

EPHRAIM-GIBRALTAR AIRPORT COMMISSION
THURSDAY, OCTOBER 15, 2009
7:00 P.M.
GIBRALTAR TOWN CENTER

Call to Order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Myrv Somerhalder, chairman at 7:03p.m.

Members present: Myrv Somerhalder, Mike McCutcheon, Jon Neville, Arvid Munson and Marty Franke

Members absent: Don Freix

Minutes: *It was moved by Munson and seconded by Neville to approve the minutes of September 17, 2009 as corrected. Motion carried unanimously.*

Branded Aviation Fuel: Somerhalder stated a decision needs to be made on if the airport fuel should be branded. *It was moved by Neville and seconded by Franke to go with Avfuel Corporation. Motion carried unanimously.*

Aviation Fuel Contract: Somerhalder stated the town attorney will have to look at the contract. Franke stated we could stay with our current credit card service. The credit card portion of the agreement should be struck as we will opt out of using their credit card service. Neville stated he did not want to enter into a 5-year contract; a 3-year contract would be preferred. Franke stated that we could enter into a 1-year agreement. If a decal is put on our cabinet a 1-year agreement would be agreed to. The town of Gibraltar would not allow the sign that is specified in the contract as it does not comply with our sign ordinance. Neville questioned if the length of contract had a bearing on the price of fuel. Franke did not think so as it is a commodity; this is a closely held Michigan company and not a public British Petroleum which gives them more flexibility. Franke added the fact that Wisconsin Aviation has dealt with this company for 28 years says something about them. *It was moved by Neville to entertain a 3-year contract with Avfuel Corporation subject to attorney review. Neville amended the motion. It was moved by Neville and seconded by Franke to enter into a contract with Avfuel. Motion carried unanimously.* Somerhalder stated the contract should be for 4,000 gallons minimum order and 3-year term. Munson stated for clarity that a decal approximately 12" x 18" mounted on the fueling cabinet will be in lieu of the sign specified in the contract (pole mounted sign). *It was moved by Neville and seconded by McCutcheon that we enter into 3-year contract with Avfuel. McCutcheon with drew the second so the motion could be amended. Neville amended the motion to include a statement be added to the contract that the minimum purchase be 4,000 gallons. McCutcheon seconded the amended motion. Motion carried unanimously.* Munson stated the statement in the contract "Avfuel reserves the right to impose a surcharge for deliveries of less than a full tanker load" should be struck by the attorney; the commission agreed. Somerhalder stated the contract will need to go before the town and village boards for approval after the attorney reviews the document.

2010 Airport Budget: The Airport Commission reviewed each item of the 2009 income and expense budget figures. The tolerance of the airport owners to a deficit was brought up.

Income

Description	2009 Budget	Actual 9/30/2009	2010 Budget	Comments
AV Fuel	\$35,000.00	\$33,541.56	\$42,500.00	10,000 @ \$4.25
Tour Commissions	\$1,800.00	\$1,740.34	\$1,000.00	
Oil	\$0.00	\$48.58	\$50.00	
Charter Fees	\$600.00	\$222.77	\$350.00	
Soda	\$0.00	\$0.00	\$0.00	
Car Rental	\$1,000.00	\$979.07	\$1,000.00	
Aircraft Parking	\$2,000.00	\$3,821.81	\$4,000.00	
Auto Parking	\$1,000.00	\$1,437.16	\$1,500.00	
Hangar Lease	\$16,400.00	\$17,156.42	\$18,500.00	29 Hangars
Hats	\$0.00	\$126.00	\$0.00	
Miscellaneous	\$300.00	\$162.47	\$0.00	
Sale of SRE Loader	\$0.00	\$0.00	\$0.00	
Sale of Ford Tractor	\$0.00	\$1,201.00	\$0.00	
Easement			\$150.00	
Total Income	\$58,100.00	\$60,437.18	\$69,050.00	

Previous year's shortfall received from the
VOE \$4,374.00

Expense

DESCRIPTION	2009 BUDGET	2009 AS OF 9/30/09	2009 OCT - DEC	2009 TOTAL	2010 BUDGET
Fuel	\$30,000.00	\$22,911.40	\$1,000.00	\$23,911.40	\$35,000.00
BP Oil Products	\$1,500.00	\$712.52	\$500.00	\$1,212.52	\$1,500.00
Maintenance/Repair	\$3,800.00	\$3,141.53	\$500.00	\$3,641.53	\$4,500.00
Tractor	\$200.00	\$34.00	\$0.00	\$34.00	\$0.00
WPS	\$3,500.00	\$2,295.30	\$1,200.00	\$3,495.30	\$3,800.00
Insurance	\$4,000.00	\$5,784.65	\$0.00	\$5,784.65	\$6,000.00
Legal	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Advertising	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Miscellaneous	\$1,000.00	\$277.68	\$500.00	\$777.68	\$1,000.00
Audit Fees	\$350.00	\$350.00	\$0.00	\$350.00	\$350.00
Stormwater Fees	\$130.00	\$0.00	\$130.00	\$130.00	\$130.00
Soda	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wages	\$7,000.00	\$4,617.63	\$2,382.37	\$7,000.00	\$7,500.00
Fuel Truck	\$250.00	\$496.53	\$0.00	\$496.53	\$0.00
Airport Grant	\$4,000.00	\$4,448.01	\$0.00	\$4,448.01	\$4,500.00
Telephone	\$1,600.00	\$1,020.50	\$500.00	\$1,520.50	\$1,800.00
Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Excise Fuel Tax	\$500.00	\$162.46	\$150.00	\$312.46	\$750.00
Portables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$400.00	\$1,306.66	\$200.00	\$1,506.66	\$1,000.00
Culligan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Clean Restrooms	\$1,000.00	\$546.16	\$300.00	\$846.16	\$1,000.00
Payroll Expenses	\$1,000.00	\$311.18	\$680.00	\$991.18	\$1,000.00
Purchase of Mower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training & Conference	\$1,000.00	\$0.00	\$600.00	\$600.00	\$1,000.00
Bank Card Fees	\$1,000.00	\$732.89	\$300.00	\$1,032.89	\$1,500.00
TOTAL AIRPORT	\$62,430.00	\$49,149.10	\$8,942.37	\$58,091.47	\$72,530.00

Master Plan: Somerhalder stated the town and village are in the process of petitioning for the master plan and once the petition goes through and is submitted to the state Somerhalder will contact the Bureau of Aeronautics coordinator for grants (David Montesinos). Montesinos will meet with the Commission or the Commission can meet with the engineering company that is chosen for the master plan per Somerhalder. This conversation is not anticipated until after the first of the year. Somerhalder added that the engineering company can do the entire plan or the Commission can have input prior to creation of the plan. How extensive the master plan is will be determined by Montesinos per Somerhalder. Franke questioned if the Federal Aviation Administration can require that facilities be brought up to current standards. Somerhalder stated it can be required.

Airport Report: Somerhalder gave a brief overview of the Airport Operations and Land Use Seminar. Topics presented were:

- ✚ Legislative updates and ARRA Airport Projects in Wisconsin
- ✚ Establishing an Airport Overlay Land Use Ordinance
- ✚ Best Practices for Airports by Airport Managers
- ✚ Airport Project Environmental Review Process – Do's and Don'ts
- ✚ Update on Wildlife Hazard Abatement Guidance for GA airports.
- ✚ Airport Real Estate Issues
- ✚ Airport Safety and Security Updates
- ✚ Stormwater Management
- ✚ Compliance Assistance Review Process
- ✚ Airport Leases
- ✚ Obstructions – Airspace Study process
- ✚ Federal funding prerequisites for revenue producing projects
- ✚ Airport Master Planning
- ✚ Airport Wildlife Hazard Assessment
- ✚ Life of an Airport Project – FAA and BOA Timeline

Printed documentation and notes will be distributed to the Commission members when available. Somerhalder and Hagen encouraged all Commission members to attend the spring and fall sessions as the seminars are excellent resources for information and networking.

Open Discussion: The next regular meeting is scheduled for November 19, 2009.

Adjourn: *It was moved by Munson and seconded by Franke to adjourn. Motion carried unanimously and the meeting adjourned at 8:55 p.m.*

Respectfully submitted,

Beth Hagen
Deputy Clerk-Treasurer