

Date: Tuesday, Nov. 22, 2016
Time: 5:00 pm
Place: Monroe Municipal Airport

AIRPORT BOARD OF MANAGEMENT

- A. CALL TO ORDER AND ROLL CALL
- B. CORRECTION OF MINUTES
- C. PUBLIC APPEARANCES
- D. FUEL SALES REPORT
- E. REVIEW FINANCIAL STATEMENT
- F. DISCUSSION AND POSSIBLE ACTION REGARDING FUEL VENDOR CHANGE AND PROPOSAL FROM SHELL OIL

Individual Requesting Item	Rob Driver
Expected Length of Discussion	15 min.

- G. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED COMMUNICATION TOWER TO BE LOCATED IN MONROE TOWNSHIP ON ILIFF ROAD

Individual Requesting Item	Al Gerber
Expected Length of Discussion	10 min.

- H. DISCUSS CHAMBER BUSINESS AFTER 5

Individual Requesting Item	Tom Miller
Expected Length of Discussion	10 min.

- I. REVIEW/DISCUSS MARKETING FLYER

Individual Requesting Item	Tom Miller
Expected Length of Discussion	10 min.

Documents:

[*Marketing Brochure - Draft.pdf*](#)

- J. CONSIDERATION OF 2017 AIRPORT SUPERVISOR CONTRACT

Individual Requesting Item	Airport Board
Expected Length of Discussion	20 minutes

Documents:

[*D-AirportOperatorCont_Revised-2017-Proposed_Draft 2.doc*](#)

- K. SET DATE FOR DECEMBER MEETING

Individual Requesting Item	Phil Rath
Expected Length of Discussion	5 min.

L. BUSINESS PRESENTED BY MEMBERS

May make brief informative statements or bring up items to be discussed at a future meeting.

M. ADJOURNMENT

This Board may take any action it considers appropriate related to any item on this agenda.

Request from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

Members: Chairperson Tom Miller, Ron Marsh, Clarence Peters, Thomas Kelly, Mike Lambert

Monroe Municipal Airport

The Monroe Municipal Airport is situated just minutes away from the City of Monroe. The airport offers hangar rentals, on-site maintenance, two paved and lighted runways, self service fuel station. Whether you are flying in or looking for a base for operations, Monroe Municipal Airport has what you need.

Terminal



Construction of the new terminal building was completed in 2014. The \$1,067,418 terminal was funded largely by the State of Wisconsin and FAA Airport Improvement Grants. The City of Monroe contributed \$35,020 to the project.

Features of the new terminal

- Flight Planning Room
- Kitchen
- 24-hour bathroom with shower
- Conference space available

Runway & Hangers

- 3,000' and 5,000' paved and lighted runways
- IFR Approaches with automated weather reporting
- Hangar sites available for lease at \$1 per year with a 30 year lease

Services

- Maintenance shop on site
- After hours secure entrance gates

Fuel

- Lowest fuel prices in the area
- Self-service 100 octane and Jet fuel

Transportation

Taxi Service

Vouchers are available for service within the City of Monroe
(608) 329-7777

Vehicle Rental - Ubersox of Monroe
(608) 328-2100 to arrange rental

Location Information

FAA Identifier: EFT

Lat/Long:

42-36-53.6425N / 089-35-25.4522W

42-36.894042N / 089-35.424203W

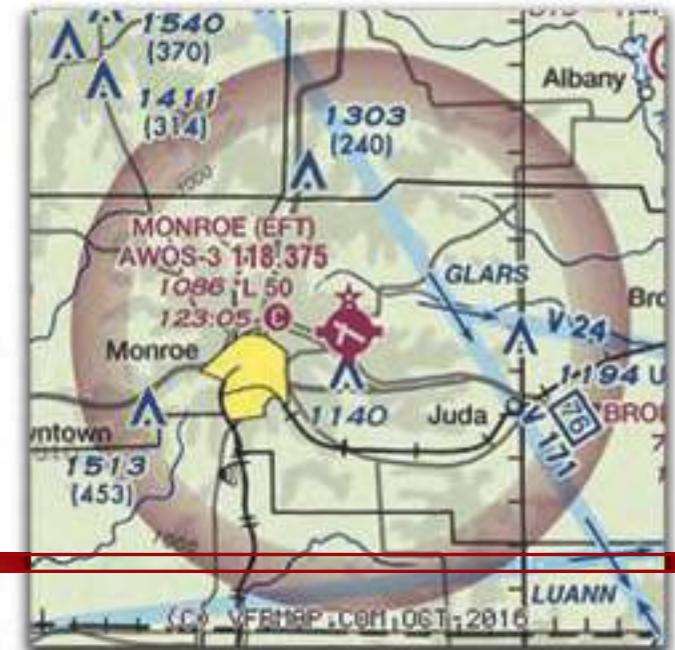
42.6149007 / -89.5904034

(estimated)

Elevation: 1085.5 ft. / 330.9 m (surveyed)

Variation: 00E (1985)

From city: 3 miles NE of MONROE, WI





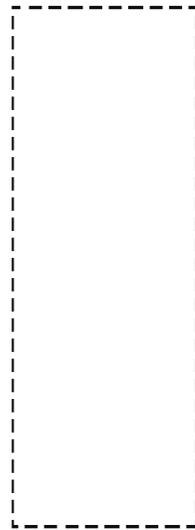
Monroe Municipal Airport

Monroe, Wisconsin

Monroe Municipal Airport
W4711 Highway 59
Monroe, WI 53566

Airport Supervisor:
(Day-to-Day Operations)
Rob Driver
(608) 329-7777

Airport Manager:
(Lease Information)
Philip Rath
(608) 329-2527



W4711 Highway 59
Monroe, WI 53566

YES, I'm interested in learning more.
Tell me more about the Monroe Airport.

Name: _____
Address: _____
Phone Number: _____
Email Address: _____

Detach this card and mail to:
Monroe Municipal Airport
W4711 Hwy 59
Monroe, WI 53566

PLACE
STAMP
HERE



AIRPORT OPERATIONS AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of _____, 20___, entered into by and between the CITY OF MONROE, State of Wisconsin a municipal corporation existing by and under the authority of the State of Wisconsin, hereinafter referred to as the ("City") and Touch & Go Aviation, Inc., hereinafter referred to as the ("Supervisor") as follows:

- I. **APPOINTMENT:** In consideration of the compensation and agreements herein contained, the Supervisor is hereby appointed Supervisor of Airport Operations and does hereby agree to assume responsibility for management of the Monroe Municipal Airport under the following terms and conditions:
- II. **TERM OF AGREEMENT:** This Agreement shall be in effect from January 1, 20162017 through December 31, 20162017 unless sooner terminated as provided in paragraph VIII. This Agreement may be renewed for additional terms of one year each, commencing January 1, 20172018 upon mutual agreement between the parties.
- III. **SERVICES TO BE PERFORMED BY SUPERVISOR:** Under policy established by the City, the Supervisor is in charge of, and is responsible for, the administration, operation and maintenance of the Monroe Municipal Airport. The Supervisor, as part of their duties and responsibilities, shall:
 - (A) Provide such personnel as may be necessary to properly assist the public in the use of the Airport. The airport shall be staffed with qualified personnel so as to promptly and efficiently answer the airport telephone, communicate with aircraft by radio, fuel aircraft, and perform such other tasks as are necessary to facilitate the efficient operation of the Airport. Adequate staff shall be provided each day of the year except the following holidays: ½ day New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, ½ day Christmas Eve, and Christmas Day

**On such holidays, the Supervisor shall assure personnel are on call to fuel aircraft.*
 - (B) Assure the Airport is staffed by persons who shall possess adequate qualifications for the tasks assigned. Either the Supervisor or qualified staff shall be available at all times during the following hours:
 1. Between January 1 and February 29 from 9:00 a.m. to 4:00 p.m. Monday - Friday
 2. Between March 1 and October 14 from 8:00 a.m. to 5:00 p.m. Monday - Friday
 3. Between October 15 and November 30 from 8:00 a.m. to 4:00 p.m. Monday - Friday
 4. Between December 1 and December 31 from 9:00 a.m. to 4:00 p.m. Monday - Friday
 5. All Saturdays until 12:00 p.m. with staff on call the remainder of the weekend
 6. A one-half hour duty free lunch will be provided during business hours
 - (C) Fuel aircraft for all pilots who request such service.
 - (D) Conduct or provide for daily inspections of all airport physical properties, including runways, taxiways, lighting systems, buildings, navigational equipment, automobile parking areas and access roads; personally make or direct others to make routine repairs, replacements and improvements in a timely and efficient manner; requisition from the City or purchase, small equipment and supplies required in daily operation and maintenance; recommend the purchase of new equipment and other expenditures exceeding \$2,000.00;

keep a complete and accurate record of all maintenance work performed on the airport, and make such reports to the City as may be required at such time and in the form requested by the City.

- (E) Determine current and potential program needs and prepare plans to fill these needs; make recommendations for current and future development of aviation facilities; coordinate all development and improvement with the proper local, state and federal agencies, engineers, architects and other professionals, aviation organizations, and public interest groups;
- (F) Recommend to the City various ordinances and regulations relating to the safe and efficient operation of the airport, and governing the use of the airport, including the leasing of floor space, parking, hangars and other property; assure enforcement of all ordinances and regulations concerning the airport;
- (G) Serve as a liaison between the City and the airport users and lessees relative to the preparation, negotiation, rates and charges, and terms of leases and agreements;
- (H) Develop and maintain effective liaison with the traveling and general public, commercial and general aviation interests, agencies having control over, or interest in, certain airport activities, tenants and their employees, and all entities with an interest in the airport;
- (I) Work with Airport Managerthe City to establish appropriate airport accounts, prepare periodic and special operations and financial reports, including annual budget requests for the City;
- (J) Supervise the operating, maintenance, security, fire prevention, safety and custodial personnel;
- (K) Be responsible for coordinating and directing the timely and efficient snow plowing and mowing operation(s), as provided by the City or by written assignments and procedures with other city/county departments, or contractors;
- (L) Be responsible for notifying the Federal Aviation Administration Flight Service Station promptly of all conditions affecting the safe use of the airport;
- (M) Participate in conferences and meetings of aeronautical and civic organizations for the promotion of aviation activity in the community; give talks on airport progress and service; coordinate the plans and assure safe operating procedures are followed for air shows, demonstrations and exhibitions at the airport.

IV. **COMPENSATION:** The City does hereby agree to pay the Supervisor the sum of \$45,000.0050,000.00 per year, payable in twelve (12) equal regular installments commencing January 31, 20162017 and on the last day of each month thereafter.

V. **AIRPORT RULES AND REGULATIONS:** The Supervisor shall know, obey, and enforce all laws, ordinances, rules and regulations of any authority having jurisdiction over the conduct of operations at the Airport, including the City, the State of Wisconsin, or the United States.

VI. **INSURANCE:** After considering activities proposed to be undertaken by the Supervisor, the Board shall require the Supervisor to carry property and liability insurance coverage which is required by the Monroe City Code.

- (A) All premiums for insurance coverage required hereunder shall be paid by the Supervisor.
- (B) The Supervisor shall cause to be filed with the City Clerk an insurance certificate certifying the City of Monroe is named as an additional insured on the foregoing policy or policies of insurance.
- (C) The Supervisor shall file appropriate certificates of insurance with the City Clerk reflecting any amended coverage as changing circumstances warrant.

VII. GENERAL CONDITIONS:

- (A) The Supervisor for themselves, their personal representatives, successors in interest, and assigns agrees that: (1) no person on the grounds of race, color, religion, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of all airport facilities; (2) in the construction and maintenance of any improvements on, over, or under such land and the furnishing of services thereon or therein, no person on the grounds of race, color, religion or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) the Manager Supervisor shall use the premises in compliance with all other requirements imposed by or pursuant of Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21; Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.
- (B) It is understood and agreed that nothing in this agreement shall be construed to authorize or grant to the Supervisor any exclusive right or privilege in connection with any business or activity on the airport in which the Supervisor may have an interest or association.
- (C) The Supervisor shall not assign or delegate this Agreement without the prior written approval of the OwnerCity.
- (D) The Supervisor is not hereby appointed Airport Manager as such term is used in the Monroe City Code and the Supervisor shall not be considered Airport Manager unless such title is expressly conferred by resolution of the City Council.

VIII. TERMINATION: In the event that the Supervisor fails to comply with the terms and conditions of this Agreement, the OwnerCity shall notify the Supervisor, in writing, of the alleged violation of this Agreement and, if the violation has not been corrected within thirty (30) days from the date of the alleged violation or if the OwnerCity has other reasonable and just cause, this Agreement may be terminated by the OwnerCity upon thirty days written notice. The Supervisor may terminate this Agreement at any time upon giving not less than thirty days written notice to the OwnerCity.

IX. DISPUTE RESOLUTION: Any controversy or claim arising out of or relating to this Agreement or any alleged breach thereof which cannot be settled between the parties, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the dispute rendered by the arbitrator(s) shall be final and binding on the parties.

THIS CONTRACT entered into this _____ day of _____ 2016

CITY OF MONROE:

SUPERVISOR:

William M. Ross, Jr. Louis Armstrong
Inc. President

Mayor _____ Touch & Go, Aviation,

ATTEST:

Bridget Schuchart, Comptroller
Clerk

Carol Stamm, City