

AIRPORT BOARD OF MANAGEMENT

Municipal Airport, Monroe, WI

February 27th, 2017

- 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 Tom Kelly, Tom Miller, Clarence Peters, and Ron Marsh; and Airport Manager, Rob Driver.
- B. Correction of Minutes:** Clarence Peters was not listed as present in the roll call at the last Airport Board of Management meeting on January 11th, 2017. Also, Rob Driver's title in the minutes should be Airport Manger rather than Airport Supervisor.
- C. Public Appearances:** None.
- D. Fuel Sales Report** – Total gallons YTD is at about 5,500 which is the highest since 2012. 100LL is at 4,300 and jet is at 1,244. 100LL is \$3.49/gallon and jet is \$3.13/gallon. Fuel sales contract was discussed.
- E. Financial Statement** – Nothing unusual. Marsh questioned the charge for airport insurance and whether it had always been on the statement. Marsh expressed concerns that no other department in the City is billed back for their insurance.
- F. Discuss Feasibility of Leasing Unused Hangars for Storage** – Nothing can be done for the application until June or July, but there is certain criterion that needs to be met. Ongoing fair-market rates need to be charged, like a storage shed would charge in town. This can be done for private hangars as well, with one exception: if there is a waiting list for aviation, hangar rentals for aviation come first. Current tenant would have 30 days to vacate the hangar. Peters questioned whether hangar rentals should be advertised. Driver explained that there is no waiting list for hangars. This item will be brought back on the agenda in June or July. Concerns were expressed about people who aren't interested in aviation using the hangars for storage; Driver commented that he was thinking more along the lines of City equipment storage.
- G. Discuss Requirements Needed for Obtaining Quote for New Mower** – Mike Lambert provided Rob Driver with quotes from Sugar River Power Center for mowers. Half of the quoted mowers were gas and half were diesel to provide a ballpark range for both types. Rob to get additional quotes.
- H. Discussion about REIL lights** – REIL stands for Runway End Identifier Lights. The lights have been fixed and patched together for a while. One light is not working, but the other three are still working. The lights do not need to be replaced until the resurfacing project in 2020. The replacement of the REIL lights will be pushed up in the 6-year plan.
- I. Low Interest Loans** – This was brought up at City Council and was turned over to Finance & Taxation. According to Finance & Taxation minutes, after much discussion, Mayor Armstrong suggested only mentioning hangar sites available for now in the airport marketing brochure, Alder Stangel mentioned not to push this program for now. Alder Koch also suggested doing this for other things, not just hangars throughout the City, and comments were expressed about getting into the loan business. Final word was to only mention in the brochure that rental space and hangar sites are available.
- J. Marketing Flyer for Airport** – Updated copies were distributed for review. Discussion and review took place about edits to the content and layout of the brochure.

K. Update on Hay Lease – There is paperwork that determined there was less acreage than previously thought. It was rounded to 100 acres put in writing that the agreed upon acreage was 100 acres at \$140.00 per acre for a total of \$14,000. Motion by Marsh to approve the change in the airport farmland lease at the \$14,000 total and send to Finance & Taxation, seconded by Peters. Upon voice vote, motion carried.

L. Needed Updates to Lease Agreements –A hanger was transferred, so Driver asked to have it but on the agenda with the intent of notifying the board of the new hangar tenant. Driver was told that he should be handling the leases and that the current lease form needed to be revised to conform with code changes from last year. Driver was unsure of what code changes were being referred to. Questions arose regarding how payments would be processed and how Driver would be notified. Marsh read from the code that the airport manager should be responsible for all duties delegated by the Airport Management Board. Further in the ordinance, it states that the lease application be filed and reviewed with the Board or Board Designee. Application requirements from 11-6-9 need to be copied and given to the applicant, as leases cannot be transferred without board approval. Proof of insurance also needs to be provided with the application. Item will be brought back on next agenda.

M. Business Presented by Members – Pavement report, lease application form, and mower bids. Next meeting date is March 22nd.

N. Adjournment – Motion to adjourn by Kelly, seconded by Marsh. Motion carried.

Transcribed by Arianna Meier