

AITKIN AIRPORT COMMISSION  
REGULAR MEETING  
AITKIN PUBLIC LIBRARY

February 6, 2020

4:00 P.M.

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

MEMBERS ABSENT: Wallace Frelander

ALSO PRESENT: Jerry Bohnsack, Ron Roetzel & 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 Mark Wedel. All aye.
3. Approval of Minutes: A motion to approve the minutes of the January 2, 2020 meeting was made by Mark Wedel and seconded by Rich Peterson. All aye.
4. Maintenance & FBO Report.
  - Equipment Usage Report – January 2020.
  - Fuel Transaction Report – January 2020.

5. Old Business.

**CIP Final Draft** – Ron Roetzel shared the final draft of the 2020 Airport CIP Plan with the Commission.

**Transfer of Entitlements** – Roetzel stated that the Owatonna Airport is looking at building a hangar next year and would like to borrow \$150,000 in entitlements. Owatonna proposes to borrow \$150,000 from AIT and pay it back in 2023 when it will be needed for Aitkin's proposed 6-unit T-Hangar construction project. Roetzel recommended the Commission approve the entitlement transfer to Owatonna. A motion to approve the transfer was made by Rich Peterson and seconded by John Welle. All aye.

**Non-Directional Beacon** – A copy of the MNDOT Notice of Proposed Decommissioning of the AIT Non-Direction Beacon announcing the intent to decommission and calling for public comment within the 30-day comment period, closing March 6, 2020, was included in the packet for review. This notice is also posted at the airport.

6. New Business.

**Nightly Hangar Rental** – Pete Dunn said that he has not received many requests for nightly rental. He said if someone does need a one-night rental they usually request a heated hangar. Roetzel spoke to the Brainerd Airport, a representative there said they charge \$50 for cold, \$125 for heated and \$0 for tie down spots. Brainerd does not require a signed agreement; they simply invoice the renter for the stay. A motion to set a nightly rental fee for cold storage at \$50 per night was made by John Welle and seconded by Mark Wedel. All aye.


**Exhibit A Property Map Update** – Since the purchase of the Aitkin County Growth property and the Fannamel property (identified as #30 & #31) Roetzel has updated sheet 15 of the Aitkin Airport Layout Plan. This update will be submitted to the FAA.


**Professional Services Contract** – A contract with Bolton and Menk for the 2020 Entrance Gate Project to include design and construction in the amount of \$17,000 was presented for approval. A motion to approve was made by John Welle and seconded by Rich Peterson. All aye.

**MnDOT Zoning Statute** – MnDOT sent notice to all airports describing the new zoning requirements that became effective August 1, 2019. Based on MnDOT's review the Aitkin Airport zoning ordinance from 2011 is satisfactory. Roetzel recommends leaving the existing ordinance as-is.

**County Appointment** - The Aitkin County Board has appointed Commissioner J. Mark Wedel and County Engineer John Welle to serve on the Aitkin Airport Commission in 2020.

7. **Approval of Bills** - A motion to approve the January 2020 payments in the amount of \$5,285.71 was made by Mark Wedel and seconded by Rich Peterson. All aye.
8. **Comments from Visitors** - None.
9. **Adjournment** - A motion to adjourn the meeting at 4:27 was made by John Welle and seconded by Mark Wedel. All aye.

  
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Mayor Gary Tibbitts

  
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Jennifer Thompson  
Deputy Clerk