

Airport Committee

September 11, 2012

Third Floor County Board Room

Call Meeting to Order: Charles Zenner called the meeting to order at 1:00 p.m.

Members Present: Charles Zenner, Robert Lee, Russ Gowey, Tim Peterson

Members Absent: Roger Ewan

Other Attendees: Larry Brandl, Fred Ebert, Jess Sackmann, Rick Makovsky, Darla Jochimsen

Approve Agenda. A motion was made by Peterson, seconded by Lee, to approve the agenda with ten items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Peterson, seconded by Gowey, to approve the minutes of the August 14, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

2013 Budgets. Fred Ebert presented budget proposals for 2013. It was moved by Peterson, seconded by Lee, to approve Ebert's 2013 budget proposals for the Taylor County Airport. A unanimous vote cast, the motion carried.

Six month management trial period which was effective April 2, 2012. The Airport Committee had high praise and thanks for the job being done and all those involved in making it work, and highly recommends to the Personnel Committee to make this permanent. A motion by Gowey, seconded by Lee, to recommend that the Personnel Committee makes an arrangement with the Highway Department managing the Taylor County Airport on a permanent basis. A unanimous vote cast, the motion carried.

Building Hangars. No action was taken on this agenda item.

Vouchers. A motion was made by Peterson, seconded by Lee, to approve the vouchers as submitted. A unanimous vote cast, the motion carried.

Manager's Report. Fred updated committee on the windows being installed, fuel fire training was done at Mosinee, fuel sales have increased, and VanErt is going to repair the PAPI's at no charge to Taylor County. His presentation was for information only, no action was taken on this agenda item.

Public Input. Darla asked about the posting of the minutes on the website.

Adjournment. A motion was made by Peterson, seconded by Lee, to adjourn at 2:00 p.m. A unanimous vote cast, the motion carried.

The next meeting of the Airport Committee is October 9, 2012 possibly at the Hurd hangar.

Secretary: Linda Daniels

Airport Committee

August 14, 2012

Taylor County Airport Terminal

Call Meeting to Order: Charles Zenner called the meeting to order at 1:05 p.m.

Members Present: Charles Zenner, Roger Ewan, Robert Lee, Russ Gowey, Tim Peterson

Members Absent: None

Other Attendees: Linda Daniels, Larry Brandl, Fred Ebert, Mike Hinz; MSA, Don Berger

Approve Agenda. A motion was made by Peterson, seconded by Ewan, to approve the agenda with eleven items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Peterson, seconded by Lee, to approve the minutes of the June 12, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

Airport Tour of Grounds/Terminal Building. Tour of grounds/building will be done after the other agenda items.

Updates on the wrap up of the last project – Mike Hinz, MSA. Mike Hinz; MSA, was present to answer questions and update the committee and present the updated plan and corrections that were made to the Airport Layout Plan. Concerns brought forward were: the taxiway was narrowed from 40' to 35' standard, turnarounds, fence lines, and some concrete pads that were settling/cracked. The cover sheet of the Airport Layout Plan was signed by Chairman Zenner approving the plan as presented.

Repayment of funds for land purchase from the Wisconsin Bureau of Aeronautics. Larry Brandl, County Accountant, informed the committee of the procedure involved with the repayment of funds for land purchase. Once the paperwork is complete, the Bureau of Aeronautics would release the funds. Larry recommends keeping monies intact for future expenditures. No action was taken on this agenda item.

Vouchers and Mid-Year budget review. Ebert went through the reports from 1/1/2012 to 6/30/2012. This was for informational purposes only and no action was taken on this agenda item.

Petition of Funding recommend to full County Board. Fred presented a resolution petitioning the Secretary of Transportation for Airport Improvement Aid that is to be sent on to the full County Board. A motion by Ewan, seconded by Lee, to recommend sending the resolution to the full county board after it has been looked at by Corporation Counsel. A unanimous vote cast, the motion carried.

Manager's Report. Fred updated committee on the water sensor and separator, fuel sales were up in July, trees planted in the wetland area all died and the Bureau may try to plant the trees again, and the Airport Operations and Land Use seminar in Stevens Point. The committee gave permission for Fred to attend the seminar. His presentation was for information only, no action was taken on this agenda item.

Public Input. There was no public input.

Adjournment. A motion was made by Gowey, seconded by Lee, to adjourn at 3:05 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Airport Committee

June 12, 2012

Third Floor County Board Room

Call Meeting to Order: Charles Zenner called the meeting to order at 1:00 p.m.

Members Present: Charles Zenner, Roger Ewan, Robert Lee, Russ Gowey, Tim Peterson

Members Absent: None

Other Attendees: Linda Daniels, Larry Brandl, Fred Ebert, Darla Jochimsen

Approve Agenda. A motion was made by Peterson, seconded by Ewan, to approve the agenda with ten items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Ewan, seconded by Peterson, to approve the minutes of the May 14, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

Updated petition to the Bureau. Fred Ebert, Airport Manager, discussed the petition which is a 5-6 year plan. It is not something that is "written in stone", it would need a public hearing and approval by the Taylor County Board of Supervisors. It was moved by Gowey, seconded by Peterson, to have Fred Ebert proceed with the public hearing to continue with the progress of the petition. A unanimous vote cast, the motion carried.

Vouchers. Ebert went through the schedule of bills and the revenue guidelines through the first quarter of 2012. It was moved by Peterson, seconded by Lee, to approve the vouchers. A unanimous vote cast, the motion carried.

Annual Report. Ebert distributed the Taylor County Airport Annual Report for 2011. It was for informational purpose only. The annual operations cost for 2011 was \$148,850.28 which is \$7.38 per capita. No action was taken on this agenda item.

Manager's Report. Ebert stated there were electrical problems with the runway lights which now have been fixed. He received an estimate for windows in the terminal. The price from Weathershield Manufacturing was \$3,800.00 with the discount and an estimate from Hurd Windows and Doors for \$2,150.00. The money for the windows would come out of Airport Operations or Airport Outlay. It was moved by Peterson, seconded by Ewan, to purchase the windows for the airport terminal from Hurd Windows and Doors for \$2,150.00. A unanimous vote cast, the motion carried. Ebert was instructed by the committee last month to get an estimate for installation of the rotating beacon. The state would supply the beacon at no charge. Ebert received a written estimate for \$1,825.00 from Van Ert Electric Company, Inc. Installation would have to wait until approval of the petition.

Information on GPS-LPV. Bob Lee reviewed and compared instrument approach plates for the Mosinee and Medford airports. He compared minimum decent altitudes (MDA) for the ILS versus GPS/LPV approaches and indicated the additional cost of an ILS approach would not be justifiable at the Medford airport, since we already have a GPS/LPV approach with a fairly aggressive MDA of 300 feet. An ILS approach would only decrease the MDA by 100 ft at the most at a very large annual cost to maintain. His presentation was for information only, no action was taken on this agenda item.

Public Input. There was no public input.

The next meeting of the Taylor County Airport Committee would be July 10, 2012 at 1:00 p.m. at the Taylor County Airport.

Adjournment. A motion was made by Ewan, seconded by Peterson, to adjourn at 2:03 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Airport Committee

May 14, 2012

Ground Floor Conference Room

Call Meeting to Order: Charles Zenner called the meeting to order at 1:00 p.m.

Members Present: Charles Zenner, Roger Ewan (1:00 p.m. to 2:00 p.m.), Robert Lee, Russ Gowey

Members Absent: Tim Peterson

Other Attendees: Linda Daniels, Paula Liske; WIGM/WKEB, Brian Wilson; Star News, Jess Sackmann, Larry Brandl, Fred Ebert, Darla Jochimsen

Approve Agenda. A motion was made by Ewan, seconded by Gowey, to approve the agenda with seventeen items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Gowey, seconded by Zenner, to approve the minutes of the April 2, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

Introduction of Fred Ebert. Charles Zenner, Chair, introduced Fred Ebert, Airport Manager, to the new members of the committee.

Introduction of New Committee Members. Charles Zenner, Chair, introduced everyone else to the new members of the committee.

Rotating Beacon. Fred Ebert stated that the Bureau of Aeronautics is giving a rotating beacon to the Taylor County Airport. Taylor County would be responsible for the installation costs. It was moved by Lee, seconded by Ewan, to replace the rotating beacon with Taylor County being responsible for the cost of the installation. A unanimous vote cast, the motion carried.

AWOS System. Zenner stated that the AWOS system could be put on the Federal program at a 5% cost to the county, it was already approved as a state program at a cost of 20% to the county. Ebert will find out the cost if the county went with the State or Federal programs. It was moved by Ewan, seconded by Gowey, to go with the Federal program and move to the new site. A unanimous vote cast, five (5) voting aye, the motion carried.

Airport Bills. No action was taken on this item.

Snow Removal Equipment Purchase. No action was taken on this item.

Energy Efficient Update to Terminal. Ebert stated the windows in the terminal need replacing. Weathershield gave a price of approximately \$3,800.00 to replace. Ebert will get a price from Hurd's. There could be some funding available from the state. Ebert will bring information back to the committee when it is available.

Future Airport Projects. Zenner asked if the committee wanted anything added to future plans. Things suggested were to widen the taxiway, T-hanger, extra hangars, expansion/update of the terminal, create a 5-6 year plan, public hearing, and public parking. Also, need to update the petition to the bureau.

Ordinance Issues. Zenner said all ordinance issues are satisfactory.

Funding from the Bureau. No action was taken on this item.

Manager's Report. Ebert stated a letter from the Miller's was received regarding information was picked up by the Miller's. The Miller's would be contacting Corporation Counsel regarding their concerns. Safety programs will be completed similar to what the Highway Department does. The Base Radio needs to be replaced. Ebert attended the Wisconsin Airport Management Association conference and received a lot of good information. He stated a lot of Airport issues are similar to Highway issues. It was mentioned about mowing the sides of the runway and having a farmer bale it and if that would be a safety concern.

Public Input. There was no public input.

Meeting Date and Time. The committee decided to stay with a tentative meeting date of the 2nd Tuesday of each month at 1:00 p.m. The next meeting date would be June 12, 2012. If there is no business to attend to, the meeting would be cancelled.

Adjournment. A motion was made by Gowey, seconded by Lee, to adjourn at 2:24 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Airport Committee

April 2, 2012

Third Floor County Board Room

Call Meeting to Order: Jim Metz called the meeting to order at 1:00 p.m.

Members Present: Jim Metz, Lester Lewis, Charles Zenner, Russ Gowey, Tim Peterson

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Brian Wilson; Star News, Mike Hinz; MSA Professional Services, Jess Sackmann, Rick Makovsky, Larry Brandl, Bob Meyer

Approve Agenda. A motion was made by Peterson, seconded by Zenner, to approve the agenda with nine items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Lewis, seconded by Peterson, to approve the minutes of the March 8, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

Airport Layout Plan – Mike Hinz, MSA Professional Services and Airport Property Survey. Mike Hinz, Airport Group Manager from MSA, updated the committee on the Airport Layout Plan. All airports must have an Airport Layout Plan in order to get future funding. There are a few minor edits that need to be made by MSA, those edits were shown handwritten on the plans. The committee agreed with the development shown on the Airport Layout Plan, and understood that the ultimate condition is based on **demand** for a full instrument approach on Runway 9/27. That demand by airport users (tenants) could be any time in the future (several years away to maybe 25 years down the road) and the Airport Layout Plan provides guidance to preserve that option. MSA will make those minor modifications and also update the property map, as noted in the following paragraph. Mike Hinz will leave a cover sheet for signatures from the committee after the modifications are complete.

The committee also called Bob Meyer, Surveyor to explain a few changes that would have to be made to the airport property survey. A motion was made by Lewis, seconded by Zenner, to approve for Bob Meyer, County Surveyor, to finish the survey by putting all airport property (fee simple) under one title and excluding two approximate 20 acre properties from the Taylor County Airport. This airport property survey is one of the last items remaining before the Wisconsin Bureau of Aeronautics can reimburse the county for land acquisitions associated with the recently completed airport expansion. A unanimous vote cast, the motion carried.

AV Gas Price. Rick Makovsky was present to receive direction from the Airport Committee on the AV Gas. The AV Gas has a 9 month life and the Airport has recently purchased 2,500 gallons. He suggested that the price have a small markup on it so we are able to sell all of it before the expiration date. The committee chose to leave the price of the AV Gas at \$5.50 per gallon.

Rick Makovsky stated that the hydrometer equipment needs to be updated. It would be used to check fuel quality on arrival and perform monthly tests for the quality and integrity of gas. It was moved by Zenner, seconded by Gowey, to purchase the hydrometer equipment. A unanimous vote cast, the motion carried.

Makovsky also discussed the Fuel Filtering System. He needs to disassemble the filter system and reinstall a new system. It will cost \$1,500.00 plus installation. It was moved

by Peterson, seconded by Lewis, to replace the filter system on Jet A Fuel. A unanimous vote cast, the motion carried.

Makovsky will also check into getting a burning permit to burn swamp areas.

Zenner updated the committee on the Madison meeting.

Closed Session. A motion was made by Zenner, seconded by Lewis, at 2:20 p.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), for the purpose of conducting employment, promotion, or compensation of the Airport Manager. A roll call vote cast, five (5) voting aye, the motion carried.

Open Session. A motion was made by Zenner, seconded by Peterson, to go into open session at 3:00 p.m. A unanimous vote cast, the motion carried.

It was moved by Zenner, seconded by Gowey, to have the Highway Department oversee the Airport. Jess Sackmann would be responsible for the Taylor County Airport and can delegate the daily duties to a Highway Department employee with no additional salary. This would be a six month trial effective April 2, 2012. Rick Makovsky would stay full-time as a maintenance person. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Gowey, seconded by Lewis, to adjourn at 3:01 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Airport Committee

March 8, 2012

Third Floor County Board Room

Call Meeting to Order: Jim Metz called the meeting to order at 1:00 p.m.

Members Present: Jim Metz, Lester Lewis, Charles Zenner, Russ Gowey, Tim Peterson

Members Absent: None

Other Attendees: Linda Daniels, Marie Koerner, Paula Liske; WIGM/WKEB, Brian Wilson; Star News, Sharon Hommel, Darla Jochimsen, Larry Brandl, Bob Meyer

Approve Agenda. A motion was made by Peterson, seconded by Gowey, to approve the agenda with eight items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Zenner, seconded by Lewis, to approve the minutes of the February 13, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

NTC Motorcycle Rider Training Program at the Taylor County Airport. Sharon Hommel, NTC Motorcycle Rider Instructor, was present to request that they be allowed to hold a motorcycle training program at the Taylor County Airport. A motion was made by Gowey, seconded by Lewis, to allow the NTC Motorcycle Rider Training Program to be held at the Taylor County Airport. A unanimous vote cast, the motion carried. Ms. Hommel stated that they carry their own insurance for the program, the bikes will be stored in John Walkowicz's hanger, and that she will get a schedule to the committee to plan for a staff member being present when the class is in session.

Complete Airport Survey. Bob Meyer, County Surveyor, and Les Lewis informed the committee that there was a need to complete a survey for the Bureau of Aeronautics. The Bureau of Aeronautics wants a boundary map and description of the Taylor County Airport. The County Surveyor stated that the survey is nearly completed and he will make a survey map upon completion. The survey is requested in response to the land being transferred from Taylor County to the Taylor County Airport. A motion was made by Lewis, seconded by Peterson, to have the County Surveyor complete the survey in its entirety. A unanimous vote cast, the motion carried.

Accept resignation of Jim Wood. Jim Wood submitted his resignation on March 2, 2012. A motion was made by Lewis, seconded by Zenner, to accept the resignation of Jim Wood. A unanimous vote cast, the motion carried.

Request to fill Airport Manager position. Marie Koerner, Human Resource Manager, is requesting to fill the Airport Manager position. The job posting will be listed on websites of aeronautic colleges. A motion was made by Zenner, seconded by Peterson, to fill the Airport Manager position. A unanimous vote cast, the motion carried.

Adjournment. A motion was made by Zenner, seconded by Peterson, to adjourn at 1:24 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Airport Committee

February 13, 2012

Third Floor Jury Room

Call Meeting to Order: Jim Metz called the meeting to order at 11:28 a.m.

Members Present: Jim Metz, Lester Lewis, Charles Zenner, Russ Gowey, Tim Peterson

Members Absent: None

Other Attendees: Ken Schmiede, Marie Koerner, Andy Phillips

Approve Agenda. A motion was made by Lewis, seconded by Zenner, to approve the agenda with six items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Lewis, seconded by Peterson, to approve the minutes of the January 19, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

Closed Session. A motion was made by Peterson, seconded by Zenner, at 11:29 a.m. to go into closed session pursuant to Wisconsin State Statutes, Section 19.85 (1)(c), for the purpose of conducting employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. A roll call vote cast, five (5) voting aye, the motion carried.

Open Session. A motion was made by Lewis, seconded by Zenner, at 12:10 p.m. to go into open session pursuant to Section 19.83, Wisconsin State Statutes. A unanimous vote cast, the motion carried.

The committee gave consensus to proceed with the confidential matter discussed in closed session.

Adjournment. A motion was made by Lewis, seconded by Zenner, to adjourn at 12:10 p.m. A unanimous vote cast, the motion carried.

Secretary: Marie Koerner

Airport Committee

January 19, 2012

Third Floor County Board Room

Call Meeting to Order: Jim Metz called the meeting to order at 1:30 p.m.

Members Present: Jim Metz, Lester Lewis, Charles Zenner, Russ Gowey, Tim Peterson

Members Absent: None

Other Attendees: Linda Daniels, Ken Schmiede, Michael Hinz; MSA Professional Services, Jim Wood, Larry Brandl, Darla Jochimsen, Don Berger, Armella Berger, Patrick Colwell, Scott Bouchard, Don Erl, Liz Hayes; WSAW, Scot Baumgartner, Robert E. Lee, Sharon Hommel, Allen Mader, Brian Wilson; Star News

Approve Agenda. A motion was made by Peterson, seconded by Lewis, to approve the agenda with eleven items. A unanimous vote cast, the motion carried.

Approve Minutes. A motion was made by Zenner, seconded by Gowey, to approve the minutes of the January 9, 2012, Airport Committee meeting. A unanimous vote cast, the motion carried.

Public Input. Allen Mader requested that the Public Input section be put at the end of the agenda. The committee said if there was time they would address public comments at the end of the meeting.

Airport Manager Job Description and expectations. Jim Wood, Airport Manager, was present to answer questions from the board regarding the revised job description and expectations of the Airport Manager. Seeing none, a motion was made by Lewis, seconded by Peterson, to approve the revised job description and expectations of the Airport Manager. A unanimous vote cast, the motion carried.

New Terminal area along with future projects to be designed at the airport. Michael Hinz, Project Manager from MSA Professional Services, presented the new Airport Committee the Airport Facilities and Construction Project History and the Taylor County Airport Capital Improvement Program Project Plan. He had aerial maps and updated the committee on the project as of January 2012. He stated that 95% of the project costs come from federal government, 2.5% comes from the State of Wisconsin, and 2.5% is Taylor County's share. Entitlement funds can be used for maintenance; \$150,000.00 is put into the account yearly for up to four years for a total of \$600,000.00. Phase 1 of the project (\$2.2 million) started in August 2007 and was completed in August 2008. Phase 2 (\$2.5 million) began in July 2009 and was completed in June 2010. The final phase (Perimeter Fence \$567,000.00) began in December 2010 and was completed in August 2011. No further action was taken.

Automated Weather Observation System. Jim Wood, Airport Manager, was present to answer questions from the board regarding the Automated Weather Observation System (AWOS). The current AWOS at the Taylor County Airport does not have replacement parts available for purchase. There are two other systems in the state that possibly might have replacement parts to ship to Medford which would have no cost to the county. The replacement ceilometer will be coming from one of the two systems. The options before the committee were putting the AWOS in a new location or in the old location. The approximate cost to put a new AWOS on a new location is \$130,000 to \$140,000, of which \$26,000 would be Taylor County's cost. The cost to put the system on the same location would be approximately \$80,000 to \$100,000, of which the county's share would still be 20% of the cost. If the AWOS went on the new site, it would in a good location for many years to come

and only approximately \$6,000 additional cost. A motion was made by Lewis, seconded by Peterson, to confirm the plan decided on in December 2011 which was already implemented, and to go ahead with the AWOS system in the new location and to go ahead with replacing at no cost to Taylor County the ceilometer on the current AWOS tower. A unanimous vote cast, the motion carried.

Airport Manager report of activities. Jim Wood, Airport Manager, updated the committee on airport activities. The fence and gate is running again. The card reader is working. Card must be swiped three to six inches from the unit.

Correspondence. Jim Wood, Airport Manager, reported correspondence regarding Military Operations Area (MOA) that will be doing training. The training in June will not affect us, but in August the MOA will be in our area. Wood will be in contact with the FAA. Pilots must contact Temporary Flight Restrictions due to elections.

Public Input. Al Mader questioned the committee and Michael Hinz on how government determines who gets "X" amount of dollars. Hinz stated that runways usually have priorities over taxiways. Another priority is the number of airplanes serviced by the airport. Mader questioned what % of project cost does MSA take in. Hinz stated that on design, MSA earns 8 – 12% of construction costs and on construction MSA earns 8 – 12% of construction costs. Mader questioned what the original estimate for runway 27 was and neither Wood nor Hinz knew the answer. Corporation Counsel Schmiedege stated that Mader could submit a public records request.

Scott Bouchard questioned changing the meeting times and whether the committee looked at the petition from the last meeting. He also stated that the ILS system is becoming outdated.

Next meeting date. The next meeting of the Airport Committee will be February 22, 2012, at 1:30 p.m. at the Taylor County Courthouse.

Adjournment. A motion was made by Lewis, seconded by Peterson, to adjourn at 3:02 p.m. A unanimous vote cast, the motion carried.

Secretary: Linda Daniels

Airport Committee

January 9, 2012

Third floor County Board Room

Call Meeting to Order: Chairman Metz called the meeting to order at 1:41 p.m.

Members Present: Jim Metz, Tim Peterson, Lester Lewis, Chuck Zenner, Russ Gowey.

Members Absent: None.

Other Attendees: Marie Koerner, Ken Schmiege, Andy Phillips, Brian Wilson (The Star News), WSAW reporters, numerous community members.

Approve Minutes. It was moved by Lewis, seconded by Zenner to approve the minutes of the December 2011 Airport Committee meeting. A unanimous vote cast, the motion carried.

Approve Agenda. It was moved by Zenner, seconded by Lewis to approve the agenda with 12 items. A unanimous vote cast, the motion carried.

Approve Bills: It was moved by Peterson, seconded by Zenner, to approve the bills. All voted aye, motion carried.

Closed session: The Airport committee went into Closed Session at 1:45 p.m. pursuant to Wisconsin State Statutes 19.85 (1) (c) for the purpose of conducting employment, promotion, compensation, or performance evaluation data for the Airport Manager. It was moved by Peterson, seconded by Lewis to go into closed session. A roll call vote was cast. All voted aye, motion carried.

A motion to return into open session by Committee Member Peterson, seconded by Zenner, at 2:10 p.m. was made. A roll call vote was cast. All voted aye, motion carried.

No action was taken during open session.

Discuss and act on design engineer, new terminal area along with future projects to be designed at the airport. A motion by Lewis, seconded by Zenner, was made to table this issue. All voted aye, motion carried.

Discuss and act on weather observation system. Motion by Zenner, seconded by Lewis, was made to table this issue. All voted aye, motion carried.

Discuss and act on time and place to hold Airport meetings. No action taken.

Manager's report of activities. Airport Manager Wood discussed equipment breakdowns during the past month. The radiator on the L9000 series dump truck was replaced. Wood also updated Committee Members on the continued repairs to the International tractor.

Correspondence. No Correspondence

Date of next meeting. January 19, 2012 at 1:30 p.m. at Taylor County Courthouse.

Adjournment. It was moved by Zenner, seconded by Lewis, to adjourn at 3:15 p.m. A unanimous vote cast, the motion carried.

Acting Secretary: James Wood / Airport Manager