

EPHRAIM-GIBRALTAR AIRPORT COMMISSION
THURSDAY, JUNE 20, 2024
GIBRALTAR TOWN CENTER
9:00 A.M.

Approved: July 18, 2024

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

Roll call/quorum: Members present: Martin Franke, Jeffrey Drajesk, Myrvin Somerhalder, Timonthy Halbrook (excused at 10:14 a.m.) Gary Glojek and Jon Neville. Absent: None. Also present: Theresa Cain-Bieri, Treasurer, Andy Cassetta Yellow Bird Aviation, LLC and Hal Davis of the Wisconsin DOT Bureau of Aeronautics via zoom.

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

Approve minutes of previous meeting(s): *Motion: (Neville/Drajesk) to approve the minutes from May 15, 2024 meeting as written. Carried*

Public comments: Angela Sherman (via Zoom) requested status of house on airport property to be demolished. Commissioners advised on status.

Yellowbird Aviation Scenic Airplane Rides proposal: Andy Cassetta presented proposal to operate tours out of airport. Questions from commissioners regarding various issues including Yellowbird insurance coverage/policy and named insureds, business plan, fuel purchase from airport and fee to airport Discussion regarding need to make presentation to Village. Discussion regarding written contract. *Motion (Halbrook/Drajesk) to recommend Town of Gibraltar and Village of Ephraim enter into agreement with Yellow Bird Aviation, LLC for scenic airplane rides for hire with a \$500 yearly fee from Yellowbird and Yellowbird purchase of fuel from airport. Carried.* Clerk to send Cassetta entity information to be added to insurance policy. Commission to send draft contract to Cassetta. Proposal will need to be presented to Town Board.

Hangar regulation enforcement: Drajesk reported on FAA compliance requirements and hangar policy. He reported airport managers are responsible for compliance with FAA regulations. Hangars can be inspected at any time and lack of compliance can result in loss of AIP funding. Commissioners discussed lease conditions and requirements, airport obligation to monitor compliance, proof of monitoring compliance and airport action for non-compliant lease owners. Hal Davis joined conversation via Zoom and clarified FAA requirements. Commissioner discussions regarding hangar owners currently not in compliance and enforcement/action to be taken by airport. Discussions regarding form and content of notice to be sent to owners currently not compliant. *Motion (Halbrook/ Glojek) to send certified letters to non-compliant hangar owners advising formal action will be taken if not compliant by August 31, 2024. Franke aye, Drajesk aye, Somerhalder aye, Halbrook aye, Glojek aye, Neville nay. Carried.*

Tie down fee electronic payments: Treasure reported on capability to create QR codes for payment of tiedown fees, overnight parking fees, etc. *Motion (Neville/Drajesk) to proceed with creating QR fee codes. Carried.*

Hangar D-1 sale: *Motion (Drajesk/ Glojek) airport does not recommend exercising right of first refusal for Hangar D-1, to approve sale of Franke's one-half interest in Hangar D-1 to Halbbrook and to enter new lease agreement for Hangar D-1 with Halbbrook. Drajesk aye, Glojek aye, Neville aye, Franke and Halbbrook abstain. Carried.*

eBike proposal: Drajesk reported on progress of implementing eBikes program. Applied for grant through Destination Door County. Grant declined—too small. Explored options to partner with other municipalities and businesses. Sister Bay is interested. Drajesk reported on insurance costs and existing municipality coverage available under Town policy. He spoke at Parks and Lands committee meeting. They voted to proceed with preparing grant application but needs to be approved by Board. Drajesk is going to speak to Village Board as well. Program could generate a (conservatively) estimated income of \$8,000-\$10,000 per summer. Discussions regarding differences between commercial eBikes vs. retail eBikes. Treasurer advised of CIF grant requirements. *Motion (Neville/Glojek) to approve moving forward with grant application for eBikes at airport through the Town. Carried.*

Airport Report: Franke reported he and Drajesk working with BOA to determine all funds available in next few years and cost of projects scheduled. Airport totally funded for all projects through 2026. Does not include runway project. Town will continue to budget \$10,000 a year for runway project. Need to check with Village to confirm they will continue to do same. Discussions regarding credit from State. Neville reported on grass cutting on runway. Discussions regarding purchase of batwing mower, cost and available funding. Neville reported Ed Pinkham picked up a bunch of tie down ropes from Sturgeon Bay. Neville also reported one runway light out on far east side. Electrician has been called. Neville and Glojek repaired another light. Neville reported cost of fuel is down. Commissioners discussed prices at area airports, current tank level, maximum capacity with 10% cushion and room to purchase a full load. Drajesk reported on status of hangar build. Waiting on environmental report from BOA. Discussions regarding private request to purchase house. Franke will contact.

Friends Report/maintenance update: Drajesk recapped report on June 1, 2024 Young Eagles event. Thank you letters will be sent. Drajesk also provided a fundraiser/scholarship fund recap. Discussions regarding recognition of local business who support the Friends. Discussions regarding corporation sponsorship from local businesses.

Review Payables (monthly-year-end): Treasurer provided copies of Profit and Loss statements. Discussions regarding airport handling of conversion of personal property tax to real estate tax and assessing cost to hangar owners. Treasurer reported on discussions with Door County Treasurer and accessor. Discussions regarding cost of replacement Square reader, regular monthly expenses and expenditures. Treasurer also reported insurance is due for underground storage tank.

Set next meeting date: July 18, 2024 at 9:00 a.m.

Adjourn: *Motion:(Neville/Drajesk) to adjourn at 10:53 a.m. Carried*

Respectfully submitted,

Laura Reetz, Clerk