

AITKIN AIRPORT COMMISSION
AITKIN CITY HALL

December 6, 2012

5:30 p.m.

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

MEMBERS ABSENT: None

ALSO PRESENT: Kathy Brophy, Ron Seiling, Adam Forsberg, Tom Philstrom, Matthew Johnson

1. Call to Order. The meeting was called to order by Chairman Tibbitts at 5:30 p.m.
2. Approval of Agenda. A motion to approve the Agenda as presented was made by Wedel, seconded by Welle. All aye.
3. Approval of Minutes. A motion to approve the minutes of the November Airport Commission Meeting was made by Larson, seconded by Welle. All aye.
4. Maintenance / FBO Report. Seiling stated that he had nothing to report tonight. There was discussion about deicing practices. Sand or salt are not used on the runway. Planes that are iced up are taken inside the FBO hangar and allowed to thaw out.

Fuel Management Agreement. At the November Airport Commission meeting, the Commission decided to follow up on the Storm Water Pollution Prevention Plan requirements (SWPPP) and discuss the Fuel Management Agreement at the December meeting. It was also noted that perhaps comments from the League of Minnesota Cities Insurance Trust (LMCIT) would be received by that time.

Airport Manager Brophy reported that the SWPPP requires monthly inspections and annual sampling of storm water. There is also a \$400 annual permit fee to the Minnesota Pollution Control Agency. She suggested that the Airport Commission be responsible for the \$400 permit fee, with the FBO to be responsible for the monthly inspections and the annual sampling. FBO owner Forsberg stated that this arrangement is agreeable to him.

Brophy further reported that comments have been received from LMCIT Attorney Chris Smith. Besides the commercial general liability insurance coverage, Smith also recommends hangar keeper's liability insurance, automobile liability insurance, and aircraft liability insurance. Commission Members discussed this and agreed that hangar keeper's, automobile, and aircraft coverage does not need to be a part of the Fuel Management Agreement. The draft agreement does state that coverage should not be less than \$2,000,000. Forsberg stated that he has \$1,000,000 coverage per accident, and a \$2,000,000 aggregate.

He asked if this would be acceptable. Commission Members stated that County Attorney Jim Ratz should review the insurance coverage section again, since changes are being made after he had already reviewed it.

Smith also recommends changes to Section 15 regarding disputes. He recommends mediation followed by the court system, rather than the stated arbitration. Forsberg was in agreement with this change as well.

After further discussion, a motion was made by Larson, seconded by Wedel, to approve the Fuel Management Agreement, with the stated changes, pending review by County Attorney Jim Ratz. All aye.

Vegetation Management Plan. Commission Member Peterson reported that he is willing to work with County Engineer Welle on a vegetation management plan. They will delineate areas of various types of vegetation and come up with a plan and schedule to manage the growth. Peterson has already contacted the County GIS Coordinator and the County Land Department regarding this project.

5. Engineer's Report. Matt Johnson of Bolton & Menk discussed the following with the Commission:

Land Acquisition. Brophy reported that Aitkin County is requiring a variance in order to split Fannemel's lot into two parcels. In order to split lots in the County, two sewer sites are to be identified. There are no sewer sites on the parcel; therefore, a variance is needed. She has submitted all of the paperwork, along with the \$600 fee. A hearing will take place on January 2nd. The Hansen closing has taken place. Johnson stated that he will work with Brophy to prepare parcel packages, which are necessary for grant reimbursement.

Fuel Facility. Johnson reported that the fuel tank and equipment was installed on December 4th. Tomorrow, startup and testing of the system will take place. Forsberg has arranged for fuel delivery. Final inspection of the project will be conducted tomorrow as well, with a punch list to be determined. The card reader system is not ready; therefore, the contractor will have to come back another day to conduct the required training.

Forsberg informed the Commission that he contacted FuelMaster directly and purchased an additional card reader for \$500 that will allow the extension of "in-house" credit to state agencies and certain regular customers. Forsberg will bill these customers out on a monthly basis. He then noted concern with the new light that was installed by the fuel facility. He stated that it is not very bright and doesn't illuminate very much area. Johnson will check it out tomorrow.

Johnson further reported that Bolton & Menk will assist with the Storm Water Pollution Prevention Plan (SWPPP) and the Spill Prevention Control & Countermeasure (SPCC) procedure.

The Commission reviewed Partial Pay Estimate No. 2 for work completed through November 15th by Eagle Construction in the amount of \$4,802.25. 5% retainage is being withheld, in the total amount of \$4,930.03. The payment request has been reviewed by Bolton & Menk. Welle noted concern with the date of the invoice, as he is sensitive to getting contractors paid quickly. Although the bill is for work completed through November 15th, it was not signed by Eagle Construction until December 4th. Johnson stated that the contractor is aware of the procedure for processing bills – that they are first approved by the Airport Commission and then submitted to the City for payment. A motion to approve the Pay Estimate as presented was made by Welle, seconded by Larson. All aye.

ALP Approval. Johnson reported that a phone conference took place today regarding the update for the Airport Layout Plan. Participants of the phone conference included Johnson, Brophy, Welle, Marcus Watson of Bolton & Menk, Andy Peek of the FAA, and Michael Ferry and Jake Martin of MN DOT. The purpose of the phone conference was to discuss what the requirements will be to update the ALP to show the obstruction removals and the shortened crosswind runway. Previously, the FAA had stated that these updates cannot be done with the current project (fuel facility, obstruction removal, and land acquisition) and a separate project must be undertaken. However, during the phone conference, everyone came to the conclusion that a “displaced threshold” is the way to deal with the crosswind runway and that this, and the obstruction removals, can be added to the current ALP that is very close to being completed.

Master Agreement. At the November meeting, the Commission reviewed a Master Agreement for Professional Services as submitted by Bolton & Menk. It was decided to discuss the Agreement further at tonight’s meeting. Brophy pointed out that the Airport Commission never did “select” Bolton & Menk after the Request for Qualifications process that was completed in January, 2012. They just decided not to make a change at that time because of the three projects that were underway.

Welle stated that he wanted to hold off on the actual “selection” until the Commission was ready to embark on future projects. Larson agreed, stating that Bolton & Menk has been good to work with and he doesn’t see the need for a change. Wedel also agreed and stated that as long as the Commission has met the requirement to solicit for qualifications, holding off is in the best interest. Brophy stated that she would prefer that the Commission select Bolton & Menk as they have been great to work with and projects often take multiple years to complete and overlap with other projects. She recommends completing the selection process. Johnson explained that the Master Agreement document allows BMI to write work

orders rather than lengthy agreements for future projects. Welle stated that he would prefer to stick with the original course and at some point finish up the Request for Qualification process, with the Master Agreement being a great way to go in the future.

6. Minnesota Council of Airports. The Commission considered the annual solicitation from MCOA for membership in the organization. The cost is \$150/year. Consensus of the Commission was to forego membership for 2013.
7. Old Business. Brophy reported that the Commission received the \$1,500.00 reimbursement from MN DOT for the survey work that was required for the LPV Instrument Approach (WAAS/GPS Approach).
8. Comments from Visitors. Chairman Tibbitts asked for any comments from visitors. No comments were received.
9. Approval of Bills. A motion was made by Welle, seconded by Larson, to approve payment of the bills as presented. All aye.
10. Adjourn. A motion to adjourn was made by Wedel, seconded by Larson. All aye. Time 6:40 p.m.

Chairman

Manager