

AITKIN AIRPORT COMMISSION
REGULAR MEETING
AITKIN PUBLIC LIBRARY

December 3, 2020

4:00 P.M.

MEMBERS PRESENT: Wallace Frelander, Mark Wedel, Mike Arnold, John Welle, 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 4:00 p.m.
2. Approval of Agenda: A motion to approve the agenda with the addition of Pay Estimate No. 2 Entrance Gate Project under Old Business was made by John Welle and seconded by Wallace Frelander. All aye.
3. Approval of Minutes: A motion to approve the minutes of the November 5, 2020 meeting was made by Mike Arnold and seconded by Mark Wedel. All aye.
4. Maintenance & FBO Report.
 - Monthly-Maintenance and Equipment Usage Report: Shawn Shanholtzer presented the usage report to the commission, and he let them know that scraper blade on the plow will need to be changes some time next year.
 - Monthly-Fuel Transaction Report – Shawn Shanholtzer presented the fuel transaction report to the commission. The airport sold 379.49 gallons of LL and 432.1 gallons of Jet A for a total of 811.59 gallons of fuel sold in November.
 - Pilot’s Lounge-Construction Completion Status- Rose Beverly explained that this information was supposed to be in the last airport packet. Since it got left out, she added it to this packet (it was addressed at the 11/5/2020 meeting). Commissioner Frelander let the commission know that the outside work looks good. Shawn Shanholtzer explained that the outside work is done. He still has to extend the drop edge on the rest of the hangar. One light is installed inside, and he still has trim to install. He is slowly getting the work completed.
 - Shawn let the commission know that he has witnessed many individuals coming in and out of the airport moving storage items around, and not many who are there for airplane usage. He is concerned that some of the hangars may be being utilized for things other than airplane storage. He spoke with Ron Roetzel about the issue and Ron suggested that the Airport Commission could do an airplane inventory. If we can do this Shawn believes it would be great to get names and numbers of airport hangar owners. One of the commissioner members suggested that when we send out the lease renewals we should send an information sheet with the lease to gather the needed information. Commissioner Frelander suggested that on the sheet we should ask about general aircraft information. Rose agreed.
5. Old Business.

2020 Entrance Gate Project – Pay Estimate No. 2-Entrance Gate Project- Ron

Roetzel presented the Commission with Pay Estimate No. 2 for the Entrance Gate Project. Ron explained that this is the 2nd payment, and it follows the budget. This payment will be all by 5% which is held back for sign-off on final completion. Wallace Frelander let Ron and the commission know that the gate that would be used as back up gate if the power is out has been blocked by a homeowner. The Commission debated whether the entrance is on the Airport property. Mr. Roetzel explained that Shawn moved the pedestrian entrance so there is access to the front gate if the power is out, and he confirmed that an instruction sign would be placed on the gate. Mr. Wallace stated that he believes we should still check on the alternative entrance. Mark Wedel moved to approve Pay Estimate No. 2-Entrance Gate Project. Wallace Frelander seconded. All aye.

Westmor-Complete Annual Inspection?-Rose Beverly explained that she corresponded with Mr. Freeman from Westmor, about him completing the annual inspection. In October he said he planned on coming to the airport in about 4 weeks. Rose asked Shawn if he had been to the airport. Shawn said no. Rose stated that she would send him an email.

6. New Business.

Bolton and Menk Professional Services Agreement, Lighting Improvement Project- Mr. Roetzel explained that this is for the 20-21 Lighting Improvement Project. He let the Commission know that the lighting project will be completed in 2021, and the resurfacing of the runway is slated for 2022. Mike Arnold asked how much the work will cost. Mr. Roetzel answered that the design and bidding will be \$29,900.00 the construction and engineering is 26,000.00 with a total cost of \$55,900.00. The local share will be \$2795.00. Commissioner Wedel made a motion to accept the Bolton and Menk Professional Services Agreement-Lighting Improvement Project. Wallace Frelander seconded. All aye.


7. Approval of Bills - A motion to approve the November payments in the amount of \$2,808.76 was made by Wallace Frelander and seconded by Mike Arnold. All aye.

8. Comments from Visitors - None.

9. Adjournment - A motion to adjourn the meeting at 4:15 p.m. was made by Mark Wedel and seconded by Wallace Frelander. All aye.



Mayor Megan Workman



Rose Beverly
City Administrator