

Approved: December 18, 2025

**EPHRAIM-GIBRALTAR AIRPORT COMMISSION MEETING
WITH CLOSED SESSION PURSUANT TO WIS. STATS. §19.85(1)(e)
THURSDAY, NOVEMBER 20, 2025
GIBRALTAR TOWN CENTER
407 MAIN STREET, FISH CREEK WI 54212
8:30 A.M.**

Call to order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Chair Drajesk at 8:31 a.m

Roll call/quorum: Members present: Jeff Drajesk, Tim Halbrook in person and Rich Bierman, Mary Houck and Gary Glojek via Zoom. Members absent: None. **Also present:** Travis Thyssen.

Agenda/proper notice/adopt agenda: *Motion (Halbrook/Bierman) to adopt agenda. Carried.*

Approve minutes of previous meeting(s) *Motion (Halbrook/Houck) to approve minutes from October 16, 2025 regular meeting as written. Carried. Motion (Halbrook/Houck) to approve minutes from October 21, 2025 Special Meeting as amended to correct language regarding Franke's discussion with Drajesk, specifically noting that Franke did not have the authority to appoint a successor and had only suggested Drajesk consider the chair role if and when he resigned. Carried.*

Public comments: None.

Review of Airport Briefer: Commission reviewed airport briefer document. Drajesk stated goal is for all Commissioners to be fully aware of projects and able to speak on behalf of Commission. He asked Commissioners to provide written comments to Clerk and noted the date on the document needs to be updated. Sohns suggested adding language explaining that the Town and Village previously funded airport operations before airport became financially independent, and both municipalities remain jointly responsible for funding if needed. Bierman recommended including information about airport acreage and how the ownership acreage is distributed between Town and Village. Glojek stated document was thorough and appropriate. Commissioners expressed appreciation for work done by Drajesk in preparing document. *Motion (Glojek/Halbrook) to approve the briefer as amended. Carried.*

Review of Projects, Costs and Funding for 2025-26: Drajesk reviewed projected funding needs and revenues for 2025–2029. He noted that lease revenue remains most stable income source, while fuel sales involve higher cost variability. He stated that continued financial independence depends upon renewal of existing leases and creation of new leases. Commission discussed need to balance fuel pricing to maintain profitability while keeping prices competitive.

Review of updates to Airport Maintenance Agreement: Proposed changes were reviewed. Drajesk stated revisions to Agreement and ordinances listed below were made to ensure that policy reflects current practice and that all documents are cohesive and aligned with applicable statutes. *Motion (Glojek/Halbrook) to approve airport maintenance agreement with revisions discussed. Carried.*

Review of updates to Operations Ordinance—Ordinance 2008-03: Commission reviewed proposed changes to Ordinance. *Motion (Glojek/Houck) to approve amended ordinance to submit to Village and Town. Carried.* Clerk clarified Commission would like this and amended Agreement to be on December Town Board agenda.

Review of updates to Heights Ordinance-Ordinance 1973-0: Commission reviewed current Height Ordinance and discussed changes needed to ensure alignment with FAA and BOA

requirements. Amendments will need review by additional agencies. It was suggested that Halbrook work with Town and County to confirm the procedure for building in airport zones.

Adjourn to closed session according to Wisconsin State Statutes 19.85(1)(e): *Motion (Goljek/Halbrook) to adjourn to closed session at 9:18 a.m. via roll call vote. Houck aye, Drajesk aye, Glojek aye, Bierman aye and Halbrook, aye. Carried.*

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session—land acquisition.

Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt resolution on issues discussed in closed session: *Motion (Glojek/ Halbrook) to reconvene to open session at 9:31 a.m. Carried.*

Approve action taken in closed session: *Motion (Halbrook/Bierman) to authorize moving forward as discussed in closed session. Carried.*

Discuss monthly meeting time: Commission discussed adjusting monthly meeting time. Thyssen noted that Room Tax Commission also meets on third Thursday at 9:00 a.m. Motion (Glojek/Halbrook) to change the meeting start time to 8:00 a.m. Carried. Bierman requested that calendar invites be sent.

Airport Manager Report: Thyssen reported construction has begun. He reminded Commission that C-7 variance was approved but noted there is a deadline by which movement must occur. He reported a gas tank was installed on maintenance truck, streamlining fueling. Previously, staff had to call Kurt to retrieve fuel cans and often make multiple trips.

Airport Report: Drajesk provided a written report, noting the grass runway approach/overrun area was recently smoothed. Staff was directed to send a thank-you to Keith Kachurick. He reported sealed bids for the house were due Friday, November 21, 2025, at 3:00 p.m. and would be opened Monday, November 24, 2025. He and Bierman observed approximately 20 deer and 20 turkeys on airport property. DNR permits to remove them are in place and will be coordinated through Chief Roesch.

Friends Report/Maintenance Update: Drajesk provided written report. Drajesk reported that the Friends received over \$4,000 in memorial funds for John Neville, Jim Halbrook, and Marty Frank. He stated these contributions will be recognized with memorial bricks as part of a brick patio planned around the flagpole in the spring.

Review Payables (monthly-year-end): *Motion (Glojek/Bierman) to approve payables. Carried.*

Set next meeting date: December 18 8:00 a.m.

Adjourn: *Motion (Houck/Halbrook) to adjourn at 9:44 a.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk