

AITKIN AIRPORT COMMISSION
REGULAR MEETING
AITKIN CITY HALL

June 6, 2019

4:00 P.M.

MEMBERS PRESENT: Chairman Gary Tibbitts, Mark Wedel, Rich Peterson, John Welle (1 Vacant Seat)

MEMBERS ABSENT: None.

ALSO PRESENT: Jen Thompson, Ron Roetzel, Pete Dunn, Adam Forsberg, Wallace Frelander, Lisa Davies

1. Call to Order: Chairman Tibbitts called the meeting to order at 4:00 p.m.
2. Approval of Agenda: A motion to approve the agenda as presented was made by John Welle and seconded by Rich Peterson. All aye.
3. Approval of Minutes: A motion to approve the minutes of the May 2, 2019 meeting was made by Mark Wedel and seconded by Rich Peterson. All aye.
4. Maintenance & FBO Report.
 - Equipment Usage Report – May 2019
 - Forsberg determined that the alternator on the New Holland Tractor was in need of replacement. He has purchased the alternator and will replace it himself. Forsberg is suspicious that the transmission on the New Holland is making noise that is shouldn't. He had Timmer Implement check the transmission and they stated that there is not a problem. Pete Dunn stated that Timmer Imp. provided documentation that is was inspected. The Husqvarna zero turn mower was brought in for service and new blades were purchased.
 - Pilot's Lounge – Adam stated that the windows and the doors have been replaced, the inside is currently gutted, but he hopes to be completed with the remodel by June 30th for the Fly-In event.
 - The Fly-In will be on Sunday, June 30th.

5. Old Business.

CIP Update/Supplemental Funding Application – Aitkin was not successful in the supplemental application so we will need to do a CIP update review in September.

Fannemel Property – As directed, Kathleen Ryan made an offer to purchase the property for \$10,000 (PID#31-0-035300). Fannemel gave a verbal acceptance provided the Commission pay for the closing costs. Closing costs are estimated at \$1,075.00. There is funding available through MnDOT and the purchased could be funded 70%, however there would be additional fees associated with grant funds. Wedel stated that it would be most cost effective to purchase outright and not apply for funding. Also, because there will be no state or federal funding used for the purchase, there will be not be future restrictions on the property. A motion to purchase the property from Rich Fannemel for a \$10,000 plus closing costs was made by Rich Peterson and seconded by Mark Wedel. All aye.

SRE/Plow Truck Purchase – At the May 2, 2019 meeting the Commission made a motion to purchase the Mack Truck with Towmaster Components. A condition of the FAA grant funding is that each vendor must supply documentation of compliance with the Buy American Guidelines set forth by the Federal Government. Towmaster will be able to meet this requirement. However, since that meeting it was discovered that the vendor of the Mack Truck, Nuss Truck & Equipment, may not be able to get this certification in time to fit the FAA funding cycle. Welle stated that he has contacted Boyer Trucks who had quoted a price for a Western Star Truck and asked if they would be able to supply the required Buy American Certification. Boyer Trucks is confident that they will be able to obtain and supply the certification in time. Roetzel stated the grant is due to MnDOT by June 15th so that they have time to process the grant request and send it to FAA by July 1st. The request could be submitted with an explanation that the certification is in process. Welle stated that even though the Western Star truck is the second choice it is still very comparable and is a quality truck. Roetzel made recommendation to move forward with the grant application and purchase the Western Star Truck with Towmaster components. A motion to rescind the previous motion made at the May 2nd meeting to purchase the Mack Truck from Nuss Truck & Equipment and instead move forward with the purchase of the Western Star Truck from Boyer Trucks with Towmaster Components was made by John Welle and seconded by Mark Wedel. All aye.

6. New Business.

Crack Repair – Struck and Irvin Paving Inc. has completed the crack repair project at the Airport. Pay estimate No. 1 for \$47,458.67 was presented to the Commission for approval. A motion to approve Pay estimate No. 1 was made by John Welle and seconded by Rich Peterson. All aye.


Airport Funding Rates – MnDOT notification of Airport Funding Rates for State Fiscal Year 2020 was included in the packet for the Commission to review.

New Commission Member – Wallace Frelander has submitted a letter of interest for the vacant Commission seat. Included with his letter of interest was a resume explaining his qualifications. Mr. Frelander is a pilot with extensive aeronautical experience. Mark Wedel made a motion to appoint Mr. Frelander to the vacant seat. The motion was seconded by Rich Peterson. All aye. The Commission's recommendation of appointment will be brought to the City Council for final approval at the July 1st meeting.


7. Approval of Bills - No payments were presented at this meeting.

8. Comments from Visitors - None.

9. Adjournment - A motion to adjourn the meeting at 4:49 was made by Mark Wedel and seconded by Rich Peterson. All aye.



Mayor Gary Tibbitts



Kathleen Ryan
City Administrator/Airport Manager