

EPHRAIM-GIBRALTAR AIRPORT COMMISSION
THURSDAY, OCTOBER 18, 2012
7:00 P.M.
GIBRALTAR TOWN CENTER

Approved: 11/15/2012

Call to Order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Jon Neville, chairman at 7:00 p.m.

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

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

Agenda/ Proper Notice/Adopt Agenda: MOTION (Freix, Mc Cutcheon) to adopt the agenda as posted.
Carried

Approve Minutes of Previous Meeting: MOTION (Freix, Munson) to approve the minutes of September 12th as presented. Carried MOTION: (Munson, Freix) to approve the minutes of September 20th as corrected.
Carried

Discuss Admin./ Maint. Responsibilities for Gibraltar & Ephraim: Neville stated in an effort to minimize costs and maintain a more equitable sharing of responsibilities the administration and maintenance duties be split between the two municipalities. The recommendation will keep the administrative responsibilities in Gibraltar for logistical reasons and move the maintenance responsibilities to Ephraim. Franke stated that in discussion with John Cox that the village is willing to look at taking on maintenance duties as long as no additional staffing is needed. The shared responsibilities will be combined with a business plan to be brought before the town and village boards. Snowplowing options were discussed and will be explored further. MOTION: (Freix, Mc Cutcheon) to put together an administration/maintenance proposal for the town and village. Carried

Business Plan: Neville stated a business plan details a business' financial and operational goals, as well as its benchmarks. A business plan can also be used for the day to day operations of a business for a variety of purposes. It has been recommended by the town chairman that the commission consider such a plan that would be part of the previous agenda item. With the Master Plan completed this would address the financial component to the airport. A business plan is a work in progress. The financial reporting will include a balance sheet and a standard profit & loss statement. Munson stated it is the only way to run a business. Franke will put together a pro forma balance sheet and P & L. The preferred start date is January 1, 2013. Neville will help put the outline form of the business plan.

Review AWOS Grant Procedure: An overview of the steps in the grant petition process was given. Franke and McCutcheon are willing to assist with the petition application. Neville will assist with scheduling the hearing. MOTION: (Franke, Munson) to proceed with scheduling a public hearing for the AWOS system. Carried.

Chairman Report/Comments: Neville stated this is a new agenda item on the commission agenda. It is an avenue that he will use to convey his comments and information. The commission is moving forward in a business direction with the goal toward profitability and sustainability. Neville stated his leadership style is to ask for assistance for things large and small. An example is the DOT removed airport signage along Hwy. 42. Somerhalder volunteered to contact the DOT regarding this.

Review Final Rate Schedule for 2013: The 2013 rate schedule was reviewed for recommendation to the town and village boards. The ground lease rates are not included in the fee schedule; lease rates will be considered at next month's meeting. MOTION: (Munson, Mc Cutcheon) to recommend the 2013 rate schedule to the town and village boards for approval. Carried

2012 EPHRAIM-GIBRALTAR AIRPORT FEE SCHEDULE	Rate	2013 Proposed Rates
Aircraft Parking - Long Term		
2 Weeks	\$90.00	\$ 104.00
1 Month	\$120.00	\$ 138.00
3 Months	\$180.00	\$ 207.00
6 Months	\$240.00	\$ 276.00
12 Months	\$360.00	\$ 414.00
Aircraft Parking - Short Term		
Over 4 hrs Same Day Departure - All	\$6.64	\$ 8.00
Overnight - Single Engine	\$10.43	\$ 12.00
Overnight - Twin	\$15.17	\$ 18.00
Overnight - Turbine	\$30.33	\$ 35.00
Charter - All	\$35.07	\$ 41.00
Automobile Parking		
Daily	\$3.79	\$ 5.00
1 Month	\$37.91	\$ 44.00
3 Months	\$75.83	\$ 88.00
6 Months	\$118.48	\$ 137.00
12 Months	\$180.09	\$ 208.00
After Hours Calls		
1st Hour After Closing until Midnight	\$25.00	\$ 25.00
1st Hour After Midnight until 6 a.m.	\$80.00	\$ 80.00
1st Hour 6 a.m. until Opening	\$25.00	\$ 25.00
Subsequent Hourly Rate	\$20.00	\$ 20.00
* 2013 proposed rates included 5.5% sales tax.		
Hangar Lease Rates per square foot	0.46	

Review Final Airport Budget: The town board revised budget was reviewed. MOTION: (Mc Cutcheon, Freix) to approve the final airport 2013 budget as presented. Carried

Friends of the Airport Report: Neville reported 94 members for the year an increase over the last 2 years of 91 members. Membership dues will remain at \$12. Franke stated that photographer Mitch Lackey of Spartan Photography donated a framed collage of the Flight for Life helicopter photos taken at the 2012 Young Eagles event. It was noted that Flight for Life was on a medical run that day it was not participating in the event.

Airport Report: Hagen reported that 11,097 gallons of fuel have been sold to date, that exceeds the total sold for 2011. The next regularly scheduled meeting is set for November 15th at 7:00 p.m. Midwest Flyer magazine will be running an extensive article on the airport. Neville has worked up a poster regarding the hangar waiting list that will be posted at the Friends building and the airport office. Another request for a hangar at least 55x55x16 has been received. Ziegler is not interested in C-7. Assignment of C-7 will be put on the next agenda. Munson stated some residents will have objections to larger, higher hangars.

Public Comment: Jane Olson expressed support in the strides that the commission has taken in operations. Brian Hackbarth thanked the commission for all the work done toward being more profitable. Freix stated a business owner on Maple Grove Road continues to have issues with pilots ignoring the posted flight pattern.

Adjourn: MOTION: (Mc Cutcheon, Somerhalder) to adjourn at 8:17 p.m. Carried

Respectfully submitted,

Beth Hagen, Clerk