

## **Airport Committee**

December 13, 2011

At the Taylor County Airport

**Call Meeting to Order:** Chairman Werner called the meeting to order at 10:02 a.m.

**Members Present:** John Werner, Fred Parent, Roger Emmerich Diane Albrecht and Gary Machon

**Members Absent:** None

**Other Attendees:** **Mark Bergland (Star News), Don Erl (pilot), Pat Cowell (pilot), Dwayne Parkinson (pilot), Scott Bouchard (pilot), Mike Hinz (MSA), and Eric Johnson (Bureau of Aeronautics)**

**Approve Minutes.** It was moved by Parent, seconded by Emmerich, to approve the minutes of the September 13, 2011, Airport Committee meeting.

**Approve Agenda.** It was moved by Emmerich, seconded by Albrecht, to approve the agenda with ten items. A unanimous vote cast, all voted aye, the motion carried.

**Approve Bills:** It was moved by Parent, seconded by Albrecht, to approve the bills. All voted aye, motion carried.

**Discuss and act on new terminal area along with future projects to be designed at the airport.** Airport Committee Chair yielded the floor to Mike Hinz (MSA design engineer) to explain the future projects and options for the airport. One project item that was discussed was the current automated weather observation system (AWOS). Airport manager Wood reminded committee members that the current AWOS was still not fully functional. Wood explained to committee members that if they still wanted to move the new system to a new location that there would be extended time delays and added costs.

There were some questions from pilots looking for information regarding the new AWOS. Eric Johnson from the Wisconsin Bureau of Aeronautics addressed some questions from pilots as to the timeframe of when the current system would be up and running.

Other discussions regarding the new terminal area was that the county would need to submit a new petition for federal and state aid work. Being a new project, Airport manager Wood asked if the county would be reviewing engineering firms for future projects. Eric Johnson (Bureau of Aeronautics) stated that they generally like as many engineering bids as possible. Committee chair Werner stated that he liked the current engineering firm MSA and gave some background of how MSA became our engineering firm.

Committee member Emmerich discussed option 2 on a handout given except for the portion regarding the Instrument Landing System (ILS). Eric Johnson from the Bureau of Aeronautics discussed that the ILS system is not currently being funded at all general aviation airports. Airport manager Wood reminded committee members that the maintenance on an ILS could reach \$20,000 to \$30,000 per year and is not covered with any state or federal funds for maintenance.

Motion by Committee member Emmerich to approve option 2 of the future projects to be completed at the airport. The portion regarding the ILS to be left out for future projects. Motion was seconded by committee member Parent; all voted aye, motion carried.

A copy of the options along with a future site map will be posted along with the minutes.

**Discuss and act on 2012 -2015 hanger lease amounts.** Committee Member Emmerich made a motion to keep the amount of .0977 per square foot with no increase until 2015, at which time the leases will be reviewed. Motion was seconded by Parent. All voted aye, motion carried.

**Department report of activities.** Airport Manager Jim Wood updated the committee on equipment that is in need of repair. Wood stated the SnoGo snow blower continues to have overheating problems. Wood also informed committee members of the continued problems with the new power gate system. Wood also informed members about the continued problems with the automated weather observation system.

**Correspondence.** None.

**Date of next meeting.** Committee members were asked if the meetings could be held at night so pilots could attend. Committee member Emmerich suggested that the time meetings are held should be addressed when the board is redesigned in April this next year.

**Adjournment.** It was moved by Albrecht, seconded by Parent, to adjourn at 11:45 a.m. A unanimous vote cast, the motion carried.

**Acting Secretary:** James Wood / Airport Manager

## **Airport Committee**

September 13, 2011

At the Taylor County Airport

**Call Meeting to Order:** Chairman Werner called the meeting to order at 9:04 a.m.

**Members Present:** John Werner, Fred Parent, Roger Emmerich and Gary Machon

**Members Absent:** Diane Albrecht

**Other Attendees:** Larry Brandl

**Approve Minutes:** It was moved by Parent, seconded by Machon, to approve the minutes of the August 2010 Airport Committee meeting with the corrections to report of activities and to Committee Member Emmerich added to members present. A unanimous vote cast, the motion carried.

**Approve Agenda:** It was moved by Parent, seconded by Machon to approve the agenda with thirteen items. A unanimous vote cast, the motion carried.

**Approve Bills:** It was moved by Parent, seconded by Machon, to approve the bills. All voted aye, motion carried.

**Discuss on 2011 fencing Project:** Airport Manager Wood updated committee members on the final remaining work to be completed on the fencing project. Some of the items remaining were swing gates, locks on gates, security lighting, signage for all gates, and any punch list of remaining landscaping to be completed.

**Discuss and act on 2011 budget:** Committee Member Parent made a motion to approve the 2011 budget. Motion was seconded by Emmerich. All voted aye, motion carried.

**Discuss and act on security related issues at the airport:** Committee Member Emmerich made a motion to proceed with purchasing cameras and security lighting for the airport entrance way and terminal building. Motion was seconded by Machon, all voted aye. Vote was unanimous.

**Discuss and act on all maintenance projects, winter LP fuel contract and other fall-related maintenance issues.** No action was taken.

**Discuss and act on using Taylor County surveyor to survey lot lines for hangers.** Committee Member Emmerich made a motion to have lot lines surveyed for the square footage and also to have the new lots surveyed for future hangers. Motion was seconded by Machon, all voted aye, motion carried.

**Department report of activities.** Airport Manager Jim Wood updated the committee on airport activities.

**Correspondence.** None

**Date of next meeting.** Tentative

**Adjournment.** It was moved by Parent, seconded by Machon, to adjourn at 10:50 a.m. A unanimous vote cast, the motion carried.

**Acting Secretary:** James Wood / Airport Manager

AIRPORT HEIGHT LIMITATION PUBLIC HEARING

August 17, 2011

County Board Room

Present were John Werner III, Dave Lemke, Gary Machon, Fred Parent, Roger Emmerich, Diane Albrecht, Harley Waldhart, James Wood, Lawrence Peterson and Sue Noland. Dennis Fuchs was absent.

The Public Hearing was called to order at 7:00 PM by Chairman Werner.

Motion by Parent to approve the agenda with six items and seconded by Machon. Motion carried.

Public Hearing discussion was opened. Zoning Administrator Peterson gave an overview of changes from previous map to new map due to runway expansion of 2000'. General discussion was held regarding 50:1 approaches, 7:1 sides, runway labeling, and other airport issues.

Motion by Emmerich, second by Parent, to approve change to Chapter 35 and present to County Board for their approval. Motion carried.

Motion by Parent, second by Albrecht, to adjourn the meeting at 7:25 PM. Motion carried.

Lawrence G. Peterson  
Zoning Administrator

## **Airport Committee**

July 19, 2011

At the Taylor County Courthouse

**Call Meeting to Order:** Chairman Werner called the meeting to order at 9:35 a.m.

**Members Present:** John Werner, Fred Parent, Diane Albrecht, Roger Emmerich and Gary Machon

**Members Absent:**

**Other Attendees:** Bruce Strama, Ken Schmiede and Larry Brandl

**Approve Minutes:** It was moved by Emmerich, seconded by Machon, to approve the minutes of the May 18, 2011, Airport Committee meeting with the corrections to the spelling of section. A unanimous vote cast, the motion carried.

**Approve Agenda.** It was moved by Albrecht, seconded by Emmerich to approve the agenda with thirteen items. A unanimous vote cast, the motion carried.

**Approve Bills.** It was moved by Parent, seconded by Albrecht, to approve the bills, All voted aye, motion carried.

**Discuss on fencing Project.** Committee Chair John Werner updated members on the time table of the fencing project. A schedule was given for completion. Some items discussed regarding the fence were compliance issues for non-aeronautical use. Airport Manager Wood passed around information regarding compliance-related issues on through-the-fence activities.

Airport Committee Chair John Werner discussed issues regarding the wildlife management activity that was conducted inside the fence.

The project is slated to be complete during the month of August 2011.

**Discuss and act on resolution related to the transfer of property from Taylor County to Taylor County Airport.** Committee Member Emmerich made a motion to approve and forward the resolution to County Board pending the approval of Corporation Counsel. Motion was seconded by Parent. All voted aye, motion carried.

**Discuss and act on legal negotiations on land transaction.** The committee went into closed session at 10:02 a.m. by motion from Committee Member Albrecht pursuant to the call of section IAW ss 19.85 (1) Sub (G) for the purpose of legal counsel of the governing body who is rendering oral or written advice constructing strategy to be adopted by the body with respect to who it is or is likely to be involved in. Motion was seconded by Parent. All voted aye, vote was unanimous.

A motion was made by Albrecht seconded by Machon at 10:27 a.m. to return into open session. All voted aye, vote was unanimous.

**Discuss and act on possible hanger purchase.** Committee Member Albrecht made a motion to go into closed session at 10:28 a.m. pursuant to the call of section IAW ss 19.85 (1) Sub (e) for the deliberating or negotiating the purchase of public properties and investments or public funds or conducting other specific business. The committee conferred with legal counsel of the governing body who is rendering oral or written advice. Motion was seconded by Parent. All voted aye, vote was unanimous.

A motion was made by Albrecht, seconded by Machon, to return into open session at 10:58

a.m. All voted aye, vote was unanimous.

Committee Member Emmerich made a motion that a subcommittee be formed to meet with Hurd to discuss hangar negotiations. Motion was seconded by Parent. All voted aye, motion carried. It was discussed that the subcommittee members be John Werner, James Wood and Bruce Strama. Also Ken Schmiede (Corporation counsel) is to be present during negotiations.

**Department report of activities.** Airport Manager Jim Wood updated the committee on airport activities.

**Correspondence.** No correspondence.

**Date of next meeting.** Tentative, August 17, 2011.

**Adjournment.** It was moved by Parent, seconded by Machon, to adjourn at 11:10 a.m. A unanimous vote cast, the motion carried.

**Acting Secretary.** James Wood / Airport Manager

JOINT ZONING & AIRPORT COMMITTEE MINUTES

July 19, 2011

County Board Room

**First Order of Business** – The Joint Meeting was called to order at 9:00 AM by Chairman Werner. Present were John Werner, Dennis Fuchs, Dave Lemke, Fred Parent, Roger Emmerich, Diane Albrecht, Gary Machon, Jim Wood, Larry Peterson and Sue Noland.

**Second Order of Business** – The minutes of the April 12, 2011 Joint Airport and Zoning Meeting were reviewed. Motion by Parent and seconded by Lemke to approve the minutes as mailed. Motion carried.

**Third Order of Business** – Motion by Albrecht to approve the agenda with no add-ons, seconded by Fuchs. Motion carried.

**Fourth Order of Business** – The updated Airport Height Limitation Zoning Map was reviewed. The current Airport Height Limitation Map is being updated due to expansion of the East/West runway. The affected area for height restrictions extended approximately 3300' further east. There are height restrictions within a 3 mile radius of the Airport. An ordinance amendment needs to be approved to incorporate the updated map and updated State Statute sections. If approved today it will go to public hearing and will also require County Board approval.

Motion by Parent and seconded by Fuchs to approve ordinance amendment and conduct a public hearing. Motion carried.

If no major changes occur during public hearing then forward ordinance to County Board.

A Public Hearing will be held on Wednesday, August 17<sup>th</sup>, 2011 at 7 PM.

The next meeting date will be at the Call of the Chairman.

Motion by Parent and seconded by Albrecht to adjourn at 9:27 AM. Motion carried.

Lawrence G. Peterson  
Zoning Administrator

James Wood  
Airport Manager

## **Airport Committee**

May 18, 2011

At the Taylor County Airport

**Call Meeting to Order:** Chairman Werner called the meeting to order at 9:04 a.m.

**Members Present:** John Werner, Fred Parent, Diane Albrecht, Roger Emmerich and Gary Machon

**Members Absent:** None

**Other Attendees:** Larry Brandl, Rodney Mahner and Lee Mahner

**Approve Minutes.** It was moved by Parent, seconded by Emmerich, to approve the minutes of the April 2011 Airport Committee meeting. A unanimous vote cast, the motion carried.

**Approve Agenda.** It was moved by Albrecht, seconded by Parent, to approve the agenda with 15 items. A unanimous vote cast, the motion carried.

**Approve Bills:** It was moved by Albrecht, seconded by Parent, to approve the bills. All voted aye, motion carried.

**Discuss and act on five-year plan, along with long range planning for the Bureau of Aeronautics.** Committee members were given information regarding the five-year plan. There was some discussion on the amount of money that needed to be research for future projects at the airport. Committee members were given options by the airport manager along with accountant Larry Brandl on whether the reimbursement money from the former project should stay at the Bureau of Aeronautics' account or should come back into the county's general fund. Committee member Emmerich stated he would like to see the monies stay at the Bureau's account until all further projects are completed at the airport. Committee member Parent made a motion to keep the five-year plan as previously decided upon the same. Motion was seconded by Emmerich. All voted aye, motion carried.

Committee members also asked that Larry Brandl work with Bureau of Aeronautics program engineer Mary Strait to work out the details on retaining money stated for further projects at the Bureau of Aeronautics. Larry could report back to committee members in future meetings.

**Discuss and act on replacement of small lawn mower.** Committee member Parent made a motion to purchase a Land Pride zero-turn mower for the amount of \$7985. Motion was seconded by Emmerich. All voted aye, motion carried. Other quotes that were submitted were from Medford Farm and Home Center for their M72-KW zero-turn mower for the amount of \$9049 along with Riesterer and Schnell Inc. for the John Deere Z930A zero-turn mower for the amount of \$9936.

**Discuss and act on current fuel prices.** Airport Manager Wood discussed with committee members that the airport was in need of purchasing fuel. At the current state of the market if fuel was to be purchased and the price went down, the County could lose money by not being able to sell fuel at the current rate and with the current sales formula. Committee member Emmerich stated to purchase the fuel that was needed for summer sales at the current market price. No committee action was taken.

**Discuss water tower antenna.** Committee members were given information regarding the City of Stetsonville wanting to put an antenna on their water tower. Wood informed committee members that they must first go to zoning for a variance. However, information was discussed about the water tower antenna.



**Discuss and act on through-the-fence agreements.** Information was given to the committee regarding the FAA new policies of through-the-fence agreements. The airport committee adopted a new policy by creating an ordinance that will be forwarded to the County Board. The ordinance will read as follows (Taylor County will not permit our enter into any agreements that result in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi aircraft in between that property and any location on the airport). Committee member Emmerich made a motion to forward this ordinance to the County Board. Motion was seconded by Albrecht. All voted aye, motion carried.

**Discuss and act on using Taylor County hangar for fly-in event.** Committee member Emmerich made a motion to grant the use of the airport hangar for the upcoming fly-in. Motion was seconded by Parent. All voted aye, motion carried.

**Discussion on employee evaluation.** Airport committee went to closed session at 10:10 a.m. by motion from committee member Albrecht, seconded by committee member Parent. The vote was unanimous.

The committee came out of closed session by a motion from committee member Albrecht, seconded by committee member Emmerich. Vote was unanimous. No action was taken after returning to open session.

**Department report of activities.** Airport Manager Jim Wood updated the committee on airport activities. There was some discussion on spring activities along with the upcoming fly-in on June 24<sup>th</sup> and 25<sup>th</sup>.

**Correspondence.** None

**Date of next meeting.** To be determined.

**Adjournment.** It was moved by Parent, seconded by Emmerich, to adjourn at 10:32 a.m. A unanimous vote cast, the motion carried.

**Acting Secretary:** James Wood / Airport Manager

JOINT AIRPORT COMMITTEE AND ZONING COMMITTEE MINUTES  
April 12, 2011  
County Board Room

**First Order of Business** – The Joint Meeting was called to order at 8:50 AM by Chairman Werner. Present were John Werner, Dennis Fuchs, Dave Lemke, Fred Parent, Roger Emmerich, Diane Albrecht, Gary Machon, Jim Wood, Larry Peterson, Ken Schmiede and Sue Noland.

**Second Order of Business** – The minutes of the March 10, 2011 Zoning Meeting and Floodplain Zoning Public Hearing were discussed. Motion by Lemke and seconded by Fuchs to approve the minutes as mailed. Motion carried.

**Third Order of Business** – The minutes of the March 14, 2011 Airport Meeting was discussed. Motion by Parent and seconded by Albrecht to approve the minutes as mailed. Motion carried.

**Fourth Order of Business** – Motion by Parent to approve the agenda with one add-on to Discuss and possibly take action on Taylor County Airport 5 Year Plan, seconded by Albrecht. Motion carried.

**Fifth Order of Business** – The Airport Height Limitation Zoning Map was reviewed and discussed. Zoning Administrator indicated the major changes to the height map occurred to the East due to runway expansion. The County Surveyor is working on updating map depicting Zones A, B, and C. The new proposed water tower in Stetsonville was discussed as to whether it would be affected by the new height changes. It was reported the Stetsonville water tower is OK due to variance.

Various emails were discussed regarding the requirements to complete an ordinance change. The Bureau of Aeronautics indicated that if the County wants to be reimbursed for the ordinance changes, a meeting should be held with all involved parties before signing any contract; otherwise no guarantee could be made of reimbursement. Doing the changes in house was discussed. It is anticipated that the Zoning Committee, Zoning Administrator and Airport Manager would prepare the necessary changes. Airport Committee would also approve changes before public hearing is held, along with the Bureau of Aeronautics. After public hearing is conducted, the ordinance changes would be presented to the County Board.

Motion by Emmerich to recommend authorization of the Zoning Department to proceed with height limitation zoning map changes and minor changes to land use zones, seconded by Fuchs. Motion carried. Mr. Emmerich stated this project should be added to the Airport's 5 Year Plan.

Briefly discussed as part of the ordinance change that new proposed pond construction be restricted.

**Sixth Order of Business** – The proposed Taylor County Airport 5 Year Plan was discussed. This plan explained the projects and costs for the years 2011 to 2020. Some of the initial most important changes to occur would be to update the height map, repair AWOS (this is a high priority due to safety), and finalize closing out Miller parcels.

Next priority would be reconstruct portion of existing ramp, new terminal ramp, taxiways and access road, relocate and rebuild fuel facility, and reconstruct hangar area. The Airport Committee felt these changes should be discussed with the Bureau of Aeronautics before final approval. Another issue that needs to be resolved is one (1) tree that is an obstruction

on the Joseph Leader property. This tree needs to be removed so a clear zone easement can be acquired. Mr. Schmiede also indicated that deeds need to be cleaned up in regards to Taylor County vs. Taylor County Airport as owner of property. Parent departed the meeting at 9:55 AM.

Motion by Emmerich to approve 5 Year Plan as a proposal to the Bureau, and Taylor County will meet with Bureau to go over before final approval, seconded by Albrecht. Motion carried.

**Seventh Order of Business** – Bills were reviewed by Airport Committee. Motion by Emmerich to approve bills, seconded by Albrecht. Motion carried.

Motion by Albrecht and seconded by Emmerich to adjourn at 10:12. Motion carried.

Lawrence G. Peterson  
Zoning Administrator

Jim Wood  
Airport Manager

## **Airport Committee**

March 14, 2011

At the Taylor County Airport

**Call Meeting to Order:** Chairman Werner called the meeting to order at 9:05 a.m.

**Members Present:** John Werner, Fred Parent, Diane Albrecht, Gary Machon

**Members Absent:** Roger Emmerich

**Other Attendees:** None

**Approve Minutes.** It was moved by Albrecht, seconded by Machon to approve the minutes of the January 2011 Airport Committee meeting. A unanimous vote cast, the motion carried.

**Approve Agenda.** It was moved by Parent, seconded by Albrecht to approve the agenda with fifteen items. A unanimous vote cast, the motion carried.

**Approve Bills.** It was moved by Albrecht, seconded by Parent, to approve the bills. All voted aye, motion carried.

**Discuss and act on 5 year plan for Bureau of Aeronautics.** Committee members tabled this issue until further discussion with the Bureau of Aeronautics.

**Discuss and act on credit card for airport use.** Committee Member Albrecht made a motion for Airport Manager Wood and Committee Chair Werner to be the authorized persons for a credit card to be used for airport business. Motion was seconded by Parent. All voted aye, motion carried.

**Discuss and act on replacement of small lawnmower.** There was some discussion regarding the hours and usage of the small lawnmower. The budget was reviewed, and committee members determined that there were insufficient funds to upgrade the mower at this time. Committee Member Werner suggested cutting the timber on the north side of the waste pile that is airport property and using the funds from the timber sale to purchase in years to come. It was determined that the county will continue to rent small mowing equipment until there are sufficient funds to purchase a lawnmower.

**Discuss and act on rental car agreement with local car dealerships.** Committee Member Parent suggested forwarding this issue to Bruce Strama, County Clerk, for review.

**Discussion on fencing project.** Committee members were updated on the fencing project to date. It was determined that all the wetland work for the fencing project had been completed.

Airport Manager Wood discussed with committee members that he had received complaints from some of the neighbors regarding noise from the fence. It was also stated by one of the neighbors that the fence had devalued his property.

**Discussion on updating airport zoning and height limitation zoning ordinance.**

Airport Manager Wood updated committee members on zoning related issues. Wood stated to committee members that the height limitation zoning map needs to reflect the current county code and should be updated.

On the other issue regarding zoning ordinance, Wood received correspondence from Mark Arnold, Section Chief of the Bureau of Aeronautics. Mark stated, "Rewriting your height limitation zoning ordinance should not be necessary. The County should be able to amend the existing ordinance to reflect the new map." Committee members were also given examples of the change that was made dating 2007.

No further action was taken on this matter.

**Discuss and act on service contract for QT technologies.** Committee Member Parent made a motion to renew the service contract through QT technologies for the amount of \$995. Motion was seconded by Machon. All voted aye, motion carried.

**Department report of activities.** Committee members were given information regarding breakdowns throughout the winter. Airport Manager Wood discussed current problems with the snow blower. There was other discussion regarding the aging equipment and the cost of keeping older equipment running. Wood also discussed with committee members budget concerns regarding older equipment.

Committee members were also given information on the upcoming aviation conference. This year's conference will run from May 2 through May 4.

Committee Chair John Werner stated that he was informed about an upcoming meeting with MSA professional services and Airport Manager Wood. Werner stated that he and the committee want to be involved in that meeting.

**Correspondence.** Copies were distributed regarding the case of Miller v. Taylor County.

**Date of next meeting.** To be determined.

**Adjournment.** It was moved by Parent, seconded by Albrecht, to adjourn at 10:38 a.m. A unanimous vote cast, the motion carried.

**Acting Secretary:** James Wood / Airport Manager

**Airport Committee  
January 4, 2011**

At the Taylor County Airport

**Call Meeting to Order:** Chairman Werner called the meeting to order at 9:07 a.m.

**Members Present:** John Werner, Fred Parent, Diane Albrecht, Gary Machon and Roger Emmerich

**Members Absent:**

**Other Attendees:** Jerry Kelly (Bureau of Aeronautics) Eric Johnson (Bureau of Aeronautics) Mike Hinz (MSA)

**Approve Minutes.** It was moved by Albrecht, seconded by Parent to approve the minutes of the November 10, 2010, Airport Committee meeting. A unanimous vote cast, the motion carried.

**Approve Agenda.** It was moved by Albrecht, seconded by Machon to approve the agenda with 13 items. A unanimous vote cast, the motion carried.

**Approve Bills.** It was moved by Albrecht, seconded by Machon, to approve the bills. All voted aye, motion carried.

**Discuss and act on 5-year plan for Bureau of Aeronautics.** Committee members reviewed items covered under the 5-year plan. Committee members were given the past plan. Items that were not completed were to be completed the following year. No action was taken but will be reviewed at the March 2011 meeting.

**Department report of activities.** No items discussed

**Correspondence.** No Correspondence

**Date of next meeting.** To be determined.

**Adjournment.** It was moved by Parent, seconded by Albrecht, to adjourn at 10:07 a.m. A unanimous vote cast, the motion carried.

**Acting Secretary:** James Wood / Airport Manager