

AITKIN AIRPORT COMMISSION
REGULAR MEETING
AITKIN CITY HALL

May 2, 2019

4:00 P.M.

MEMBERS PRESENT: Chairman Gary Tibbitts, Mark Wedel, Rich Peterson, John Welle

MEMBERS ABSENT: Jim Larson

ALSO PRESENT: Kathleen Ryan, Ron Roetzel, Pete Dunn, Adam Forsberg

1. Call to Order: Chairman Tibbitts called the meeting to order at 4:00 p.m.
2. Approval of Agenda: Additions: Old Business; Crack Repair. A motion to approve the agenda as amended was made by John Welle and seconded by Mark Wedel. All aye.
3. Approval of Minutes: A motion to approve the minutes of the April 4, 2019 meeting was made by Mark Wedel and seconded by John Welle. All aye.
4. Maintenance & FBO Report.
 - Equipment Usage Report – April 2019
 - Adam has begun the repairs to his building. He has a loan through the EDA to cover the costs of the remodel, the Airport Commission is reimbursing Adam for the amount of the loan payment. The conditions of the loan agreement only allow the applicant 50% of funds upfront and the other 50% is released when receipts are turned in for the full amount of the loan. Adam asked the Airport Commission to advance the funds so that he could cover the cost of materials and then he would reimburse the Commission when the loan funds were received. The Commission did not agree to this arrangement.
5. Old Business.

Aerobatic Box Update – Kathleen has received no further information at this time.

CIP Update Supplemental Funding Application – Roetzel stated that he spoke to FAA representatives and at this time no information has been released.

Non-Directional Beacon – It is unclear at this time if any of the Airport Hangar owners use the beacon. Rich Peterson stated that he thought the helicopter pilots use the beacon. The FAA wishes to disable these devices and now is a good time to do so with the retirement of Jim Larson. Larson said that parts are nearly impossible to get, and maintenance of the beacon have become a challenge.

Crack Repair – Ron Roetzel met with the contractor on site. The work is set to begin on Monday, May 6th. Roetzel presented Change Order No. 2, extending the contract completion date to May 31, 2019. No costs are associated with this change. A motion to approve Change Order No. 2 was made by Mark Wedel and seconded by John Welle. All aye.

6. New Business.

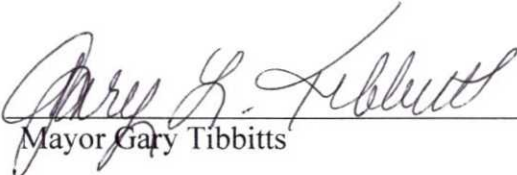
Fannemel Property – If the Commission chooses to move forward with the purchase of the Fannemel property MnDOT would fund 70% of the purchase costs. Welle had concerns about the County Road that runs along the eastern line of the property. Potentially the County may want to purchase road right-of-way, he asked Roetzel if the airport purchased this property if he foresees any issues with this if the airport were to take ownership, Roetzel did not see an issue. Wedel questioned the need for the property, Peterson felt since the property is available it should be purchased, Tibbitts agreed. If the Commission chooses to pursue the MnDOT funding, there are costs in addition to the purchase price. John Welle made motion to purchase the property Rich Peterson seconded the motion. After further discussion, the motion was rescinded.

SRE/Plow Truck Quotes – Since the last meeting, Welle investigated the truck chassis and component quote details further. He pieced together the quotes to reflect comparable complete units with only the necessary components. Welle made recommendation to purchase the Mack Granite42FR MHD with Towmaster Box, Hydraulics & Plow. Mark Wedel made motion to accept the recommendation from John Welle and approve the purchase of the Mack Granite42FR MHD with components, Rich Peterson seconded it. It is understood that miscellaneous expenses may arise during the final ordering process. Forsberg commented that he feels a heated windshield should be included, this is an additional \$425 option. Wedel revised his motion to reflect the additional cost of the heated windshield. Peterson seconded the revised motion. All aye.

M & O Agreement – The M & O Grant Contract for State Fiscal Year 2020 & 2021 in the amount not to exceed \$60,060 was presented to the Commission for approval.

Resignation – A letter of resignation was received from Jim Larson, with this resignation a seat on the Commission is open. This seat will be filled by City appointment.

7. Approval of Bills. A motion to approve the March payments in the amount of \$7,336.68 was made by Mark Wedel and seconded by John Welle. All aye.
8. Comments from Visitors. None.
9. Adjournment. A motion to adjourn the meeting at 5:26 was made by Rich Peterson and seconded by Mark Wedel. All aye.



Mayor Gary Tibbitts



Kathleen Ryan
City Administrator/Airport Manager