

AITKIN AIRPORT COMMISSION  
AITKIN CITY HALL

November 1, 2018

4:00 P.M.

MEMBERS PRESENT: Chairman Tibbitts, John Welle, Rich Peterson, Mark Wedel, City Administrator Kathleen Ryan

MEMBERS ABSENT: Jim Larson.

ALSO PRESENT: Ron Roetzel, Adam Forsberg

1. Call to Order: Chairman Tibbitts called the meeting to order at 4:00 p.m.
2. Approval of Agenda: Additions: None. A motion to approve the agenda as presented was made by John Welle and seconded by Mark Wedel. All aye.
3. Approval of Minutes: A motion to approve the minutes of the October 4, 2018 meeting as amended was made by Mark Wedel and seconded by John Welle. All aye.
4. Maintenance & FBO Report.  
Adam Forsberg reported that the beacon light and the windsock are now repaired.  
Central Applicators were at the airport removal process but have found that the ground is still soft. Kathleen Ryan stated that she has received an email from them notifying her that the brush removal was complete.

5. Old Business.

**FBO/Field Manager Agreement** – This agreement is still in the draft phase.

**Fuel Management Agreement** – This agreement is complete, but Kathleen suggested bringing it back to next month's meeting for final approval. The Commission agreed.

**Minimum Standards for the Airport** – Kathleen, John Welle, Ron Roetzel and Adam Forsberg met prior to the meeting to discuss. The language will be updated and brought back to the Commission at next month's meeting.

**Apron & Taxiway Crack Repair** – Ron Roetzel reported that the contracted work will be on hold until spring of 2019 because of the weather conditions.

**Aitkin Growth Land Acquisition** – Kathleen reported that the title insurance has been received and she forwarded it to County Administrator, Jessica Seibert and County Attorney, Jim Ratz for review. Ratz requested the deed be drawn up by City Attorney, Henry Brucker.

**CIP Update/Supplemental Funding Application** - The CIP update was due to MnDOT on October 31<sup>st</sup>. The Supplemental application was also submitted. Roetzel stated that if the Aitkin Airport is funded there will be more details to discuss going forward.

**2019 Lot Lease Language Amendments** – The Commission reviewed the proposed lot lease language changes at the October 4<sup>th</sup> meeting. Kathleen asked the Commission to approve the changes that were recommended by both the County and City Attorney. Mayor Tibbitts stated that there is concern regarding the increase in the insurance requirement and asked who made the recommendation. Kathleen stated that the recommendation came from County Attorney Jim Ratz and was supported by City

Attorney Henry Brucker. John Welle said he has been dealing with increase in insurance requirements for several years. Although he knows that this will not be a popular decision it may be wise to put the pilots on notice that this may be coming in the future. Mark Wedel stated that he doesn't believe there has been an incident at the airport that he is aware of and the odds are, there will not be a problem. Rich Peterson feels that the requirement is excessive. He feels when it comes down to it, it's a claims/loss ratio and he can't remember the last time there was a claim. Welle said he understands that the Attorneys are recommending the increase to limit the exposure of the City and the County. The attorneys are specifically recommending: Increase Property damage from \$300,000 to \$500,000 and increase Bodily personal injury or death from \$300,000 to \$1.5M. At the last meeting the Commission discussed the increase of both to \$500,000 or \$300,000 and \$500,000. Mayor Tibbitts stated that he is concerned about losing pilots because of the increase. Wedel suggested leaving the requirement as is, Rich Peterson conquered. Welle questioned if a change in the insurance requirement would be legal for current lease holders before the expiration of the lease and asked for further clarification from the attorneys. 1. Can the existing leases be amended beyond the lease fee? 2. What does Sect. 4 (Renewal Option) of the lease agreement mean? Kathleen will contact both attorneys and bring back their responses to the next commission meeting. Lot lease language amendments will be tabled until the December.


**2019 Lot Lease Increase** – John Welle made a motion to increase the 2019 lot lease fee 2.7% based on the CPI. The motion was seconded by Rich Peterson. All aye.

6. New Business.

**Trash Service** – Kathleen recommended that the City pay Garrison Disposal directly for trash service instead of reimbursing Adam for half of the expense. A motion to approve was made by Mark Wedel and seconded by Rich Peterson. All aye.

**2019 Meeting Calendar** – The 2019 City meeting calendar was shared with the Commission. The Airport Commission will continue to meet at 4:00 on the first Thursday of each month at Aitkin City Hall, except the July 2019 meeting will be rescheduled to the second Thursday due to the July 4<sup>th</sup> Holiday.

7. Approval of Bills. A motion to approve the bills as presented in the amount of \$4,598.71 was made by John Welle and seconded by Rich Peterson. All aye.
8. Comments from Visitors. None.
9. Adjournment. A motion to adjourn the meeting at 5:00 was made by Mark Wedel and seconded by Rich Peterson. All aye.

  
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Mayor Gary Tibbitts

  
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Kathleen Ryan  
City Administrator/Airport Manager