



City of Mora
Kanabec County, Minnesota
Meeting Agenda
Airport Board

Mora City Hall
101 Lake Street S
Mora, MN 55051

Tuesday, September 8, 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.

Pursuant to Minnesota Statute 13D.015, some or all of the Airport Board members and other meeting participants may be attending this meeting electronically via WebEx.

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 (meeting number) 126 437 6648
- When prompted enter meeting password 75492774

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Minutes
5. 2020 Fly-In
6. Reports
7. Adjournment



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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 August 4, 2020 meeting.
5. 2020 Fly-In. The board will finalize preparations for the September 19th event.
6. Reports. *(In addition to the items listed below, each board and staff member will be given the opportunity to share information.)*
7. Adjournment. The next regular meeting is scheduled for Tuesday, October 13, 2020 at 5:00 pm.

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

August 4, 2020

Present: Jody Anderson, Karla Kastenbauer, Ryan Martens, Stefan Salmonson and Nick Stafford
Absent: None
Staff Present: Joe Kohlgraf and Beth Thorp
Others Present: None

1. Call to Order. Chair Stafford called the meeting to order at 5:02 pm.
2. Roll Call.
 - Anderson – Present
 - Kastenbauer – Present
 - Martens – Present
 - Salmonson – Present
 - Stafford – Present
3. Adopt Agenda. Motion by Kastenbauer, second by Martens to adopt the August 4, 2020 meeting agenda as presented. All present voted aye and the agenda was unanimously adopted.
4. Minutes. Motion by Martens, second by Salmonson to approve the June 9, 2020 meeting minutes as presented. All present voted aye and the meeting minutes were unanimously approved.
5. 2020 Fly-In. Thorp provided an update on her activity related to the upcoming September 19th event, reporting that giveaway items for children have been purchased; newspaper ads have been arranged; the event was posted on the MnDOT Aeronautics website; posters have been printed and are available to board members; and, an event was created on the city's Facebook page. Thorp added that no donations have been received. Salmonson asked if funds are available for the purchases mentioned by Thorp; Thorp stated that staff is spending conservatively, with giveaway items costing approximately \$30 compared to more than \$200 the previous year. Kohlgraf stated that the airport budget includes some funds for fly-in related purchases. Kohlgraf stated that staff will arrange for sanitizing products to be available during the event, and added that the event will likely be more spread out on the airport property than in the past. Salmonson asked about arrangements for people wishing to camp at the airport the night prior to the fly-in; Stafford stated that he'll be available to assist campers. Board members and staff discussed other fly-ins and organized events that have been canceled this year, with Stafford sharing that there are a few other fly-ins still taking place. Stafford commented that he's heard a lot of positive feedback about the Mora Fly-In taking place. Martens informed the group that he was contacted by Life Link and was told that they will not be bringing the Pilatus or the helicopter to the event; and, stated that he was in contact with the owner of an L-39 who would be open to attending the fly-in if the city can provide fuel as compensation. Kohlgraf stated that the city provided up to 50 gallons for T-6s in the past and is willing to provide that amount for the L-39. Salmonson asked if anyone has contacted tractor owners directly. Kastenbauer offered to bring tractors to the event and talk to Ed Rodenberg about participating. Stafford offered to contact the Berg family. Thorp commented that staff made a Facebook post about the static tractor display earlier in the summer and will again soon to help

promote participation. Anderson suggested a paper airplane contest for kids and adults; Stafford added the suggestion of offering a free airplane ride to the winner. Anderson offered the possibility of donating free ice cream cones for the contest. Stafford again suggested a free airplane ride, stating that there will be a pilot willing to do it, and proposed that it be limited to kids.

6. Winter Maintenance Policy. Kohlgraf stated that the Mora Municipal Airport Snow Removal Policy and Procedures document was drafted to address past inconsistencies and was being presented to the board prior to City Council review. Salmonson asked if the draft policy was written so that it reflects what works well for staff; Kohlgraf stated that it was written according to how he's been handling snow removal since he took over for the previous Street Superintendent. Salmonson commented that if the past practice has worked well for staff then he supports the draft policy as written. Kohlgraf and board members discussed specific details of the policy, focusing on the plowing of alleys from hangar to hangar. Martens asked about city streets being prioritized over the airport. Kohlgraf explained that city streets are plowed first with a NOTAM issued for the airport; the staff member responsible for plowing the airport has minimal plowing duties outside of the airport, so he's typically able to begin plowing the airport before 7:00 am depending on the amount of snow. Martens asked if staff have radios while plowing or if they're simply watching for aircraft; Kohlgraf stated that they use radios. Motion by Martens, second by Salmonson to recommend approval of the Mora Municipal Airport Snow Removal Policy and Procedures as presented. All present voted aye, motion carried.
7. Reports.
 - a. Redstone Construction Crane. Kohlgraf explained that Martens had expressed concern about the height of the Redstone Construction crane and its proximity to the end of the crosswind runway. Kohlgraf stated that he confirmed the actual height of the crane and worked with SEH to determine that the crane was approximately 300 feet lower than the maximum height allowed. Kohlgraf commented that if the board believed the height of the crane to be a problem, he'll speak to the business owner again. Martens expressed his concern with pilots, unfamiliar with the airport, flying in low and not being aware of the crane. Stafford commented that, while the height of the crane is deceiving, if pilots stay in the traffic pattern it shouldn't be an issue. Board members commented that the addition of a flag on the top of the crane has helped bring attention of the crane to pilots. Kohlgraf and board members discussed placement of the crane on Redstone's property, commenting that it may have moved which has helped.
 - b. 2020 Airport Crack Seal Project. Kohlgraf stated that the crack seal project continues to move forward with completion anticipated in September. Stafford asked if work would be done adjacent to the hangars to address the cracks; Kohlgraf stated that the Street Department will address the immediate concerns near the hangars as well as the front gate entrance. Kohlgraf added that some of the blacktop work won't be completed until the fuel remediation wells have been removed, which could be approximately two more years.
 - c. Fuel Pump Project. Kohlgraf informed the board that the city will be purchasing a new card reader using CARES Act money and added that he's also obtaining bids for some rehab work. Salmonson asked if the new card reader will be a chip and/or proximity reader for enhanced security; Kohlgraf replied yes. Stafford asked if there has been any discussion about re-implementing fuel cards for local pilots; Kohlgraf replied no because of billing concerns, adding that he'll look into the issue again.
 - d. Lease Agreement and Daily Storage Agreement Process. Kohlgraf informed the board that staff is currently working to update the lease agreement and daily storage agreement, explaining that the lease agreement is outdated and staff would also like to make all

agreements uniform. Kohlgraf stated that the daily storage agreement is currently a verbal arrangement and staff would like to formalize the process with a written agreement, offering more security to the city and to the pilot. Salmonson asked about an agreement for tie-downs on the tarmac and behind the old CAP hangar; Kohlgraf said that it hasn't yet been addressed. Stafford asked about establishing a fee for use of tie downs; Kohlgraf replied that it may be possible to address during the 2021 budget and fee schedule process. Board members and Kohlgraf discussed the status of abandoned / non-functioning aircraft currently located at the airport. Salmonson asked if cameras are still being considered for the airport; Kohlgraf replied yes. Stafford asked about installing a public camera for streaming a live feed of the airport; board members discussed the benefits, including security and weather checks. Anderson asked if cameras could be purchased using CARES Act money due to increased theft and damage; Kohlgraf spoke about current concerns with computer equipment in the AD building, with components being tampered with or stolen. Board members and Kohlgraf discussed the possibility of installing security doors on the AD building, with a code being required for entrance. Kohlgraf will look into options for enhanced security. Salmonson offered to discuss options with Kohlgraf at a later date.

8. Adjournment. Motion by Kastenbauer, second by Anderson to adjourn the meeting. All present voted aye and the meeting adjourned at 5:34 pm.

Nick Stafford, Chair

Beth Thorp, Secretary