



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, October 13, 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. Recap of 2020 Fly-In
6. Recap of Young Eagles Event
7. Capital Improvement Program
8. Reports
  - a. Airport Master Plan and Airport Layout Plan
  - b. 2020 Crack Seal Project
9. Adjournment



City of Mora  
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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 September 8, 2020 meeting.
5. Recap of 2020 Fly-In. The board will discuss the September 19, 2020 event.
6. Recap of Young Eagles Event. The board will discuss the October 3, 2020 event.
7. Capital Improvement Program. Airport engineering consultants Lindsay Reidt and Melissa Underwood of SEH will be present to review the current CIP and discuss potential revisions. City staff, airport engineering consultants, and FAA staff will be meeting on October 30, 2020 to review the CIP, with pre-applications due by November 15, 2020.
8. Reports. *(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)*
  - a. Airport Master Plan and Airport Layout Plan
  - b. 2020 Crack Seal Project
9. Adjournment. The next regular meeting is scheduled for Tuesday, November 10, 2020 at 5:00 pm.

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

**September 8, 2020**

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

1. Call to Order. Chair Stafford called the in-person / WebEx virtual meeting to order at 5:03 pm.
2. Roll Call.
  - Anderson – Absent (excused)
  - Kastenbauer – Present
  - Martens – Present via phone
  - Salmonson – Present
  - Stafford – Present
3. Adopt Agenda. Motion by Kastenbauer, second by Salmonson to adopt the September 8, 2020 meeting agenda as presented. All present voted by roll call:
  - Aye: Kastenbauer, Martens, Salmonson and Stafford
  - Nay: None
  - Absent: AndersonWith all present voting aye, motion carried.
4. Minutes. Motion by Salmonson, second by Kastenbauer to approve the August 4, 2020 meeting minutes as presented. All present voted by roll call:
  - Aye: Kastenbauer, Martens, Salmonson and Stafford
  - Nay: None
  - Absent: AndersonWith all present voting aye, motion carried.
5. 2020 Fly-In. Thorp provided an update on her recent activity related to the upcoming September 19<sup>th</sup> event, reporting that a \$600 donation was received from airport engineering consultant SEH; a press release was issued to all media sources within region 7E on August 31<sup>st</sup> with a front page article appearing in the Kanabec County Times on September 3<sup>rd</sup>; and, giveaway items for youth were ordered and received. Thorp stated that the paper airplane contest first discussed at the board's August meeting was announced in the press release, and Thorp asked the board to discuss contest logistics such as timing and consent waivers for the free airplane ride advertised as the contest prize. Kohlgraf provided an update on his activity related to the event, reporting that porta potties have been arranged; tables will be set up; space will be made available to the Mora Area Fire Department for the sale of fire department raffle tickets; and, staff will provide materials for and set up a station for sanitizing. Kohlgraf asked the board about setting up barricades as has been done in the past; the consensus of the board was to not use barricades for the 2020 event. Thorp asked for any other board member input prior to the event. Salmonson suggested finding guidance on the internet for paper airplane contests. Thorp reported that Anderson provided a large quantity of paper to be used for the contest, adding that Anderson suggested printing paper airplane folding

instructions to hand out. Thorp again asked the board to consider contest logistics, including timing of the contest during the four-hour event; the consensus of the board was to limit the contest to a short period of time, suggesting 10:00-10:30 am. Kastenbauer suggested creating large displays for the event announcing the time frame for the contest; Thorp added that the contest details will be posted on Facebook. Board members and staff discussed contest ideas, including distance, distance tiers, and an option for the contest to be located indoors in case of bad weather. Thorp informed the board that staff is still working on arrangements for the Young Eagles registration taking place at the event, stating that staff is hoping to provide alternate registration options for people unable to attend the September 19<sup>th</sup> event. Once staff has more information, Thorp stated that it will be posted on Facebook. Martens asked where tractors should park for the static tractor display, in the parking lot in front of the AD Building or by the T-hangars to have planes and tractors in the same area. The group discussed the potential for the T-hangar area to be filled with aircraft and the added need to have a volunteer at the gate to prevent attendee vehicles from entering that area, with the consensus of the group being to wait until the morning of the event to make a final decision based on weather and the related potential for the T-hangar area to be filled with aircraft.

6. Reports.

- a. Kohlgraf reported that there has been little wildlife activity at the airport recently with no need to remove wildlife from the site.
- b. Reidt reported that the 2020 crack seal project will commence during the week of September 14<sup>th</sup> or 21<sup>st</sup>, depending on weather conditions, and the project is anticipated to be completed within two or three days. The project priority will be the taxiway and the apron, with no work being completed on the taxi lanes. Salmonson inquired about the type of work being completed; Reidt explained that a heavy material will be used to fill gaps, with no patching being utilized.
- c. Kohlgraf reported that fuel remediation continues, explaining that monitoring is still occurring however the pumps are no longer on. Kohlgraf anticipates receiving the next report in October and a final project completion date in late 2021. Kohlgraf also reported that the board will likely review the Airport CIP to adjust projects in order to complete necessary blacktopping and restoration of the remediation area.
- d. Reidt reported that the Master Plan has not yet been approved by MnDOT or FAA, explaining that the review process can be lengthy.

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

Aye: Kastenbauer, Martens, Salmonson and Stafford  
Nay: None  
Absent: Anderson

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

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Nick Stafford, Chair

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Beth Thorp, Secretary