

**EPHRAIM-GIBRALTAR AIRPORT COMMISSION**  
**THURSDAY, NOVEMBER 15, 2012**  
**7:00 P.M.**  
**GIBRALTAR TOWN CENTER**

**Call to Order:** The Ephraim-Gibraltar Airport Commission meeting was called to order by Jon Neville, chairman at 7:02 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 (McCutcheon, Somerhalder) to adopt the agenda as posted. Carried

**Approve Minutes of Previous Meeting:** MOTION (Munson, Freix) to approve the minutes of October 18<sup>th</sup> as presented. Carried

**Review/Discuss and Finalize Business Plan:** Neville presented the draft business plan to the Commission. The plan was reviewed and modified. Neville will send out the revised plan to the commission on Friday. MOTION (McCutcheon, Franke) to approve the business plan with changes adopted tonight. Motion and seconded withdrawn. MOTION (Munson, Franke) to table approval of the business plan with corrections until the next meeting. Carried

**Review AWOS Grant Preparation:** Franke handed out a checklist regarding the grant preparation. A tentative public hearing can be scheduled for December 17-19. Per Franke the economic information component is not required for the AWOS petition; email confirmation of the waived requirement has been requested. Letters of support were requested to be sent to the town.

**UFuel System Certification:** Franke stated there are three levels of certification for underground storage tank systems. He is asking for employees and volunteers to be trained for Class "B" certification.

- **Class A Operators:** must be trained and tested in basic underground storage tank system requirements, to make informed decisions regarding compliance and ensure appropriate individuals are fulfilling operation, maintenance, and recordkeeping requirements and standards regarding all of the following: spill prevention, overfill prevention, leak and release detection, corrosion protection, emergency response, product compatibility, financial responsibility documentation requirements, notification requirements, requirements for reporting obvious and suspected releases, requirements for permanently closing a tank system and for placing a tank system temporarily out of service, and operator training and testing requirements.
- **Class B Operators:** Training and testing for a Class B operator provides a more in-depth understanding of operation and maintenance aspects, but may cover a more narrow breadth of applicable regulatory requirements. Class B operators must receive either site-specific operator training that is focused only on equipment used at the operator's underground storage tank system facility or broader training regarding regulatory requirements that encompass all components of underground storage tank systems, materials of tank system components, methods of leak and release detection and prevention, operation, and applicable maintenance requirements. Training and testing must address spill prevention, overfill prevention, leak and release detection, corrosion protection, emergency response, product compatibility, reporting and recordkeeping requirements plus Class C operator training requirements.
- **Class C Operators:** Must be trained to take appropriate action in response to emergencies, including situations that pose an immediate danger or threat to the public or to the environment, and in response to alarms caused by spills, leaks or releases from an underground storage tank system. Class C operators must be trained to understand site-specific emergency procedures and instructions.

Franke asked if this type of training could be done by the third party vendor that does the inspection of our system in spring. Hagen stated the type of training that can be done by the vendor that does the annual system inspection is another type of training not the UST Certification training. Class A and B certification training can be done online or in a classroom situation.

**Additional Snow Removal Equipment:** Franke asked the Commission if there was a need to consider grant petitions for additional snow removal equipment (truck and plow). Somerhalder stated that funding is available for that type of equipment. Freix added that the last truck (AV fuel truck) the airport had was more of a maintenance issue than benefit. As a talking point an estimate from Peil Construction was reviewed as an option for snow removal.

**Chairman Report/Comments:** Neville thanked everyone for their input on the business plan. Somerhalder was able to determine that regulations for airport signs on state highways have changed for airports; he will continue to check into available options.

**Friends of the Airport Report:** Neville reported the building is closed and everything is put away. A list of accomplishments was distributed.

**Airport Report:** A special meeting will be held on December 5<sup>th</sup> at 11:00 a.m. to finalize the business plan. Year-to-date 11,758 gallons of fuel have been sold. The next regularly scheduled meeting is December 20<sup>th</sup> at 7:00 p.m.

**Public Comment:** None

**Adjourn:** MOTION (McCutcheon, Munson) to adjourn at 8:43p.m. Carried

Respectfully submitted,

Beth Hagen, Clerk