

AITKIN AIRPORT COMMISSION  
REGULAR MEETING  
AITKIN CITY HALL

November 7, 2019

4:00 P.M.

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

MEMBERS ABSENT: None.

ALSO PRESENT: Terri Butcher, Ron Roetzel, Lisa Davies & Peter Dunn.

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 Rich Peterson and seconded by Wallace Frelander. All aye.
3. Approval of Minutes: A motion to approve the minutes of the October 3, 2019 meeting was made by Rich Peterson and seconded by John Welle. All aye.
4. Maintenance & FBO Report.
  - Equipment Usage Report – October 2019.
  - Fuel Transaction Report – October 2019
  - Pete has been getting the snow removal equipment ready for use. He has also replaced breaks on the courtesy cars.
  - Avgas Discussion – The fuel tank at the Aitkin Airport was recently very low on fuel. Fuel was transferred from the Baudette Airport via a small fuel tank transported by a pickup. Wallace Frelander questioned this process and was concerned about fuel contamination. Frelander has researched this and has found that if the tank is clean and there is proof as to where the fuel came from this acceptable. Peter Dunn said this is not a common practice, but he wanted to make sure there was fuel available at the airport.
5. Old Business.

**SRE** – Ron Roetzel told the Commission that he, John Welle & Jen Thompson recently met with representatives from the FAA and discussed the process and difficulties encountered while trying to obtain the required waivers necessary to purchase the preferred snow removal equipment and satisfy the grant requirements. The FAA has suggested that a different piece of equipment is considered, such as a tractor that will meet the buy American requirements while also meeting the needs of the airport. Included in the packet were pictures of equipment that the Airport in Owatonna purchased with federal funds and may be an alternative. Discussion was had regarding the actual need for new snow removal equipment and if there is a true need, what type of equipment suits the airport best. The commission decided to table this discussion until October 2020. If at that time the equipment is deemed necessary, an application can be submitted in December for potential funding in 2021.

**CIP** – Roetzel presented 3 draft CIP options. Option 1 – Hangar then Airside (Not approved by FAA), Option 2 – Using Entitlements for Airside, Option 3 – FAA funds

Airside First. Frelander and Welle agreed that the runway must take priority over new t-hangars. It was discussed and agreed that the runway would benefit from a mill and overlay. Roetzel will update the CIP with the discussed changes and submit to the FAA by November 15<sup>th</sup>.

**Fuel Facility** – Zahl refused to pay for the repairs planned for the alarm box, they instead preferred to repair the problem themselves. Zahl used the part ordered from Westmor for their repair Peter Dunn stated that the electrician has about 2 hours into investigating the issue. This invoice will also be submitted to Zahl for reimbursement.

**NDB** – An official letter was sent to MnDOT Aeronautics requesting assistance with the decommissioning of the NDB. MnDOT will handle will now handle the process and keep the Commission notified as to the status.


6. **New Business.**

**Meeting Calendar** - The 2020 meeting calendar was shared with the commission.

7. **Approval of Bills** - A motion to approve the September payments in the amount of \$10,357.57 was made by Mark Wedel and seconded by Wallace Frelander. All aye.

8. **Comments from Visitors** - None.

9. **Adjournment** - A motion to adjourn the meeting at 5:00 was made by Wallace Frelander and seconded by Mark Wedel. All aye.

  
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Mayor Gary Tibbitts

  
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Jennifer Thompson  
Deputy Clerk