

AITKIN AIRPORT COMMISSION  
AITKIN CITY HALL

July 11, 2013

5:30 p.m.

MEMBERS PRESENT: Commission Members Mark Wedel, Rich Peterson, John Welle

MEMBERS ABSENT: Chairman Gary Tibbitts; Commission Member Jim Larson

ALSO PRESENT: Kathy Brophy, Ron Seiling, Adam Forsberg

1. Call to Order. The meeting was called to order by Commission Member Wedel at 5:30 p.m.
2. Approval of Agenda. A motion was made by Welle, seconded by Peterson, to approve the Agenda as presented. All aye.
3. Approval of Minutes. A motion to approve the minutes of the June Airport Commission Meeting was made by Peterson, seconded by Welle. All aye.
4. Maintenance / FBO Report. Seiling and Forsberg reported that they made repairs to the electrical shack. They removed all the old wood chips and debris, laid drain tile, filled it with river rock, and installed a sump pump that was donated by the Flyers Club. This building is low and historically floods out whenever it rains. Forsberg stated that it is significantly better now. They also might seal off a drain pipe because it doesn't seem to be helping the situation.

Forsberg reported that he received approval from the FAA for the addition to his maintenance building. He then received a building permit from the County and the project is under construction.

The Fly-in/Drive-in went really well on June 30<sup>th</sup>. Numbers broke all records – number of cars, number of planes, food served. The weather was great. A representative from the MN Pilots Association attended and has asked Forsberg to speak to other airports about how to liven up their airports and make a positive impact in the community. The Flyers Club donated \$200 to the Airport Commission to help cover the expense of extra electricity.

The Flyers Club has also purchased the paint for the beacon tower. They are working with Forsberg to get the project done this summer.

Forsberg then discussed trimming and mowing around private hangar buildings. The Lease Agreement states that the hangar owners are to keep all grass, weeds and vegetation trimmed to a height not exceeding 6 inches at all times. Historically, the understanding has been that hangar owners are responsible for six feet around their building. This trimming and mowing doesn't always happen and enforcement of it can be cumbersome. Perhaps some options can

be discussed with the hangar owners. Brophy will prepare a memo and invite hangar owners to the August meeting. Brophy further reported that she approved the purchase of a new trimmer from Dotzler Power Equipment for \$374.01. Quotes are being received for a weed-wacker trimmer.

The Airport Commission received \$1,010.52 from Aitkin Aviation for fuel sales from November, 2012, to May, 2013. Forsberg will provide the required reports as well.

Aitkin Implement had an auction sale and they were able to sell the Schweiss FM Snowblower that the Airport Commission had for \$1,550.00. After their commission of \$124.00, the Airport received a check for \$1,426.00.

Brophy reported that the Commission received a letter from Mille Lacs Energy stating that one of the meter sockets was broken and the meter could not be removed, and that the meter pedestal needs to be replaced. She contacted Jeff Boyd to look into the matter. Boyd reported today that the problem has been fixed.

Forsberg reported that the LED light kit for the windsock has arrived. They haven't had a chance yet to install it, but they will soon.

Forsberg stated that Aitkin Aviation is hosting the Aitkin Area Chamber of Commerce Business After Hours on Thursday, July 25<sup>th</sup>, from 4:00 – 7:00 p.m. He invited all Commission Members to attend. Additionally, he stated that the FAA will be at the Aitkin Airport next Wednesday, July 17<sup>th</sup>, to inspect the repair station, the charter service, and the flight school.

5. Engineer's Report. Brophy reported that all of the 2012 projects – Obstruction Removal, Fuel Facility, Land Acquisition, Airport Layout Plan update – are being wrapped up, with supporting documentation sent to MN DOT and the FAA. A payment request for \$121,178 has been submitted for reimbursement for everything except the Land Acquisition expenses. Approximately \$100,000 is anticipated for the Land Acquisition.

Brophy reported on a meeting she, Larson, and Peterson, attended on June 7<sup>th</sup> with Andy Peek and Chris Hugunin of the FAA. The FAA would like the Aitkin Airport to submit for 2013 Federal project funds to conduct a Wildlife Hazard Assessment and Wildlife Hazard Management Plan. This type of assessment will be required for all General Aviation airports beginning in 2015. Peek stated that he would like the Aitkin Airport to move forward with this work now, in light of the pending application for wetland banking on property located adjacent to the Airport property. Brophy placed an advertisement for consultant services with responses due July 12<sup>th</sup>. A proposal was received from the US Department of Agriculture, which will likely be the desired approach. Peek stated that the administrative

work involved can be reimbursed by the grant as well, which should help to make up for the 10% match. After discussion, a motion was made by Welle, seconded by Peterson, to move the Wildlife Hazard Assessment project up from 2017 to 2013 on the Capital Improvement Plan and to proceed with the project as advised by the FAA. All aye.

6. Old Business. There was no discussion under Old Business.
7. Comments from Visitors. No comments were received.
8. Approval of Bills. A motion was made by Peterson, seconded by Welle, to approve payment of the bills as presented. All aye.
9. Adjourn. A motion to adjourn was made by Welle, seconded by Peterson. All aye. Time 6:15 p.m.

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Chairman

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Manager