

EPHRAIM-GIBRALTAR AIRPORT COMMISSION

THURSDAY, APRIL 23, 2020

GIBRALTAR TOWN CENTER

9:00 A.M.

Approved: May 21, 2020

Call to order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Marty Franke at 9:00 a.m.

Members present: Marty Franke, Gary Chaudoir, and Myrv Somerhalder, Jon Neville and Gary Gojek (all via Zoom conference) and Jeff Drajesk (via telephone)

Absent: None

Agenda/ proper notice/adopt agenda: *Motion: (Neville, Glojek) to adopt the agenda as presented. Carried*

Approve Minutes of Previous Meeting(s): *Motion: (Neville, Chaudoir) to approve the minutes from February 20, 2020, as written. Carried*

Public Comment: None

Consideration of Petition for Airport Relief Funds: The FAA has issued \$100 million in relief funds. The Ephraim/Gibraltar Airport was allocated \$30,000. The funds could be spent on: payroll, the 80-20 split of the fuel upgrade, or fuel inventory. Currently at 7700 gallons. Fuel prices are low \$2.61 and could mean a loss in fuel sales, when we will need to lower our prices. Southern WI has prices as low as \$2.95/gallon.

Will continue to monitor prices at surrounding airports and adjust accordingly.

Selection of Contractor for U-Fuel Upgrade: Franke obtained estimates from 3 contractors for the fuel system upgrade. \$19,285 from Northwest Petroleum but doesn't include electrical work and may go up in labor. The Petro-Chemical quote also does not include electrical. Metco includes electrical for \$18,415.86. None of the quotes include the chip reader card. QT does not have that available and the deadline to install is Oct. 1. This is with a cellular connection. Drajesk will continue to research wi-fi options. The State will fund 80-20, but timing to receive the funds is unknown. Options to pay for the equipment include: use of cash on hand, relief funds, or a short-term loan from Town and Village. Franke recommends Metco as the contractor but not award until we have the funds secured. Goal is to install late summer/early fall. Timing will be contingent on funding.

Motion: (Neville, Somerhalder) to select Metco Fuel Systems and not award until sure on funding source. Carried

Fuel System Containment Upgrade: Frank spoke with Gayle Stearn from the BOA. The sump containment system will also need to be upgraded. Walt's Petroleum will be providing a proposal. Approximate cost is \$20,000-25,0000.

2020 Personnel Schedule: Jon, Jeff, and Dave are all committed with a few subs for the summer. Hours are Friday 3-6 and Sat & Sun 10-5. Glojek asked if staffing could be done by volunteers. Neville stated the volunteers are already asked to do so much. Staffing acts primarily as ambassadors and has given the airport great reviews. The also assist with maintenance checks during the season.

Motion: (Chaudoir, Somerhalder) to keep personnel staffing the same. Carried

Airport Maintenance Checklist and Schedule: Drajesk created a maintenance checklist for Town Staff and volunteers. It has been a useful tool. Will post on a clipboard in the office.

Motion: (Neville, Glojek) to approve the maintenance agreement, procedure and checklist. Carried

Parrish Lease: Parrish's new attorney submitted a revised lease. Franke is opposed to the changes with the exception of paragraph 5 that states the Lessee will coordinate in good faith any future plans. All leases will need to be the same. Can't treat Parrish differently than Kocourek, Halbhook and Rodrian.

Franke stated it would give relief based on current plans. Franke will contact the attorney to let him know the Commission does not agree to the other changes.

Motion: (Someralder, Drajesk) to not agree to the revised lease as written, but to allow the revision of paragraph 5, to be revised and approved at a future date. Carried

Review Financial Statement: The commission reviewed the financial statements.

Chair Report: The airport management agreement has been reviewed by the Village's attorney and has been forwarded to the Town. Next step is for the Boards to approve.

Franke has spoken with a couple CPA firms and is waiting on estimates.

The airport is scheduled to be swept.

Friends Report: Neville reported one new member this month. Donations are coming in.

Max will be able to start flying again in the next month. He had his first solo flight last month and looking to further his career in aviation.

Young Eagles will need to be rescheduled.

Airport Report: No report

Payment of Bills: *Motion: (Someralder, Neville) to pay the bills as presented. Carried*

Adjourn: *MOTION: (Glojek, Chaudoir) to adjourn at 10:14 a.m. Carried*

Respectfully submitted,

Kelly Murre,
Deputy Clerk