

MINUTES
AIRPORT ADVISORY COMMITTEE MEETING

August 1, 2016

Meeting called to order by Vandevort at 11:30 am

Present: Vandevort, Vogt, Sigman, Ruffolo, Morton, and Robinson

Excused: Kiel

Also present: Marc Holsen

Approval of Minutes

Motion made by Morton, seconded by Vogt to approve the May 2, 2016 minutes. Motion carried.

Public Comment:

None

Airport Security Measures

Commissioner Holsen presented a letter that was submitted earlier last month regarding the concerns of security gate closures that included concerns of hangar/property security, wildlife entering, and unauthorized personnel, etc.

Airport Manager, Robinson, explained the proposed gate closing timing concerns. Vandevort questioned the timing of the 30 second timeframe of the closing. Discussion also took place regarding the policy of whom to contact if a security becomes inoperable or stuck in an open position after hours. Airport Manager Robinson will be following up on this by providing current contact information.

Robinson introduced the proposed update of the gate code and the reprogramming of access remotes to assist in the elimination of excess and unaccounted for remotes. No objections from the committee, all in favor.

Jim Ruffolo expressed his concerns and recommended that a “Restroom” or “Pilot’s Lounge” sign be placed as a direction tool to guide airport users to the facilities provided after normal business hours.

Kite Festival/EAA Event Results

The committee discussed the Kite Fly Festival results as the estimated attendance was approximately 1,000 spectators. A copy of the EAA Chapter 383 Newsletter was presented as a follow up of the recent and current airport events.

2016 Improvement Project Date Changes

Airport Manager Robinson discussed the updated project schedule stating that the start date was 8/1/2016 with an anticipated completion date being 8/31/2016. He informed the committee that Mead & Hunt is the engineering firm assigned to this project. He notified the committee of the two runway closures and that the entire airport is scheduled to be shut down August 8th, 9th, and 10th. Brief discussion took place clarifying the phases of the project and the intentions of the property updates. A brief follow up discussion lead to adjournment.

EAA Weekend Hours of Staffing

Commissioner Holsen explained that the hours of operation for Saturday and Sunday (7/23-7/24) were extended to accommodate early arrivals such the T-34 group that landed at the airport prior to the Oshkosh event.

Next Meeting Date:

October 10th, 2016 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 12:34 p.m. was made by Vandevort, and seconded by Vogt. Motion carried.

Respectfully submitted,
Marc A. Holsen,
Highway Commissioner