

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 5-2-2012

Via: Patrick Wussow, County Administrator

From: Kathy Brophy, Aitkin City Clerk / Airport Manager

Title of Item:

Terms and Conditions of Accepting Airport Improvement Program Grants

Requested Meeting Date: next available Estimated Presentation Time: 5 minutes

Presenter: Kathy Brophy

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? N/A No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Copy of current Terms and Conditions Document (March 2011)

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)



City of Aitkin

109 First Avenue NW • Aitkin, MN 56431
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MEMO
May 2, 2012

TO: Aitkin Airport Commission
Aitkin City Council
Aitkin County Board

FROM: Kathy Brophy, City Clerk / Airport Manager

RE: April 2012 Terms and Conditions

The FAA has updated the Terms and Conditions document and is requesting both Aitkin County and the City of Aitkin, as co-sponsors of the Aitkin Municipal Airport, accept these revisions. Attached are both the new (April 2012) document, and the current (March 2011) document. I have reviewed both documents. Following is a breakdown of the significant changes to the April 2012 document:

- Page 9 – (K) – Single Audit Requirements – is a new paragraph;
- Page 11 – (L) – Requirement for Central Contractor Registration (CCR) – is a new paragraph – *it should actually be lettered (M) as there already is an (L) which did not change;*
- Page 17 – 5(g) – language has been changed;
- Page 18 – #15 – Veteran’s Preference – language has been changed;
- Page 22 -- #25 – Airport Revenues – language has been changed, section expanded;
- Page 24 – (a) (b) and 31(a) – language has been changed in all three sections;
- Page 25 – (b) – language has been changed;
- Pages 26-28 – some of the numbers and titles have been changed throughout.

The FAA is asking that the new Terms and Conditions document be returned by June 1st. Thank you for your consideration.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Great Lakes Region
Minneapolis Airports District Office
6020 28th Ave S, Room 102
Minneapolis, MN 55450

April 20, 2012

Ms. Kathy Brophy
City Clerk
109 1st Avenue NW
Aitkin, Minnesota 56431

Re: April 2012 Terms and Conditions

Dear Ms. Brophy:

Enclosed is a copy of the April 2012 Terms and Conditions; which have been modified from the March 2011 Terms and Conditions. Please read carefully as there are significant changes. The principal changes are reflected in the following four (4) areas:

- 1) current Advisory Circulars list has been updated
- 2) new Grant Assurance
- 3) new CCR grant condition
- 4) new Single Audit grant condition

As in years past, pages 1, 8 and 32 must be completed and the Terms and Conditions returned to us prior to receiving a Fiscal Year 2012 Grant Offer.

Please sign and return the original Terms and Conditions to the Airports District Office no later than June 1, 2012.

Sincerely,

Steven J. Obenauer
Manager
Minneapolis Airports District Office