

AITKIN AIRPORT COMMISSION
REGULAR MEETING
AITKIN CITY HALL

January 3, 2019

4:00 P.M.

MEMBERS PRESENT: Chairman Gary 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 4:03 p.m.
2. Approval of Agenda: Additions: None. A motion to approve the agenda as presented was made by Rich Peterson and seconded by Mark Wedel. All aye.
3. Approval of Minutes: A motion to approve the minutes of the December 6, 2018 meeting as presented was made by Mark Wedel and seconded by Rich Peterson. All aye.
4. Maintenance & FBO Report.
Adam Forsberg reported that fuel sales continue to be steady. The testing center was closed due to the government shut down but the FAA authorized reopening today, January 3rd.

5. Old Business.

FBO Lot Lease – Kathleen stated that 12 Hotel will now have a lot lease agreement with rent determined by the amount of fuel sales each month, this lease will replace what was formerly known as the “FBO Agreement”. Adam Forsberg/Adventure North will be provided a copy of the minimum standards of the Aitkin Airport that will guide his FBO operation. A motion to approve the lease was made by Mark Wedel and seconded by Rich Peterson. All aye.

Field Management Agreement – (Airport Maintenance Duties) The final draft is finished and has been reviewed by the League of Minnesota Cities legal department. Forsberg requested a change; this agreement should be between the Airport Commission and Adam Forsberg, not Adventure North. Welle requested a written report, per Section 4.vi. of the contract, recording the hours and maintenance for each piece of equipment. Forsberg agreed to provide a monthly written report that will be included in the packets each month. A motion to approve with contract between Adam Forsberg and the Airport Commission was made by John Welle and seconded by Rich Peterson. All aye.

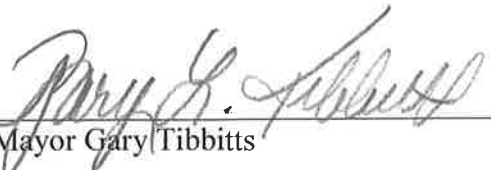
Aitkin Growth/Land Acquisition – Kathleen Ryan updated the Commission regarding the rezoning requirements of the Aitkin Growth property. The parcel that the Airport is purchasing will be re-zoned Industrial. This request will be heard by the Aitkin Planning Commission and then presented the Aitkin City Council for final approval on January 7, 2019. When this process is complete Kathleen will work with City Attorney Henry Brucker and Aitkin County Growth to close on the purchase.

CIP Update/Supplemental Funding Application– Ron Roetzel has traded emails with MNDOT/FAA justifying the purchase of the new snow removal equipment but has not received a decision at this time.

Airport Emergency Planning – Kathleen has been in contact with the State regarding the Emergency Plan for the Aitkin Airport. Currently, she is waiting for a response.

2018 MNDOT Airport Inspection Report – MNDOT did an inspection at the Aitkin Airport in November of 2018. Roetzel has asked MNDOT if the obstructions listed in this report could be cleared and paid for under the open Obstruction grant. He will update the Commission when he receives a response. Kathleen contacted Central Applicators and notified them that the Commission has chosen not to spray in the spring as originally planned. Kathleen asked the Commission how they feel about the areas that were cleared and if there is a need for Central Applicators to come back and if so, is there a way to communicate to them what was missed. The consensus was the brush clearing that was done should not have been done when it was, the ground was extremely wet. Welle stated the window of opportunity for brush clearing is very small, it works well to do the clearing when there is frost in the ground but before snowfall. He also said working with a contractor gets complicated because of that small window of opportunity. He suggested that because the County Highway department has the equipment and understands the conditions it would make the process much simpler if they could do the work themselves. However, the County is unable to do the spraying. Welle suggested that the Highway Department plan on annually clearing brush, when the conditions are conducive. Roetzel said that this is reimbursable through grant funding. Roetzel will follow up with MNDOT.

6. New Business.
7. Approval of Bills. A motion to approve the payments as presented in the amount of \$4,148.14 was made by John Welle and seconded by Rich Peterson. 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 5:47 was made by Mark Wedel and seconded by Rich Peterson. All aye.



Mayor Gary Tibbitts



Kathleen Ryan
City Administrator/Airport Manager