

AIRPORT BOARD OF MANAGEMENT

Municipal Airport, Monroe, WI

January 27, 2016

- A. Call to Order and Roll Call:** The Airport Board of Management convened and was called to order by Chairperson Tom Miller. Present at roll call were: Members Clarence Peters, Tom Kelly, Tom Miller, Louis Armstrong and Mike Lambert; Airport Supervisor, Rob Driver; City Administrator, Philip Rath; City Clerk, Carol Stamm; Mayor Bill Ross; Assistant Fire Chief, Lane Heins; Boy Scout Leader, Mike Kindschi; and Boy Scout, Nathan Kindschi.
- B. Correction of Minutes:** No corrections.
- C. Public Appearances:** Troop 180 Boy Scouts.
- D. Approve Bills:** Motion by Peters, seconded by Kelly to approve payment of the bills totaling \$12,414.17. Motion carried.
- E. Fuel Sales Report:** The fuel sales report was reviewed. The January sales total about \$1,000, mostly 100LL. Discussion ensued concerning whether the Airport should stock up on fuel. There was speculation that the barrel price may continue to drop, so the consensus was to wait. The current price for 100 LL is \$3.98 and Jet is \$4.39.
- F. Review Financial Statement:** Peters reported on the 2015 year-end financial statement. The 2015 revenues will be around \$35,000 (which includes property taxes allocated to the Airport) with budgeted revenue at around \$34,000. Fuel sales for the year are about \$10,000 short of budgeted sales – primarily due to the price. Hay crop revenue is about \$5,000. Expenses are fairly in line except for professional services – over a couple of thousand; and utilities – coming in around \$4,800 over budget. Repairs and maintenance as a whole came in pretty close to budget – under about \$5,000. Fuel expenses are short about \$14,000, partly due to a lack of inventory. Overall, there is a deficit of \$35,000 with a budgeted deficit of \$58,000. Capital Improvement expenditures were budgeted around \$27,000 with only about \$7,000 spent – which is the main reason the Airport is under budget. The carryover for 2016 will be \$20,500 moved from the General Fund to the Airport Capital Fund.
- G. Appoint Airport Manager for 2016:** Tom Miller listed numerous personnel that could fill this position. His suggestion was to appoint Phil Rath for another year as the Board continues to look at the Airport's organization and management structure, with a view to making changes to the structure this coming year. Rob Driver felt that it is basically Phil, Carol, and himself that confer on many points anyway so this would provide consistency for now. Motion made by Armstrong to appoint Phil Rath as Airport Manager for another year. Seconded by Kelly. Motion carried.
- H. Agricultural Agreement (Farm Land Lease):** Mr. Craig Anderson stopped in to see Carol to sign his hay lease and was reminded that he needs to provide the City with a certificate of insurance naming the City as additional insured. He stated that as he was not using the land until Spring, he did not need the insurance yet. Carol informed him that the terms of the lease stated that the certificate of insurance be in force at all times. He has not been in contact with Carol since then, despite her attempts to contact him by phone. On January 12th, she sent a certified letter informing him that he is in default of the terms of the Ag lease due to his lack of the certificate of insurance and he needs to be in compliance within 30 days. If not, the lease will be declared void and the City will take possession of the land. There has been no response or initial payment made by Mr. Anderson. Discussion ensued. Carol suggested that if the City takes it back after the 30 days, they could offer the lease to the next highest bidder. If that bidder does not want to lease the land, the City could then put it back out for bids. Motion made by Armstrong that if Mr. Anderson does not respond within the 30 day period, the lease be offered to the next highest bidder. If he does not accept, then the City will put it back out for bids. Seconded by Kelly. Motion carried.

- I. Code Revisions for Title 11 – Public Ways and Property / Chapter 6 – Municipal Airport:** Flammable and Combustible Materials Storage. This addresses amounts that can be kept in hangars. Carol spoke with Fire Chief Daryl Rausch and he sent his recommendations. Lane Heins was present to answer questions. Lane explained that the National Fire Protection Association has developed standards that address amounts that can be kept in a variety of venues. NFPA 30 addresses standards for airport hangars. Their recommendation – adopted by Wisconsin – places a 10 gallon limit on flammable fuel and 30 gallon limit on combustible fuel (excluding fuels already in the airplane). You can increase the amounts in a personal hangar – up to 100 gallons - but the fuel then needs to be stored in flammable liquids protection cabinets (up to 50 gallons per cabinet) which would contain a fire to the cabinets. Commercial hangars have different limits. The Fire Chief is recommending that the Airport Board adopt NFPA 30. This way, if a code changes in NFPA 30, the Airport does not need to adopt new regulations. Peters feels that NFPA 30 is less stringent than the Airport’s former standards where no gas was allowed to be stored. NFPA 30 will not negate the Airport’s rule of no fueling in hangars. The Fire Chief does not have the authority to inspect private hangars for compliance to NFPA 30, however Heins felt that the Building Inspector Ryan Lindsey would have that authority, if there was sufficient cause. Discussion ensued concerning the language of the supervisor’s contract. The idea of removing managerial language was proposed and rejected. Language concerning conditioning approval of a license was discussed. The no smoking section was also discussed. The definition of “doping” (aircraft painting to tighten fabric to make it airtight) was discussed. Motion made by Kelly to adopt NFPA 30 as currently adopted by Wisconsin and all other changes as discussed. Seconded by Armstrong. Motion carried.
- J. Business presented by members:** Documentation has been received from the Remote Control Flying Club. This will be discussed at the next meeting.
- K. Adjournment:** Motion made by Kelly to adjourn. Seconded by Armstrong. Motion carried.

Transcribed by Sherry Booth