

AITKIN AIRPORT COMMISSION  
AITKIN CITY HALL

December 6, 2018

4:00 P.M.

MEMBERS PRESENT: Chairman Gary Tibbitts, John Welle, Jim Larson, Rich Peterson, Mark Wedel, City Administrator Kathleen Ryan (Gary Tibbitts arrived at 4:10 and Mark Wedel left at 5:50)

MEMBERS ABSENT: None.

ALSO PRESENT: Ron Roetzel, Adam Forsberg, Pete Dunn

1. Call to Order: Mark Wedel 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 Jim Larson. All aye.
3. Approval of Minutes: A motion to approve the minutes of the November 1, 2018 meeting as presented was made by Jim Larson and seconded by Rich Peterson. All aye.
4. Maintenance & FBO Report.  
Adam Forsberg reported that fuel sales continue to be steady and Pete has been busy with the testing center. The EA Chapter participated in the Aitkin Fish House Parade. Adam has begun plowing for the season.

5. Old Business.

**2019 Lot Lease Language Amendments –**

Questions clarified by City Attorney Henry Brucker; *(Q) 1. If new lease language is adopted, will this affect current lease holder or only newly signed lease agreements?* (A) The changes in the lease language would be applicable to new leases going forward. However, existing leases could be amended to reflect these changes if the Commission and the lessees agree to do so. If such an agreement is reached, then the existing leases could either be amended to reflect these changes or the existing leases could be terminated and then replaced with the new lease. In order for either of these scenarios to be possible, the lessees would need to agree to make these changes. If any lessee would not agree to make these changes, then the existing lease would remain in force and effect until the lease term expires or the lease is earlier terminated. *(Q) 2. Regarding Section 4, Renewal Option – Does this mean the lease automatically renews? Or, does this require signing of new documents every 20 years?* (A) The language in Section 4 contemplates the lessee informing the Commission that it wishes to renew and extend the lease. If the lessee makes this election, then a new lease should be signed for the new 20-year term.

After the clarification, Kathleen stated that the changes will be implemented in a new lease document for use going forward. The Commission previously determined that the overall proposed language changes were acceptable however, no determination has been made regarding the insurance requirement increase. Welle stated that he believes it is reasonable to accept the attorney recommendations and impose the increased insurance requirement on new lease holders going forward. Jim Larson feels that an increase of insurance requirement could stifle growth down the road and he is not necessarily in favor of the increase. Rich Peterson was told by his insurance agent that because of the type of aircraft he owns it is not possible for him to be insured for more than 1M. Welle stated that he does not believe that the value of the aircraft will determine the amount of liability insurance a person can purchase, and he has dealt with insurance requirement increases before and it does cause push back, but in the end is typically not as expensive

as people think after shopping around and finding the best rate. A motion to accept the proposed lease language changes and increase the insurance requirement to \$500,000/\$1,000,000 was made by Jim Larson and seconded by Rich Peterson. All aye.

**Pilot's Lounge Lease** – Kathleen stated that the new lease language will be implemented into this agreement and the loan payment amount has now been determined. With this information finalized the agreement will be prepared for signatures.

**FBO/Field Manager Agreement** – Kathleen had separated the Field Manager duties from the FBO which left a separate FBO agreement however, with the development of the Airport Minimum Standards for the Airport, the FBO portion could be addressed in a standard lot lease agreement for 12 Hotel and by following the Minimum Standards requirements. The language within this agreement has been an issue for Adam's insurance company. Kathleen continues to work with Adam to develop an acceptable agreement for the Commission and Forsberg. When a final draft is prepared, she will bring this agreement back to the Commission for approval.

**Fuel Management Agreement** – This agreement was included in the Commission's packet last month and Kathleen requested formal approval. A motion to approve the Fuel Management Agreement was made by Jim Larson and seconded by Rich Peterson. All aye.

**Minimum Standards for the Airport** – The State of Minnesota has provided a template for Airports to use in the development of their own Minimum Standards. Kathleen Ryan, John Welle, Ron Roetzel, Adam Forsberg & Pete Dunn have met to discuss the template and have revised these guidelines to fit the Aitkin Airport's needs. This would be the standard for any FBO or commercial operation that may want to operate at the Aitkin Airport. The Minimum Standards for Airport Aeronautical Services is at the final draft stage and included in the Commission's packet with recommendation of approval. A motion to approve the Minimum Standards as presented was made by John Welle and seconded by Mark Wedel. All aye.

**Aitkin Growth Land Acquisition** – The property sale is progressing. Aitkin Growth has made a request to rezone 40 acres and the portion that the Airport Commission is purchasing will be zoned Industrial which will allow for future hangar development. This request will be heard by the Aitkin Planning Commission on December 17, 2018. When this process is complete the purchase documents can be finalized.

**CIP Update/Supplemental Funding Application** – Snow removal equipment is on the CIP for 2019. A discussion about the pros and cons of the current snow removal equipment and operation was had. The existing loader & blower can be kept and used but an addition of a plow truck with blade and wing will decrease the amount of time it will take to clear the snow. The plow truck and attachments would be funded 90% federal, 5% state & 5% local. Roetzel stated that it would be a benefit to the airport to have two pieces of snow removal equipment. Roetzel stated that \$149,000 and \$6,000 for admin cost of the grant, total of \$155,000, is listed on the CIP plan for the purchase of snow removal equipment in 2019. Welle questioned the need for a piece of equipment of this expense. Adam replied and said that he will be able to remove snow more efficiently and feels it will be easier on the runway pavement and crack sealant. Roetzel stated that by purchasing the plow truck with attachments and keeping the loader with blower attachments will lower the future funding that may have been available for replacement

of the loader. He asked the Commission for direction on how to proceed. The Commission agreed that he should proceed with the application for the purchase of a plow truck with blade, keeping the current loader and blower.

6. New Business.

**Airport Emergency Planning** – Kathleen has been working with MNDOT representative to start the development of an Airport Emergency Plan. MNDOT will be holding a meeting that will include the Aitkin Police Chief, Aitkin County Sheriff and Fire Chief Brian Pisarek who is also the Emergency Manager for the City to discuss the best plan for the Aitkin Airport.

**Deer Hunt** – The Aitkin PD has reported seeing deer within the Airport at night inside the fencing. Adam has followed the tracks and he believes they are coming through the front entrance and jumping the cattle gate. Kathleen stated that the Airport has been issued a permit by the DNR that would allow for harvest of the animals should they become a problem. The permit expires on December 31, 2018. The deer issue will continue to be monitored.

**2018 MNDOT Airport Inspection Report** – The inspectors noted the following items:

1. Sign needed at the Fuel Facility.
2. Areas that need crack repair.
3. The hold short line to 16 is faded and does not provide adequate room and it is recommended to let it fade out/removing it.
4. Runway 34 approach is obstructed by trees.
5. Runway 26 approach is obstructed by trees.
6. Runway 08 approach is obstructed by trees.

Roetzel included a draft response letter for review by the Commission and will follow up with the Commission when he has more information.

**Aitkin Flyer's Club** – Tom Philstrom provided the Commission with an informational list of items and/or improvements that have been donated by the Flyer's Club to the Airport over the years.

7. Approval of Bills. A motion to approve the payments as presented in the amount of \$22,253.16 was made by John Welle and seconded by Jim Larson. All aye.
8. Comments from Visitors. Adam Forsberg thanked the Commission for their patience during the contract development process.
9. Adjournment. A motion to adjourn the meeting at 5:12 was made by Jim Larson and seconded by Rich Peterson. All aye.

  
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Mayor Gary Tibbitts

  
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Kathleen Ryan  
City Administrator/Airport Manager