

AIRPORT COMMITTEE  
**December 6, 2005**

Chairman John Werner called the meeting to order on December 6th, 2005 at 7:50 p.m. at the Taylor County Multi-purpose building. Members present were Fred Parent, John Werner, Gary Machon, Roger Emmerich and Diane Albrecht. Also present were Jim Wood, Manager.

**Approve Agenda.** Motion made by Parent seconded by Machon to approve the agenda. All voting aye, motion carried.

**Approve minutes of the previous meeting.** Motion made by Emmerich seconded by Parent to except the minutes from the June 7<sup>th</sup> meeting. All voted aye, motion carried.

**Review and approve airport bills.** Motion to approve bills was made by Emmerich, seconded by Machon. All voted aye, motion carried.

**Old business.**

Item A. Update on runway project. Committee member John Werner updated the committee members on the ongoing land negotiations.

Item B. Discuss and take action on any other old business.

**New business.**

Item A. discuss fuel farm related issues. Airport Manager Wood stated that on October 26<sup>th</sup> the airport was missing 29 gallons of 100LL. Wood asked the committee if they still wanted to use the current Key and honor system. After some discussion the committee decided to keep the current system. Wood also stated that the Taylor County Sheriff Dept. was informed of the loss.

**Manager's Report of Activities** Airport manager Wood discussed some of the projects and maintenance issues at the airport. Snow blower was mounted of the Hydro-Ax leased from Jenson transport. A new bulb and service work was done to the rotating beacon.

**Correspondence.**

Airport Manager Wood stated that they received another letter regarding the fall that took place last year in front of the Weather shield hanger. Committee members were presented with the letter and there was some discussion that followed.

The next regular meeting is scheduled for February 7<sup>th</sup> at 9:00 A.M. at the Taylor County Airport.

Motion by Albrecht, seconded by Parrent to adjourn at 08:32 All voted aye, motion carried.

Submitted by Airport Manager James Wood, acting Secretary

**October 18, 2005**

**AIRPORT COMMITTEE**

Chairman John Werner called the meeting to order on October 18, 2005 at 9:04 a.m. at the Taylor County Courthouse. Members present were Fred Parent, John Werner, Roger Emmerich, Gary Machon and Diane Albrecht. Also present was Jim Wood, Manager.

**Approve Agenda.** Motion made by Parent, seconded by Albrecht to approve the agenda. All voting aye, motion carried.

**Approve minutes of the previous meeting.** Motion made by Parent, seconded by Emmerich to approve the minutes of the September 8, 2005 meeting. All voting aye, motion carried.

**Review and approve airport bills.** Motion to approve bills was made by Parent, seconded by Emmerich. All voted aye, motion carried.

**New business.**

**Item A. Discuss and update on airport project.**

Committee member John Werner presented committee members with an update on the land negotiations. Werner updated committee members on information that was discussed at the land use seminar with Gordon Fleury on October 11<sup>th</sup>. Werner stated that he was working on negotiations with Joseph Leader property.

**Item B. Discuss and act on end loader for snow blower.**

There was some discussion on the end loader that was to be used on the snow blower. Airport manager Wood stated that he had received a contract from Jenson Transport for the use of a 311C Hydro-Axe that was to be used as an end loader to mount on the snow blower. Two contracts were given to committee members to look at. The first was for 3 years, and the second was for 5 years. Committee members asked Corporate Counsel (Everett Hale) to review the contract. Committee member Emmerich made a motion to approve the 5-year lease form Jenson Transport subject to approval by Corporate Counsel. Motion was seconded by Parent. All voted aye, motion carried.

**Item C. Discuss and act on request from renters at airport house.**

Committee members were presented with requests from the airport house renters. The requests consisted of window coverings, painting the living room white and a water heater cover. Committee members discussed the request and did agree to furnish window coverings as long as they were purchased through our maintenance department. Committee members instructed Airport Manager Wood to contact Jeff Ludwig and arrange a time to measure window coverings.

**Item D. Discuss and update on Jet A fuel prices.**

There was some discussion on current fuel prices. Committee members were given a letter from Hurd Windows Inc. in regards to the current fuel prices. Committee member Emmerich made a motion to change the equipment fee portion of the formula from .45 to .32 cents per gallon. Motion was seconded by Parent. All voted aye, motion carried.

**Item E. Discuss and updates to 5-year plan.**

There was some discussion on the 5-year plan. Airport manager Wood explained that at the upcoming December 6<sup>th</sup> meeting we would be reviewing the 5-year plan. Wood asked committee members to review the current plan and add any additional items to their list and present at the next meeting.

### **Manager's Report of Activities**

Airport manager Wood reviewed some of the projects that were completed the past month. Projects included cleaning gutters at the airport house, water softener at the airport house along with other winterization projects at the house. Some projects at the airport the office included putting a blockade in front of the L.P. tank. Wood also stated that they were servicing all equipment and getting ready for winter. Sand was delivered and dried for sanding runways. Deicing chemicals had arrived and were stored in large hanger.

### **Correspondence**

Airport Manager Wood stated he was notified of a letter from the Zoning department of a intent of a private airstrip in the Town of Goodrich.

The next regular meeting is scheduled for December 6, 2005 at 7:00 p.m. at the Multi-Purpose building.

Motion by Emmerich, seconded by Parent to adjourn at 10:54 a.m. Motion carried.

Submitted by Airport Manager James Wood, acting Secretary

## **August 15, 2005**

Chairman John Werner called the meeting to order on August 15th, 2005 at 9:06 a.m. at the Taylor County Airport. Members present were Fred Parent, John Werner, Gary Machon, Roger Emmerich and Diane Albrecht. Also present were Jim Wood, Jim Metz, Bruce Strama, Everett Hale and Brian Wilson from the Star News.

**Approve Agenda.** Motion made by Parent seconded by Emmerich to approve the agenda. All voting aye, motion carried.

**Approve minutes of the previous meeting.** Motion made by Parent seconded by Machon to except the minuets from the July 11, 2005 meeting. All voted aye, motion carried.

**Review and approve airport bills.** Motion to Approve bills was made by Parent, seconded by Emmerich. All voted aye, motion carried.

### **Old business.**

Item A. Update on 9-27 runway Project. Committee member John Werner explained to the committee that he was still working on land negotiations with land owners. Airport manager Wood stated that he had received the new contract for Terms and Conditions for accepting airport improvements and grants. Committee member John Werner signed the contract. A motion was made by Emmerich to approve the new terms and conditions for state aid, seconded by Parent. All voted aye. Motion carried..

Item B. Discuss and take action on any other old business.

Committee member Parent asked how far along we were from renting the airport house. Airport manager Wood stated that he was still excepting applications for the house, and that the large bay window saw schedule to be put in the second week in September. Committee members suggested that Wood go ahead and change the carpeting in the house, along with any other maintenance. Committee members decided to review all applicants at the next meeting.

### **New business.**

Item A. Discuss and review budget for 2006. The 2006 budget was presented to the committee for review. Committee members discussed changes to the current budget. Some items were to add a separate line item for crack filling. Others were to increase the fuel transportation line item cost from \$4,000 to \$5,000. Committee members decided to do more research on the budget and that it be brought back to the airport committee for review.

Item B. The Taylor County Airport Committee went into closed section IAW SS 19.85 Sub. (1) Sub. (G) At 10:15 A.M. to confer with legal counsel. Committee Member Parent made the motion to go into Closed section, seconded by Emmerich. At 10:50a.m. A motion was made by Emmerich seconded by Machon to return into open section. All voted aye. Motion carried.

### **Manager's Report of Activities**

Airport manager Wood explained projects that were completed the past month including the cleaning of the Jet A and the 100 LL fuel tanks. Wood also stated that they had received

training on the new fuel truck. Wood also stated that he was asked if a member of the boy scouts could paint a compass rose on the taxi way of 9-27. Committee members had no objections. There was also some discussion on the upcoming pancake breakfast fly-in.

**Correspondence.**

Airport Manager Wood stated that Bruce Municipal Equipment Inc. was awarded the contract for 1 self-contained loader type snow blower.

The next regular meeting is scheduled for September 6<sup>th</sup>, 2005 at 9:00 a.m. at the Taylor County Airport.

Motion by Albrecht, seconded by Parent to adjourn at 11:12 a.m. All voted aye, motion carried.

Submitted by Airport Manager James Wood, acting Secretary.

**July 11, 2005**

Chairman John Werner called the meeting to order on July 11th, 2005 at 9:02 a.m. at the Taylor County Airport. Members present were Fred Parent, John Werner, Gary Machon, Roger Emmerich and Diane Albrecht. Also present were Jim Wood, Manager.

**Approve Agenda.** Motion made by Parent seconded by Albrecht to approve the agenda. All voting aye, motion carried.

**Approve minutes of the previous meeting.** Motion made by Albrecht seconded by Parent to except the minutes from the June 7<sup>th</sup> meeting. All voted aye, motion carried.

**Review and approve airport bills.** Motion to approve bills was made by Parent, seconded by Emmerich. All voted aye, motion carried.

**Old business.**

Item A. Discuss runway maintenance program. There was some discussion over crack filling on runway 16-34. Committee member Emmerich made a motion to accept the bid to do the needed repair on 16-34. Seconded by committee member Machon. All voted aye, motion carried.

Item B. Discuss and take action on any other old business.

**New business.**

Item A. Discuss 9-27 runway project. Corporate Counsel (Everett Hale) addressed the committee over the need for a resolution for the airport project. Committee members discussed the issue and decided that the resolution that was passed earlier covered all areas. Committee members asked corporate counsel to review past resolution and discuss at next meeting.

Item B. Discuss update on snow blower equipment. Airport Manager Wood reported that the snow blower bids will be opened on July 14<sup>th</sup> at the Bureau of Aeronautics.

Item C. Discuss and update on airport house. There was some discussion on the rest of the work needed to be done on the airport house. Committee members reviewed the current lease and made changes. Changes were to raise rent to 450 a month, with a 450 security deposit. Make the term of the lease 6 months. Create a No Pets policy. A motion was made by committee member Emmerich to create a no smoking policy in the airport house in accordance with all other county owned buildings. Seconded by committee member Albrecht. All voted aye, motion carried.

**Manager's Report of Activities**

Airport manager Wood explained projects that were completed the past month. Some

Included the fuel tanks that were painted, also the heating and cooling unit was installed. Insulation was blown in the terminal building, and new ceiling tile was installed by the Taylor County Maintenance dept.

There was also some discussion on the upcoming pancake breakfast and fly-in.

**Correspondence.**

There was no correspondence.

The next regular meeting is scheduled for August 9<sup>th</sup> at 9:00 A.M. At the Taylor County Airport.

Motion by Albrecht, seconded by Machon to adjourn at 10:20 All voted aye, motion carried.

Submitted by Airport Manager James Wood, acting Secretary.

**March 15, 2005**

Chairman John Werner called the meeting to order on March 15<sup>th</sup> at 9:02 a.m. at the Taylor County Airport. Members present were Fred Parent, John Werner, Gary Machon, Roger Emmerich and Diane Albrecht. Also present were Jim Wood, Manager, Jeff Ludwig, Starla Ruesch and Brian Wilson from The Star News.

**Approve Agenda.** Motion made by Emmerich, seconded by Albrecht to approve the agenda. All voting aye, motion carried.

**Approve minutes of the previous meeting.** Motion made by Emmerich, seconded by Parent to approve the minutes of the February 14<sup>th</sup>, 2005 meeting. All voting aye, motion carried.

**Review and approve airport bills.** Motion to approve bills was made by Parent, seconded by Albrecht. All voted aye, motion carried.

**Old business.**

Item A. Discuss and act on heating and cooling bids for the terminal building. Opened bids and discussed options. All bids were opened, and a motion was made to accept the bid submitted from Wojcik Plumbing and Heating for the amount of \$5,475.00. Motion was made by Parent, seconded by Machon. All voted aye, motion carried. There was some discussion on the cost of heating the terminal building and other projects that would be planned for the spring. There was a motion made by Emmerich, seconded by Albrecht to put in a request to the finance Committee for \$8,000.00 from the contingency fund. The money would be used for the heating system and to replace existing roof on the terminal building. All voted aye, motion carried.

Item B. Discuss 9-27 runway extension project. Committee chairman John Werner updated the committee on the project. Werner explained that he was working with the Bureau on more of the land acquisition. Airport manager Wood stated that there was a workshop on the 17<sup>th</sup> of March in Madison and that any interested members could attend.

Item C. Discuss Jet A cabinet. Airport manager Wood gave an update on the fuel cabinet. Wood stated that Determan Brownie had called and stated that some changes had occurred with building the new system and that a new quote would be needed. There was also some discussion on how the fuel farm operated. Committee members discussed changes that would be needed in the future.

Item D. Discuss and take action on any old business.

**New business.**

Item A. Discuss and act on NTC motorcycle classes and possible use of county hanger for storage on NTC motorcycles. This issue was tabled until next meeting when more information was available.

Item B. Discuss snow removal equipment and procedures. Airport manager Wood stated that he would be in contact with the Bureau of Aeronautics working on the purchase of the snow blower using GA entitlement dollars. There was some discussion over whose equipment the county would put the snow blower on.

Item C. Discuss and act on Weather Shield lease rate and billing discrepancy.



There was some discussion over the Weather Shield lease rate for 2005. Starla Ruesch from Weather Shield accounting department was there to help explain the square footage information. Airport manager Wood stated that in the past Weather Shield was given different square footages. A motion was made by committee member Emmerich to make a correction on the Weather Shield lease billing from 2002 to the current year 2005 with a remaining balance of \$108.60 to be credited for 2006. Motion was seconded by Albrecht. All vote aye, motion carried.

A second motion was made to amend the current lease square footages to 13,880. Motion was made by Emmerich, seconded by Parent. All voted aye, motion carried.

### **Manager's Report of Activities**

Airport Manager Wood discussed spring projects.

The next regular meeting is scheduled for April 12<sup>th</sup>, 2005 at 9:00 a.m. at the airport.

Motion by Albrecht, seconded by Emmerich to adjourn at 10:41 a.m. Motion carried.

Submitted by Airport Manager James Wood, acting Secretary.