13, 2020

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

1. Call to Order. Chair Stafford called the meeting to order at 5:00 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Absent (excused)
 - Salmonson – Absent (excused)
 - Stafford – Present
3. Adopt Agenda. Motion by Kastenbauer, second by Anderson to adopt the October 13, 2020 meeting agenda as presented. All present voted aye; motion carried.
4. Minutes. Motion by Kastenbauer, second by Anderson to approve the September 8, 2020 meeting minutes as presented. All present voted aye; motion carried.
5. Recap of 2020 Fly-In. Kohlgraf and Kastenbauer commented on the success of the September 19th event, with Kohlgraf adding that there was a constant flow of aircraft present during the event and the Lions sold out of food. Stafford shared an estimate of 38 aircraft in attendance. Kohlgraf stated that there were more tractors taking part in the static tractor display this year compared to 2019 and the placement of tractors was favored compared to 2019. Kohlgraf commented that the winner of the paper airplane contest was very happy with the prize of a free flight. Thorp reflected on the high number of youth in attendance, commenting that the board had expressed a desire to increase youth participation in recent years. Kastenbauer asked Kohlgraf how the sky divers were coordinated; Kohlgraf believed that they coordinated with Gary Pangerl. Kastenbauer added that the sky divers expressed interest in the 2021 as well. Kohlgraf asked board members for suggestions for the 2021 event, adding that securing attractions for the 2020 event was challenging due to COVID and pilot concern about the event being canceled. Board members briefly discussed the September 19th weather conditions. Stafford shared his concern about the event not being advertised in Minnesota Flyer as it has been in the past, adding that many pilots don't have the internet and they rely on print material to learn about upcoming events. Kohlgraf responded that he was not aware of which board or staff member coordinated that in the past but he'll make sure it's done in 2021. Kastenbauer shared that she saw ads for the event in the local newspapers; Anderson shared that the event was advertised on Facebook. With no further comments about the 2020 event, Thorp asked the board to consider a date for the 2021 event. Board members briefly discussed the standard September date in coordination with other local and statewide events and the preferred time frame for the event (i.e. morning, expanded morning hours, afternoon), with the consensus of those members present to continue holding the event on the third Saturday of September (September 18, 2021) from 8:00 am until 12:00 pm.

6. Recap of Young Eagles Event. Kohlgraf verbally shared an email he received from Scott Nelson, representing the Young Eagles program, in which Nelson reported that it was an excellent event on October 3rd with 30-40 youth in attendance. Nelson reported that attendance was slightly less than anticipated, with two cancelations, and they provided a total of 16 rides. Nelson also reported that when asked how participants learned of the event, Facebook was the most popular response and printed materials distributed at the September 19th Fly-In was the second most popular response. Other statistics provided: the October 3rd flight was the first Young Eagles flight for more than half of the participating youth; a few participating youth had taken 4-5+ Young Eagles flights previously; and, 69% of participating youth were male. Kastenbauer asked if Young Eagles was represented at the September 19th Fly-In; Kohlgraf stated that the organization did not attend but provided print material via email to be handed out at the event for online registration.

7. Capital Improvement Program. Kohlgraf informed the board that city staff and airport engineering consultant, SEH, reviewed the Capital Improvement Program (CIP) immediately prior to the October 13th board meeting, explaining that the CIP lays out projects for approximately 20 years. Kohlgraf stated that the recent crack seal project and crosswind runway project were both projects included on the CIP, with future projects including fuel system upgrades, taxiway rehabilitation, deer fencing, snow removal equipment, snow removal equipment building, T-hangar construction and site preparation, taxiway reconstruction and lighting, and obstruction removal. Kohlgraf explained that the CIP lays out a plan for state and federal funding and reimbursement of local projects. Lindsay Reidt, SEH, shared that in 2021 the city will be looking at taxiway rehabilitation with a focus on areas not impacted by the fuel remediation project, potentially a supplemental windsock, reimbursement for past land acquisition, and potentially a fuel system upgrade. Reidt added that the CIP is a fluid document that can be adjusted at any time based upon current needs, and that CIP updates are useful at this time as MnDOT begins the pre-application process for 2021 grants. Stafford asked if it would be possible to move the proposed T-hangar construction project up from 2028 based on current interest. Kohlgraf shared that staff is proposing to move the T-hangar project up to 2025 but would not suggest moving it up any further due to the amount of funding required; Reidt concurred that the need for funding would not allow the project any earlier than 2025. Stafford asked about constructing the snow removal equipment building and freeing up spots in the other city-owned hangar for rental space. Kohlgraf stated that that would be possible; however, the snow removal equipment building isn't proposed for construction until 2024. Kohlgraf agreed with Stafford that additional rental space would be helpful; Kohlgraf and board members briefly discussed current interest for additional rental space at the airport.

8. Reports.
 - a. Airport Master Plan and Airport Layout Plan. Melissa Underwood, SEH, stated that the draft Airport Master Plan and Airport Layout Plan are still being reviewed by MnDOT and FAA. Underwood shared that the review process can be lengthy but she did not anticipate any significant changes being required due to MnDOT and FAA involvement throughout the process.
 - b. 2020 Crack Seal Project. Reidt stated that the crack seal project was completed on the taxiway and apron a couple of weeks ago. The contractor will return to complete any necessary touch-ups, but the crack seal project itself is complete.
 - c. Fuel Remediation. Kohlgraf stated that there's no longer any remediation equipment in the building but they're still taking samples. Kohlgraf added that they may be done sampling by the end of 2020.

- d. Birds at Airport. Kastenbauer asked about bird activity at the airport. Kohlgraf stated that he hasn't received any complaints recently and wasn't aware of any issues. Stafford commented that there doesn't appear to be any seagulls at the airport but there have been geese in the nearby bean field. Kohlgraf spoke about how well the dog silhouettes, located on the edge of the runway, have been working to keep the bird population down.
 - e. Hunting at Airport. Stafford asked staff about hunting at the airport. Thorp stated that the application for bow hunting deer is now available on the city's website. Kohlgraf stated that he is not issuing permits for goose hunting at the airport this year due to their numbers being lower than previous years. Stafford commented that he was aware of one local hunter interested in goose hunting. Kohlgraf will continue to monitor the goose situation and adjust accordingly.
9. Adjournment. Motion by Anderson, second by Kastenbauer to adjourn the meeting. All present voted aye and the meeting adjourned at 5:19 pm.

Nick Stafford, Chair

Beth Thorp, Secretary



City of Mora Airport Board

2021 Meeting Schedule

Meetings will be held at 5:00 pm on the second Tuesday of each month unless otherwise specified with an asterisk.

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 3* (first Tuesday due to primary election)

September 14

October 12

November 9

December 14