

**EPHRAIM-GIBRALTAR AIRPORT COMMISSION**  
**THURSDAY, APRIL 19, 2012**  
**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 7:01 p.m.

**Roll Call/Quorum:** Somerhalder stated a quorum of the Commission was present.

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

**Proper Notice/Adopt Agenda:** *It was moved by Freix, and seconded by Neville to adopt the agenda as posted. Motion carried.*

**Approve Minutes of the Previous Meeting:** *It was moved by Munson, and seconded by Somerhalder to approve the minutes of March 15, 2012 as corrected. Motion carried.*

**Hangar List Update:**

**Letter Language:** A letter needs to be sent to Jim Allen C-7 regarding construction of the hangar. He was given an extension to begin construction and has failed to do so. Neville suggested giving him 90 days before we contact next on the waiting list. Then decided 30 days would be sufficient. Somerhalder suggested that the clerk's office should write the letter to Mr. Allen, to ensure we follow the appropriate SOPs etc.

*It was moved by Neville, and seconded by McCutcheon to give 30 days notice to Jim Allen(C-7) to begin construction, or we'll approach the next person on the waitlist. Motion carried.*

Neville stated that a letter should be sent to those on the waitlist asking for a \$500 deposit to stay on waiting list. The Harbor currently requires a deposit for slip and mooring waitlists. We should create a letter similar to the Harbor's. McCutcheon stated the letter needs to be clear whether the intention would be to buy or build. Neville stated there currently is no waiting list to buy hangars. The sale of hangars is open to free market, but owners are required to consult the Town or Village first then encouraged to consult the waitlist. Somerhalder stated the original list was made for those who wanted to build hangars. Procedure was to contact those if a hangar became for sale. It is advised that people contact those on the list but doesn't mean they have to, they can sell to anyone. Friex asked if it would be wise to update procedure before we create a letter. There is the possibility for upcoming hangar expansion and an updated the wait list would give a better idea of those who are interested now.

McCutcheon asked how long does it take to put a hangar up? Somerhalder stated that future hangars would work the same as in the past. Somerhalder will rewrite letter with the deposit requirement, to determine interest. Neville stated an explanation for why we are doing this, the possibility of expansion should be included in the letter. If we had 6 or 7 people step forward with hangar interest, he could see stepping the timeline for expansion up to 2013. Somerhalder stated the earliest we could possibly expand will be the Fall of 2013. McCutcheon suggested making a public notice to spread the word. Munson agreed, we could get an ad in the Pulse, Advocate, Friends of Gibraltar and Midwest flyer. Somerhalder suggested we wait until we get responses from the letters. The letters could get a large response with 12 or more people interested. It was stated that the sooner we get more hangars the better we'll be financially. Somerhalder stated he will write the letters to those on waiting list.

*It was moved by Somerhalder, and seconded by Friex to write and send letters to those on the wait list, requiring a \$500 deposit. Motion carried.*

**Hangar Inspections:** It has been proposed to have Chris Hecht and the Town of Gibraltar Fire Department perform fire inspections on all of the hangars.

Neville inquired about the current SOP and who is enforcing it. The problem is that no one is really enforcing the current SOP. Somerhalder stated that Chris Hecht said he will designate 2 Saturdays for inspection and

accommodate other hangar owners, as needed. McCutcheon stated it would be advisable to contact owners with the current SOP so they can prepare for the inspections. Neville stated we currently have one, and owners should know what we can and cannot do. Friex asked if it would be possible to get a key for all the hangars, and if there is a way we can legally enforce that. Neville asked if we can we require people to have a key available in an outside lockbox? Friex stated we need to research what is in the lease and the current SOP and should refer to the Town attorney regarding legality of requiring accessibility to the hangars.

*It was moved by Munson, and seconded by McCutcheon to have Chris Hecht perform hangar inspections. Motion carried.*

**AWOS Presentation:** Friex stated that the AWOS is on the to-do list for 2013. We'll need volunteers to coordinate budgeting and communication of system and how it improves the airport. Neville stated that 90% of the cost is funded through federal grant money, 5% by state and 5% to be shared between the local municipalities and fundraising. The recent quote from the state for the AWOS system is \$118,000. Neville stated he would like to see a presentation on the AWOS system. Somerhalder stated that maintenance of the AWOS is covered by the state. It is important to keep the Town and Village aware of the information and the AWOS system. He would like to get Neville on the agenda to present the AWOS system before budgeting this year. It may be possible to get some of the cost budgeted in for next year.

*It is moved by Friex, and seconded by McCutcheon, to schedule a presentation on the AWOS with the Town Board at their earliest convenience. Motion carried.*

#### **Master Plan:**

**Hangars in Tie –Down Area:** Somerhalder asked what kind of affect will new hangars being built where we currently have tie-downs? Will there be enough room for tie-downs once the hangars are there? Neville stated we have more room on the grass. Somerhalder asked whether we can still charge full price for unpaved tie-downs? Neville stated that is not an issue, the planes are still tied down so we can still charge the fee. Franke noted we'll be eliminating 5-6 tie-downs. Somerhalder asked if that will have an effect on those taxiing in? McCutcheon asked about the required setbacks and Franke stated they are 130 feet. Discussion ensued about the setbacks, even though it will be a little tighter and people will have to be more cautious on pulling out, it will be OK. Somerhalder stated it may be possible to put the other row of tie-downs on the fast track, and get them in sooner.

*It is moved by Franke, and seconded by Neville, to continue with the proposed plan showing 7 additional hangars (described as phase 1) and include the proposed hangars on non airport owned land on the final master plan. Motion carried.*

**Airport Personnel Costs:** Neville stated that profit and loss statement for the airport showed a \$4000 loss last year. The reason is associated with personnel costs. They were up \$5000-\$6000. Franke questioned whether we have received an accurate break-down. This year's costs are budgeted very similar, if this is the case, we'll have a loss again this year. Franke stated he would like to see a better breakdown of the costs. Friex noted that the administrative costs and payroll expenses alone make-up the difference. The possibility of hiring out was discussed. Somerhalder stated that Tim is certified and insured to drive the tractor; which is a requirement of the Town. It was determined that we need the specific breakdown of 5310.15s and 5310.gz. McCutcheon asked, why is the Town billing for these hours now and haven't in the past? Somerhalder stated that in the past, it was loose and not allocated properly. Friex questioned whether these numbers are figured into the town budget? Somerhalder addressed that it also looks like we will be charged for use of the maintenance vehicles. Franke stated that the Harbor hires part-time people in the summer. Is this something we want to consider also? Munson calculated figures and determined that Beth spends 3.4% of her time on airport. It was determined that a specific breakdown of hours is needed and to obtain more information.

*It is moved by Neville, and seconded by Friex, to obtain a specific breakdown of hours. Motion carried  
It was also moved by Franke and seconded by McCutcheon to determine what requirements, insurance and certifications are required to have someone else/additional operate the tractor. Motion carried.*

**Friends of the Airport Report:** Neville stated that the Friends currently have 71 members compared to 91 last year, but looks like we'll get more members soon to bring us back up to the 90 member mark. The Young

Eagles Flyer has been distributed to Sevastopol and Gibraltar. Gibraltar has agreed to distribute. We have 2 helicopters and 7 fixed wing planes and volunteers lined-up for the day. We are in great shape. We've already notified the Advocate and Pulse, and the Pulse will try to have a photographer there that day. The program is for children ages 8-17, but is up to the pilot's discretion on whether to include children older or younger.

**Airport Report:** Neville received confirmation from Witt on 2 car rentals for the summer. They will be dropped off the week after Memorial Day. The same rates as last, apply this year.

Fuel prices – the current rate is \$4.87211. It was \$4.3971 on Nov. 10<sup>th</sup>, prices are still fluctuating. Neville gave comparisons of surrounding airports, group average is \$5.73, and we are below that average.

McCutcheon noted that the main windsock blew off the frame, and emphasized the importance of it being correct as soon as it is found. Neville noted the Friends may pay for a new wind sock. McCutcheon stated this needs to be an emergent issue and needs to be taken care of immediately.

**Public Comment:** Franke gave a special thank you to Somerhalder for his detective work regarding the piece of land. Somerhalder explained the situation between the Village and the Town regarding the Johnson piece of land to the community members present.

Franke noted that at the Bureau of Aeronautics meeting we were able to clarify the amount of money we have available: \$220,000 available in grant money. If we receive \$150,000 in grant money, we can budget in the future for airport expansion.

Franke asked if grant money be used for maintenance? Somerhalder replied, no, it cannot be used for general maintenance.

**Adjourn:** *It was moved by Munson, and seconded by Neville to adjourn. Motion carried unanimously and the meeting adjourned at 8:47p.m.*

Respectfully submitted,

Kelly Murre, Administrative Assistant