

AITKIN AIRPORT COMMISSION
REGULAR MEETING
AITKIN CITY HALL

August 1, 2019

4:00 P.M.

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

MEMBERS ABSENT: None.

ALSO PRESENT: Kathleen Ryan, Ron Roetzel, Pete Dunn, Lisa Davies, Paul Vold of KKin Radio.

1. Call to Order: Chairman Gary 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 Wallace Frelander and seconded by Rich Peterson. All aye.
3. Approval of Minutes: A motion to approve the minutes of the July 11, 2019 meeting was made by Mark Wedel and seconded by Wallace Frelander. All aye.
4. Maintenance & FBO Report.
 - Equipment Usage Report – July 2019.
 - An issue was reported with a REIL light, Pete will investigate the necessary steps for repair.

5. Old Business.

Crack Repair/Supplemental Agreement – Ron Roetzel presented a Supplemental Agreement for the Crack Repair Project in the amount of \$1,408.16. A motion to approve the agreement was made by Mark Wedel and seconded by Rich Peterson. All aye.

Fannemel Property – Attorney Henry Brucker has drafted the purchase agreement. The agreement will now go to the Aitkin County Commissioners for approval on August 13th.

SRE/Plow Truck Purchase – Roetzel stated that Boyer Trucks is not able to meet the Buy American requirement. The grant is on hold and may likely need to be reapplied for in next year's grant cycle. Welle expressed his frustration with the FAA, and believes the process wasted everyone's time trying to find a product that is likely not available. Wedel suggested reaching out to Congressman Stauber and explain the difficulties.

Non-Directional Beacon (NDB) – For now Jim Larson will continue to monitor the NDB and maintain to the best of his ability. When it quits and is unrepairable Jim will decommission the beacon.

2020 Obstruction Removal Funding – An obstruction removal project identified on Aitkin's Capital Improvement Plan in the amount of \$35,000 was selected for funding. However, Roetzel feels that the work done 2019 has taken care of the immediate issues

but suggested planning for upkeep every 3 years. The Commission agreed that funding is not needed in 2020.

2020 County Appropriation Request – Kathleen Ryan stated that the City has increased their contribution to the airport expenses, but the County appropriation has been \$14,107 per year since 2013. Ryan is working on the 2020 preliminary budget and stated that the pilots lounge lease fee and the field manager wage increase has caused an increase in expenses. The Commission did not request an increase to the appropriation for 2020 but will reconsider next year.

Fuel Facility - Pete has not contacted an electrician to complete the necessary repairs as of the time of the meeting. He will follow up on this at the meeting next month.

Aerobatic Box – Wallace Frelander is working with Jackie Brix to move along the paperwork for the aerobatic box at the Aitkin Airport.


6. New Business.

CIP Review – Ron Roetzel provided a draft CIP for fiscal year 2020 through 2026. A brief discussion was had regarding a need for a potential runway extension. If an extension is proven necessary Roetzel stated that additional property would need to be purchased for the runway protection zone. Roetzel and Welle discussed the Federal Entitlement balance which is capped at \$600,000. An AD Building was added to the CIP for FY 2021 and Roetzel stated that would help bring the Federal Entitlement balance down. Welle suggested adding a front entrance gate renovation to the CIP. Kathleen Ryan suggested that the Commission consider upgrading the T-Hangars. Further discussion will be had at the September meeting.


7. **Approval of Bills** - A motion to approve the July payments in the amount of \$50,802.78 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 4:46 was made by Mark Wedel and seconded by Rich Peterson. All aye.



Mayor Gary Tibbitts



Jennifer Thompson
Deputy Clerk