

AITKIN AIRPORT COMMISSION
AITKIN CITY HALL

June 6, 2013

5:30 p.m.

MEMBERS PRESENT: Chairman Gary Tibbitts; Commission Members Mark Wedel, Jim Larson, Rich Peterson

MEMBERS ABSENT: Commission Member John Welle

ALSO PRESENT: Kathy Brophy, Ron Seiling, Peter Dunn

1. Call to Order. The meeting was called to order by Commission Member Wedel at 5:30 p.m. Chairman Tibbitts arrived a few minutes later.
2. Approval of Agenda. July Meeting Date was given as an addition to the Agenda. A motion was made by Larson, seconded by Peterson, to approve the Agenda with the addition. All aye.
3. Approval of Minutes. A motion to approve the minutes of the May Airport Commission Meeting was made by Larson, seconded by Peterson. All aye.
4. Maintenance / FBO Report. Seiling reported that new blades were put on the mower. He also got 14 bolts from the County, so a bill will be forthcoming. All equipment has been power-washed and is looking good. Three mechanics are on hand now. Seiling reported that the old fuel tanks have been moved into another containment unit. The FBO is pursuing using these tanks for jet-A fuel. Picnic tables are being added to the area as well. FAA approval is still the hold up for the FBO building addition project.

Seiling reported that the stand pipe on the new fuel facility was too high. The tank was showing empty; however, there were 750 gallons left. A representative from Zahl came out and made an adjustment. Fuel sales are going well. Brophy noted that the Airport Commission hasn't received a payment on the fuel tank and FBO lease since February. Seiling will mention this to Forsberg.

Brophy noted concern for the increased expense of diesel fuel. So far this year, \$3,844.33 has been spent. The total spent in 2012 was \$2,473.38. 2011 was \$2,551.00. This fuel is used for the front end loader and the mower. A lot of snow was moved this winter and the FBO worked hard to keep ice off the runway. The budget for fuel is \$2,000.00.

Seiling stated that the County came out and sealed the cracks on the apron and taxiway going to runway 16/34. Commission Members expressed their appreciation for this assistance from the County. Brophy reported that representatives from Applied Research Associates, Inc.

were out on Sunday, June 2nd, to perform pavement inspections and update the State's airport pavement management system. Their report will be provided once it becomes available.

Mower with Brush Attachment. The Commission received notification from MN DOT / Aeronautics that the Mower with Brush Attachment purchase has been prioritized to potentially receive a SFY 2014 grant for the eligible portions of the project. This item was identified on the Capital Improvement Plan for 2014. The estimated cost is \$25,000. 67% would come from the State and 33% would be the Airport's responsibility. After discussion, it was decided to move this project out to 2016 and decline the potential grant for 2014.

5. Engineer's Report. Brophy reported on the following projects:

Obstruction Removal. The airspace certification has been completed and sent to MN DOT / Aeronautics and to the FAA. Runway 26 and 34 approaches have been certified to be clear of FAR Part 77 20:1 approach surface obstructions.

Land Acquisition. Parcel packages have been completed and forwarded to MN DOT and the FAA for review.

Fuel Facility. The engineers do not recommend accepting the turf establishment around the fuel facility. Seiling also provided pictures of ruts filled with water that need to be addressed. The engineers will address these concerns with the contractor.

Airport Layout Plan. Title sheets were presented for Commission Member Tibbitts to sign on behalf of the City of Aitkin and for Commission Member Wedel to sign on behalf of Aitkin County. They will then be sent to Bolton & Menk and submitted to MN DOT / Aeronautics and the FAA for review and approval.

6. DRAFT 2014 Airport Fund Budget. The Commission reviewed a draft of the 2014 Airport Fund Budget as prepared by Airport Manager Brophy. Aitkin County is asking for budget information by July 8th. Brophy provided an update on the Airport Fund balance, as follows:

Fund Balance at 12/31/2012	(170,000)
Grant Payment received 2/2013	<u>124,877</u>
Adjusted Fund Balance	(45,523)
Balance of Grant Funds expected	166,396
Grant expenses to date for 2013	<u>(65,325)</u>
Updated Fund Balance (regarding grants)	55,548
County Pledge towards project	15,000
City Pledge towards project	<u>5,000</u>
Sub-Balance	75,548

Obstruction Removal Force Account Work	(55,769)
Balance after all grant processes	19,779

After discussion, a motion was made by Wedel, seconded by Larson, to approve the proposed draft 2014 budget as presented. All aye.

7. July Meeting Date. A motion was made by Larson, seconded by Peterson, to change the July Airport Commission Meeting date to July 11th at 5:30 due to the 4th of July holiday. All aye.
8. Old Business. It was reported that the LED Windsock kit has still not arrived.

The Flyers Club and Car Club have been working on the upcoming Fly-In/Drive-In, which will take place on June 30th. Plans are going well.

Brophy reported that a meeting will take place tomorrow at City Hall with Andy Peek of the FAA regarding the Everstar wetland project. Commission Members Larson and Peterson will attend.

9. Comments from Visitors. Chairman Tibbitts asked for any comments from visitors. No comments were received.
10. Approval of Bills. A motion was made by Peterson, seconded by Wedel, to approve payment of the bills as presented. All aye.
11. Adjourn. A motion to adjourn was made by Wedel, seconded by Larson. All aye. Time 6:10 p.m.

Chairman

Manager