

AIRPORT BOARD OF MANAGEMENT

Municipal Airport, Monroe, WI

October 26th, 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 Tom Kelly, Tom Miller, Ron Marsh, and Clarence Peters; Airport Supervisor, Rob Driver; City Administrator, Philip Rath; Assistant Administrator, Martin Shanks; and Mayor Louis Armstrong.
- B. Correction of Minutes:** None.
- C. Public Appearances:** None.
- D. Fuel Sales Report** – 100 LL is at \$3.62 per gallon, jet is at \$3.13 per gallon. Fuel sales are up from 37,484 gallons of 100LL and 2,718 of jet in 2015, and 39,186 gallons of 100LL and 17,769 of jet so far in 2016. Totals: 40,202 gallons in 2015 and 56,955 to date in 2016.
- E. 2017 Budget** – The Finance Committee approved the budget as is with the exception of the Capital Expenditures being eliminated from the Airport specific budget. However, the dollar amounts are still set aside in general capital accounts for the City to use for whichever departments need the funds at a particular time. This amount was increased from \$200,000 levied in 2016 to \$350,000 for 2017. Marsh suggested to make a move to put the \$31,000 aside for new lawn mowers. Admin Rath explained that this was looked at to be drawn from the equipment replacement fund in 2017.
- F. 2017 Airport Supervisor Contract** – Rath explained changes to the Airport Supervisor contract such as date, compensations, and areas where it says owner to the City. The Board discussed further issues and changes with the Airport Supervisor Contract. Peters addressed item 7A, which says “the manager shall use the premises”, this should say the supervisor rather than manager. Peters also addressed item 7D in the contract that says “shall not be considered airport manager unless such title is expressly conferred by resolution of the common council”, however, according to the ordinance, the Airport Board holds that power. Should say “expressly conferred by action of the Airport Board”. Rath explains that if the Airport Board is looking to make the positions one in the same, it would be a decision that would be subject to Council approval by resolution. The last concern Peters had was in regards to item 8, Termination, which states that the Supervisor or the City may terminate the agreement at any time upon giving no less than 30 days written notice. Discussion ensued regarding how many days notice needs to be given when terminating the agreement. More discussion about the Airport Supervisor’s responsibilities and processes ensued, as well as discussion regarding compensation for the airport supervisor. The contract will be submitted as is with changes to compensation and wording in item 7A, and item 7D.
- G. Fuel Vendors** – The Conoco dealer will be terminated as of 1/31/17, because their fuel prices and credit card fees are higher. The last two loads of fuel were purchased from Shell and \$.13 per gallon was saved. Discussion ensued. New vendor will be either Shell or BP.
- H. Marketing** – Marsh explained that the Airport is one area that could show some economic growth. Three hangars were rented out as a result of the last marketing push that took place several years ago, which increased the property taxes. Marsh would like to see some marketing brochures highlighting features of the airport and things to do within the City, which includes an interest card that can be sent back to the City. He would also like to see a couple of Fly-ins to promote the airport. Further discussion took place about different marketing tactics. Asst. Admin Shanks to have a brochure created to be reviewed at the next meeting. Other ideas discussed were food carts, potential events, and a 2017 Chamber Business After 5 event taking place at the airport.

I. Financial Statement – Financial statement was reviewed. Revenues appear to be in line. Over budget on expenditures for professional services, utilities, and possibly maintenance. Overall, the Airport is doing fairly well on the budget.

J. Members – Municipal Aircraft Hangar, Security Cameras,

K. Adjournment – Motion by Peters to adjourn, seconded by Marsh. Upon voice vote, motion carried.

Transcribed by Arianna Meier