

EPHRAIM-GIBRALTAR AIRPORT COMMISSION
THURSDAY, FEBRUARY 21, 2013
11:00 A.M.
GIBRALTAR TOWN CENTER

Call to Order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Jon Neville, chairman at 11:07 a.m.

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

Members present: Jon Neville, Don Freix, Marty Franke, and Arvid Munson
Mike McCutcheon is anticipated to arrive later in the meeting.
Members absent: Myrv Somerhalder

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

Approve Minutes of Previous Meeting: MOTION (Freix, Franke) to approve the minutes of January 23, 2013 as presented. Carried

SOP/Hangar Inspection Policy/Letters to Hangar Owners: Hagen will send out letters regarding the need for keys to be received for the Knox Boxes along with the SOP's. Hangar inspections will begin this spring.

Hangar Inspection/Mike Goldstone: Neville and Freix met with Mike Goldstone last week regarding hangar inspections. Hangar inspections are 2 pronged - fire and aviation compliance. The Knox box key is not for inspections it is for emergency access for the fire department only. Access is granted to the Knox box by the Door County Sheriff's Department dispatch operator at the time of the emergency only.

Airport Closure During the Winter: Neville stated he was not in favor of closing the airport. The question was asked in relation to cost savings. Franke agreed that minor closures such as the south taxiway and turf runway in the off season. The airport is obligated to update the NOTAM and to close the runway whenever the snow gets to deep. The airport could remain open for aircraft with skis and then choose to not plow or less frequently. If an airport user requests the runway to be plowed, the airport should do so in a "reasonable" amount of time (24-48 hours) per Hal Davis, Airport Compliance Manager, Wisconsin Bureau of Aeronautics (BOA).

Self-fueling Certification: Hagen reported that Class C operators can test the fuel per the state; the Class A/B operator takes responsibility for the testing. Training will be scheduled in the beginning of May.

Submission of AWOS Petition Update: The AWOS petition was mailed to the BOA yesterday. At 11:31 a.m. Munson left the meeting. Franke wants to be at the Visala walkthrough. The FCC approval is the most time consuming part of the petition.

Installation of QuickBooks for Airport Accounting Update: The airport accounts have been segregated into a separate company with initial entries as determined by the auditors.

Loss of Income Insurance: Franke stated he spoke with Jeff Pfeifer regarding this. Option #1: A rider for system equipment breakdown a rider has an annual cost of \$100 there is a \$25,000 benefit with \$1000 deductible. Option #2: Loss of income insurance (revenue replacement up to \$10,000 per month) at a cost of \$175 annually. How would the revenue be lost, vandalism, fire, accident? Historical information would be the basis for the claim on revenue loss. Acts of god are covered under the first option. MOTION: (Freix, Franke) to spend the \$100 annually for an equipment breakdown such as a surge or wind damage (option #1), subject to review annually with other insurance. Carried

Review Monthly Income/Expenses: Monthly financials were reviewed. Usual and customary bills are paid as due. The option to review bills prior to presentation for payment to the Town Board was declined; bills will be reviewed post payment.

New Hangar Construction Request: Neville stated he has received a request for a larger hangar from Keith Kocourek who has purchased a King Air. The aircraft needs a door height of 17' and minimum hangar size of 60' x 65'. Tim Holbrook is also interested in a larger hangar that currently allow by the Commission. Additional recurring lease income would be the benefit. Anticipated opposition would be for the larger aircraft and larger hangars. If the Commission is willing to move ahead another grant petition would need to be crafted for hangar surface preparation. Neville spoke with Somerhalder who would like to do survey work. Franke thought there might be \$5,000 additional income from the 2 hangars. McCutcheon arrived at 11:56 a.m. Neville brought him up to speed on the subject. MOTION: (Freix, Franke) to table to the next meeting. Carried

Review Lakeshore Deep Clean Contract: The contract is already in place for 2013. Neville stated this is another way to reduce costs.

Recommendation on Grizzly Scenic Air Tours Contract: Neville stated the Dave Burke was not in attendance. MOTION: (Franke, Freix) to table to next month. Carried

Review Final 2012 Audited Financials: The revised audit financials have not been received.

Chairman Report/Comments: Neville stated he and Beth Hagen participated in a conference call yesterday with Scott Brummond of the DOT and Jessie Carriger of the FAA regarding asset reporting the FAA is giving to Congress. The conversation highlighted the type of asset our airport is within the GA system. Neville spoke with Christine Salomon of the Door County Visitor Bureau. She heads up the CTA program and will add airport information into the program. Neville thanked Tim Biwer for the nice job of plowing at the airport.

Airport Report: The 2013 Airport Sponsor Workshop will be held in Madison March 19-21st. Commissioners wishing to attend should contact the Town Office. The next meeting is scheduled for March 21st at 1 p.m.

Friends of the Airport Report: Neville reported 46 members have renewed their membership. There is very little interest in the air academy scholarships. Neville is in contact with an instructor at Cherryland Airport regarding an instruction package for the equivalent price of the academy with the hope it would be a better draw for students. The Young Eagles Fly In is scheduled for May 18th.

Public Comment: None

Adjourn: MOTION: (McCutcheon, Freix) to adjourn at 12:26 p.m. Carried

Respectfully submitted,

Beth Hagen, Clerk