

AITKIN AIRPORT COMMISSION
REGULAR MEETING
AITKIN PUBLIC LIBRARY

September 3, 2020

4:00 P.M.

MEMBERS PRESENT: Wallace Frelander, John Welle, Mark Wedel and Mike Arnold, and Gary Tibbitts

MEMBERS ABSENT: None.

ALSO PRESENT: Rose Beverly, Shawn Shanholtzer & Ron Roetzel.

1. Call to Order: Gary Tibbitts called the meeting to order at 4:01 p.m.
2. Approval of Agenda: A motion to approve the agenda with and addition of Change Order Number 2 under old business was made by Wallace Frelander and seconded by Mike Arnold. All aye.
3. Approval of Minutes: A motion to approve the minutes of the May 7, 2020 meeting was made by Mark Wedel and seconded by Wallace Frelander. All aye.
4. Maintenance & FBO Report.
 - Monthly-Maintenance and Equipment Usage Report: Shawn Shanholtzer presented the usage report to the commission.
 - Monthly-Fuel Transaction Report – Shawn Shanholtzer presented the fuel transaction report to the commission.
5. Old Business.

2020 Entrance Gate Project – Ron Roetzel explained to the commission that the contractor for the entrance gate project is ready to go, but he is still waiting on some equipment.

MNDOT Grant agreement and Resolution- Mark Wedel moved to accept the MnDOT Resolution: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. Wallace Frelander seconded. All aye.

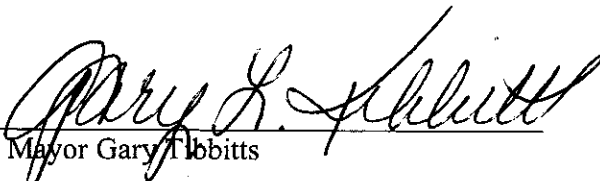
Change Order #2-Ron Roetzel explained that this change order has no costs associated. It changes the completion date to Oct. 31, but is on track to be done sooner. Mike Arnold moved to approve Change Order No. 2 for the Entrance Gate Improvements Aitkin Airport. Wallace Frelander seconded. All aye.
6. New Business.

Westmore Proposal-Annual Fuel Facility Inspection– Rose Beverly presented the commission with a formal proposal from Westmor to perform the annual fuel facility inspection. Mike Arnold told the commission that the numbers from Westmor are in line with numbers he has seen in the past. Wallace Frelander moved to accept the proposal included in the packet from Westmor for \$2355.28 to perform the annual fuel facility inspection. Mike Arnold seconded. All aye.

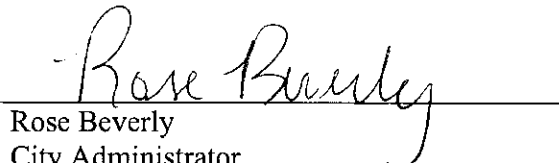
16 Lima Purchas Inquiry – Rose Beverly informed the commission that she received an email from a potential buyer for a hangar on September 1. The buyer said he would like to purchase the hangar to store non-aviation related items. Rose reported that her and Jen looked into it, and were under the impression that the hangars needed to have aviation as the first use. The gentlemen who owns the hangar believes his lease says otherwise. Rose and Jen cannot get to the lease right now as the city's files are being taken to decontamination for mold. The commission believes that hangars do need to be used for aviation purposes first. They would like Rose to gather more information and keep this on the agenda for next meeting.

2021 Airport CIP – Ron Roetzel presented the Commission with a draft 2021 Aitkin Airport CIP, and he explained that the CIP will be due this year by November 15th, so we need to get it approved by the next airport commission meeting. Ron's proposal for the 2021 CIP included a runway overlay, a rwy 16/134 lighting (mirl & reils), papi visual approach aids, hangar floor repairs, and obstruction removal. The commission discussed these improvements, and they also discussed future improvements including moving back or looking for alternatives for future equipment purchases, whether the airport needs the runway overlay now, and the importance of the T hangar project. In summary Ron agreed that he would set up a meeting with the FAA, he would try to get an estimate for pavement improvements in order to keep the 6 unit hangar.

7. **Approval of Bills** - A motion to approve the April 2020 payments in the amount of \$2,930.19 was made by Mark Wedel and seconded by Mike Arnold. All aye.,
8. **Comments from Visitors** - None.
9. **Adjournment** - A motion to adjourn the meeting at 4:58 p.m. was made by Wallace Frelander and seconded by Mark Wedel. All aye.



Mayor Gary Tibbitts



Rose Beverly
City Administrator