

AIRPORT BOARD OF MANAGEMENT

Municipal Airport, Monroe, WI

February 24, 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; and various RC Club Members.
- B. Correction of Minutes:** No corrections.
- C. Public Appearances:** RC Club Members
- D. Approve Bills:** Motion by Peters, seconded by Kelly to approve payment of the bills totaling \$27,414.21. Motion carried. Stamm advised that authorization was given to Rob Driver, Phil Rath, or Carol Stamm to approve bills. Report of bills paid will be provided in future meetings, but Airport Board of Management will no longer motion to authorize payment of bills.
- E. Fuel Sales Report:** The fuel sales report was reviewed. The current price for 100LL is \$3.10 and Jet is \$4.39. Peters reviewed numbers for 2012, 2013, 2014, 2015, and year to date. Year to date is 3100 gallons. Some jet fuel was sold, year to date we are at 826 gallons, of which 750 gallons was from February.
- F. Financial Statement:** Peters reported on financial statement from January. Revenue is \$6,400, primarily from fuel. Normal expenditures, YTD at about \$1,200. Projected transfer from general funds is \$60,000.
- G. Lease Transfer:** Request to transfer of lease from Bill Knight to James Smith @ \$.10/sq. ft. Motion by Peters, seconded by Kelly to transfer lease. Motion carried.
- H. Farm Land Lease:** Mr. Craig Anderson did not meet qualifications set forth in certified letter sent on January 12th. He requested to not move forward. The next highest bidder on list was contacted. They discussed with their partner and are not able to pick up the land this year. Bidding out to re-advertise the land. Requested that check and insurance be sent with bid going forward.
- I. Remote Control Flying Club Lease:** The lease is up at the end of April. The lease has just been updated over the years. Issue with RC Club being so close to runways was brought up. Looking to see if there is another area to use, but as of right now there is not. Template of another airport that has an RC Airplane Club at the facility was introduced. Template can be tailored for Monroe's Airport. Hoping to come back with a draft by next month. Comments, suggestions, and concerns can be sent to Phil Rath with Tom Miller copied. Discussion began to make board aware of non-club members using the airfield that do not have insurance. Insurance coverage covers club members only. We would like to see something at the airfield that says AMA Membership is required. It was agreed between Peters and Rob Driver that a better place for the club would be down in the southwest corner. No changes to rental costs are anticipated. The most frequently used runway is Runway 30, so moving to the southwest corner would be moving the club away from this main runway. This area is fenced and can be accessed through a gate. A sign could be put up saying "Members Only", and a gate code would be required to get in. A question on pattern for full-size flyover was introduced. A question regarding still being able to fly in the old area while the new area is getting set up was also introduced. Current lease is still in effect through end of April, and insurance is effective until end of March. It was suggested that insurance be contacted and notified of the proposal of land shift on the same land ownership. Miller proposed another possible site in town at the corner of 10 ½ Street and 10th Avenue behind the old Walmart near the Wastewater Treatment Plant. Site is owned by MTX.

MTX has agreement with soccer field to maintain the area. Unsure of lease and contract information. There is no housing in the area. There are highline wires along the road going into the Wastewater Treatment Plant, and there are some trees and bushes. The area is not level. Discussion about synthetic rubberized mat to be considered in the future for the runway. Suggested contacting Mike Doyle if neither of these plans works out, regarding land to the east of Pleasant View being a possibility. Land is currently leased out to a farm.

J. Board Appoints “Designees” to Perform Various Management Functions in Accordance with Revised Ordinance: New code has been adopted. A list and form for designees for the various management functions presented. “Designees” appointed for various management functions:

1. **Section 11-6-8 Operator License Application:** City Clerk, or Airport Manager in her absence, is hereby appointed as the “designee” to receive applications, review, conduct investigations, and approve or deny applications or refer to the Board, and condition approvals in accordance with this section of city code.
2. **Section 11-6-9 Leases:** Airport Manager, or City Clerk in his absence, is hereby appointed as the “designee” to receive lease applications, review, conduct investigations, and approve or deny applications or refer to the Board in accordance with this section of city code.
3. **Section 11-6-10: Airport Operation**
 - A) **Finances:** Airport Supervisor up to limit, or City Clerk or Airport Manager, are hereby appointed as the “designees” to approve airport related expenditures.
4. **Section 11-6-10: Airport Operation**
 - H) **Weapons and Explosives:** Airport Supervisor is hereby appointed as the “designee” to give written authorization for persons to harvest game on the airport.
5. **Section 11-6-12 Flying Clubs:** City Clerk, or Airport Manager in her absence, is hereby appointed as the “designee” to receive the proof of insurance from flying clubs in accordance with this section of city code.

These “designees” will remain in force until changed by future action of the Airport Board of Management. Signed and dated by Tom Miller, Airport Board of Management Chairperson, on February 24th, 2016. Motion by Peters to approve as discussed, seconded by Armstrong. Motion carried.

K. Business Presented by Members:

1. As of March 1st, Monroe Auto Sales will be bought out by Ubersox, and rental cars will be offered. Details are being worked out as far as leaving a rental car at the airport. Communication will be sent for Rob Driver to post.
2. Stamm added that with the new ordinance adopted there are clauses in there whereby the airport board has to set from time to time the fees, licenses, lease rates, etc. She will gather information to present at the next meeting. Fee schedule will be created for quick reference.
3. Insurance limit for RC Club is not covered anywhere. Should be added to the lease. Insurance expires at the end of March.

L. Adjournment: Motion made by Kelly to adjourn. Seconded by Armstrong. Motion carried.