

VILLAGE OF EPHRAIM

FOUNDED 1853



EPHRAIM-GIBRALTAR AIRPORT COMMISSION MINUTES THURSDAY, JULY 21, 2016 9:00 A.M.

Present: Marty Franke- Chair, John Cox, Gary Chaudior, Merv Somerhauler, Brett Lecy 9:22a.m.

Absent: Don Freix

Guests: None

1. Call to order: Meeting called to order by Chair Franke at 9:10a.m.
2. Roll call / quorum: A quorum is present for this meeting
3. Agenda/proper notice /adopt agenda

Motion per Chaudior to adopt this Agenda as presented, seconded by Cox, motion carried.

4. **Approve minutes of previous meeting:**

Motion per Chaudior to approve the minutes as presented, seconded by Somerhauler, motion carried.

5. **Public comment:** None
6. **Review current financial statements:** No financial statements provided in packets for Commission discussion. Gas sales in May and June were good, we may need another truck again soon. We raised prices on gas but are still competitive at \$5.65 per gal added Franke. Cox reviewed content of packet, no itemization of bill payments received. This will be postponed until next month's meeting.

Motion per Cox to table this item until next meeting, seconded by Somerhauler, motion carried.

7. **Finalize hangar lease:** Franke introduced this item, Discussion concerning renewal options and costs. An impact fee may be included in lease. Term 20 years with option to renew 1-10 year period after that. All leases to be made consistent. Cox inquired if after 20 years to extend it out another 10 without option of re-negotiation may not be in our best interest. Inquired if this was a standard practice for Airports, suggested 5 year increments after the first 20 years. Need to find out if the DOA would be ok with that change. The Commission members continued work on the Hanger lease template, additional changes will be needed prior to Commission approval. This item to be placed on the next Agenda for additional discussion.

Motion per Lecy to create an agenda for the next Airport Commission that we all share our thoughts on the punch list,

Franke wanted to let them all know his thoughts on this today he would like to take this to Beth as ask her to revise the current leases and get them out by the end of the month, so we can start billing by August. No second to above motion, motion failed.

Discussion concerning completing the land leases and making a separate document in regard to builder meeting current minimum building standards, this language could be included in the standard operating procedures (S.O.P.). Additional language changes concerning work being done on personal aircraft or individual hangers in order to avoid commercial use of hangers.

70% has to be for aviation use stated Lecy. Franke added that the standard use has been recently changed, now it just says that the *primary use* has to be aviation related.

New Motion

Motion per Lecy to approve the lease and get them out subject to adding on adherence to SOP's to add a minimum standard to new construction building standards and also change language on the first page second whereas, change from - *lessee or by regular employees of the lessee* to - *contracted by the lessee for doing repairs work on their personal airplane*, seconded by Chaudior, motion carried.

8. **Long range financial plan:** Cox had to leave at this point. How to pay for the long range projects Commission discussed making a suggestion to Gibraltar to establish a Capital Improvement Fund to save for future major improvements so as not to hit the municipalities for large sums in any given year. Each community to put in \$5,000-6,000 per year. Fuel sales are up and we are in the black noted Lecy. Optimistic in improving Airport financial situation with new leases, new hangers and adjusting fuel prices to remain competitive. Goal is for the Airport to become cash flow positive. Leases are to go out by mid to late December and are due on March 1, a penalty fee should be assessed for any late payments. Lecy will continue to work on this. Lecy and Franke spoke briefly of the recent Town of Gibraltar meeting.

Motion per Chaudior to approve the long range financial plan as discussed, seconded by Lecy, motion carried.

9. **Chairman report/comments:** Franke reported that the installation of the new hangers can begin as soon as Monday. Asphalt on tie down areas next week then the final grading of the topsoil, electrical a few weeks out yet. Brushing not until October, but they do not want to go out and mark trees yet.
10. **Airport report:** Franke reported that last Saturday was the busiest he has seen, the Washington Island fish boil was taking place. There was a complaint due to the perceived activity, however, it was not due to the Airport, the military was conducting training operations reported Lecy.
11. **Adjournment:**

Motion per Lecy to adjourn this meeting of the Ephraim-Gibraltar Airport Commission, seconded by Chaudior, motion carried.

Transcribed by,
Susan Shallow- Ephraim Deputy Clerk