

AITKIN AIRPORT COMMISSION
AITKIN CITY HALL

September 6, 2018

4:00 P.M.

MEMBERS PRESENT: Chairman Tibbitts, John Welle, Jim Larson, Mark Wedel, Rich Peterson, City Administrator Kathleen Ryan

MEMBERS ABSENT: None.

ALSO PRESENT: Adam Forsberg, Peter Dunn

1. Call to Order: Chairman Tibbitts called the meeting to order at 4:00 p.m.
2. Approval of Agenda: Additions: None. A motion to approve the agenda as presented was made by John Welle and seconded by Jim Larson. All aye.
3. Approval of Minutes: A motion to approve the minutes of the August 2, 2018 meeting as amended was made by Mark Wedel and seconded by Jim Larson. All aye.
4. Maintenance & FBO Report.

Adam and Pete stated they are having mechanical issues with the Husqvarna Zero Turn Mower. This mower was purchased in 2017 from Dotzler Power Equipment in Aitkin.

Pete Dunn reported that there was damage to one aircraft that was outside. The sock came down but no serious damage to report after the storm over Labor Day weekend.

Pete Dunn requested he be added as an authorized user of the Notam Log, so he can issue notices.

For insurance purposes, discussion was had regarding the separation of duties and contracts between Adam Forsberg/Adventure North Flying Service LLC & the Airport Commission. Adam handed out a letter from his agent to the Commission explaining the issues from Adam's point of view. John Welle made the motion to table this discussion until the October meeting, giving time for the City's insurance agent to review and for Kathleen to gather information from the current contracts. The motion was seconded by Jim Larson. All aye.

Old Business.

Pilot's Lounge – The Pilot's Lounge is currently located at 12 Golf. This office area measures at approximately 600 square feet and is attached to the private hangar addressed as 13 Foxtrot. Adam Forsberg is in the process of purchasing the entire building from Dale Johnson. Adam has concern with the current Pilot's Lounge Lease Agreement. Both the Commission and Adam wish to better clarify the responsibilities within the lease agreement. Adam drafted a lease agreement for the Commission to review. Kathleen shared this draft with Ron Roetzel for review and suggestions. Kathleen made

recommendation that Adam sign a lot lease agreement for 12 Golf /13 Foxtrot and make payment to the Commission annually. She also recommends that the Commission then enter into an agreement with Adam for the use of 12 Golf for a pilot's lounge that would have its own terms and responsibilities. Ron Roetzel suggests that the current airport lot lease agreement be adjusted to fit the lease of the pilot's lounge. He feels that Adam's draft agreement is meant more for private rental. Welle reminded the Commission that the decision to build their own Arrival/Departure building is still an option. Rich Peterson stated that the Commission needs to consider the short-term plan prior to any decision regarding construction of a new building. Wedel also agrees that a short-term decision needs to be made and look at the feasibility of new construction long term. Larson also agrees and wonders if new construction is overkill. Welle stated that he agrees that we have no short-term option. However, he is looking at the long term and feels that it will depend on what is negotiated for a monthly rental rate of the pilot's lounge and the what the responsibilities are.

Adam stated he is willing to negotiate the monthly rent. He intends to make application to the EDA for a Community Business Partnership Loan to cover his expenses to remodel the pilot's lounge. He proposes an additional \$100 per month to help with the loan payment be paid to him by the Commission.

A motion to approve entering into a 5-year lease agreement for the pilot's lounge and pay (if approved by the EDA) the CBP loan payment was made by Jim Larson and seconded by John Welle. All aye.

Adam did not accept the motion/offer and counter offered with – 5-year lease, \$175 per month rent plus the CBP loan amount. A motion to approve the counter offer was made by Jim Larson and seconded by Rich Peterson. All aye. Welle stated that although he supported the motion he suggested the Commission have discussion regarding a long-term plan for the pilot's lounge.

Electrical Building – Kathleen told the Commission that the electrical building is finished, and the final payment has been made. She noted that it was her understanding the repair of the building was to be covered by Adam's insurance and any additional costs would have been Adam's cost. However, the airport did pay the additional costs. Kathleen stated that in the future two quotes will be required to move forward with a project of this amount.

Aitkin Growth Land Acquisition – The grant documents should be processed next week, these will go to the County Board for approval/signature and then to the Council for approval and signature. The crack repair is also included in the same grant and has held up the progress of the work. Struck and Irwin Paving contacted Kathleen and has offered to honor the same price and complete the work spring of 2019. Ron Roetzel recommends accepting this offer. The Commission agreed.

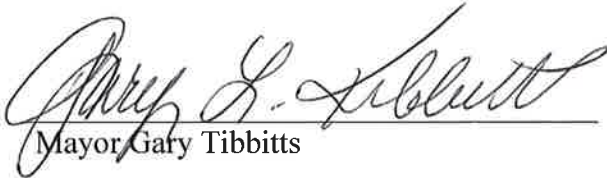
CIP Update - Ron Roetzel provided a draft updated CIP Plan. He would like the Commission to review and consider any additions or changes. This will be discussed at the October meeting.

5. New Business.

Lot Lease Agreement – The lot lease agreement has been updated so that the square feet and location of the hangar are clearly identified. The lease agreement was sent to County Attorney Jim Ratz and City Attorney Henry Brucker for review. Included in the packets was a list of their suggestions. Welle questioned the reasonability of the suggested insurance requirement, he suggested we get feedback from the pilot's prior to making changes.

Lot Lease Increase – 2018 Lot lease fees were included in the Commission packets for review and consideration of an increase for 2019. It was decided to table this decision until the October meeting.

6. Approval of Bills. A motion to approve the bills as presented in the amount of \$4,622.84 was made by John Welle and seconded by Jim Larson. All aye.
7. Comments from Visitors. None.
8. Adjournment. A motion to adjourn the meeting at 5:30 was made by Jim Larson and seconded by Rich Peterson. All aye.



Mayor Gary Tibbitts



Kathleen Ryan
City Administrator/Airport Manager