



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: February 6, 2017

TIME: 11:30 AM

PLACE: MANITOWOC COUNTY AIRPORT
1815 FREEDOM WAY
MANITOWOC WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

2. Committee to elect Vice-Chair Position
3. New fuel type proposal follow-up
4. Airport Security Measures Update
5. Airport Promotions Update
6. Next Meeting Date

Date: January 18th, 2017

Lynn Vandevort, Chair
By: Gary Robinson, Airport Manager

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MINUTES
AIRPORT ADVISORY COMMITTEE MEETING
February 6th, 2017

Meeting called to order by Supervisor Vogt at 11:32 am
Present: Vogt, Sigman, Ruffolo (11:45), Morton
Excused: Vandevort, Kiel
Also present: Marc Holsen, Gary Robinson, and Gary Huempfer (12:05)

Approval of Minutes

Motion made by Sigman, seconded by Morton to approve the October 10th, 2016 minutes. Motion carried.

Public Comment: None

Committee to Elect Vice-Chair Position

Tabled until next meeting due to Chairman absence. Restructuring and future of the committee discussion took place as the members present are not interested in the position. Robinson stated that Lynn Vandevort called and explained that he is no longer interested in the membership of the committee. Motion by Vogt, seconded by Sigman. Motion carried.

New Fuel Type Proposal Follow-up

Holsen explained that UL94 fuel is currently in the research and development stages and that it is not feasible at this time to consider a fuel inventory change. Gary Robinson explained the costs involved with such an update per research and the lack of use by others airports at this stage in the development.

Airport Security Measures Update

Commissioner Holsen explained that the gate code change was implemented on January 4th without conflict. Robinson stated he had only received a few calls as a result of the notice letters submitted prior to the changes. Morton stated that the transition went well.

Airport Promotions Update

Robinson stated that he had submitted photos and follow up emails with Mr. Jason Ring (President) of the Area Visitor and Convention Bureau as requested from the previous meeting. Leon Sigman expressed his concerns about the needs for Sunday staffing at the airport. Holsen stated that the airport hours of operation meet the FAA Minimum Standards as it is staffed Monday-Friday 7:00am-5:00pm and Saturdays from 7:00am-1:00pm. Brief discussion followed.

Robinson had mentioned that he received a phone call from the Manitowoc Company inquiring about possible buyers of the company hanger as they are anticipating selling the structure. Ruffolo stated that Mr. Paul Stockhausen will also be selling his hanger in the near future.

Next Meeting Date:

May 1, 2017 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 12:40 p.m. was made by Morton, and seconded by Ruffolo. Motion carried.

Respectfully submitted,

Marc A. Holsen,
Manitowoc County Highway Commissioner



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: May 1, 2017

TIME: 11:30 AM

PLACE: MANITOWOC COUNTY AIRPORT
1815 FREEDOM WAY
MANITOWOC WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)
(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

2. Committee Restructure
3. Vote On Chair Person/Vice-Chair
4. Airport Advisory Committee Purpose
5. Kite-Fly Intentions for 2017
6. Next Meeting Date

Date: April 21, 2017

Lynn Vandevort, Chair
By: Gary Robinson, Airport Manager

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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MINUTES
AIRPORT ADVISORY COMMITTEE MEETING

May 1st, 2017

Meeting called to order by Leon Sigman at 11:32 am

Present: Vogt, Sigman, Ruffolo, Morton, Kiel

Excused: Vandevort

Also present: Marc Holsen, Gary Robinson

Approval of Minutes

Motion made by Ruffolo, seconded by Morton to approve the February 6th, 2017 minutes. Motion carried.

Public Comment: Leon Sigman summarized an article regarding the shortage of pilots within the aviation industry. The committee presented concerns and comparisons regarding a County operated FBO vs. a privately operated FBO as in the past. Sigman presented his concerns of hours of operation. Holsen explained to the committee that the Airport operates under Manitowoc County Code Chapter 11 and the adopted FAA Minimum Standards requirements. Don Kiel presented a memo of UL94 Unleaded Avgas and expressed the importance of consideration in the future.

Committee Restructure

The committee acknowledged that Lynn Vandervort has resigned from the committee Chairman seat. The committee discussed a few potential committee candidates related to the current vacancies with aviation experience.

Motion made by Ruffolo to nominate John Yunger as a new committee member. Seconded by Morton. Motion carried.

Vote on Chair Person/Vice-Chair

Don Kiel volunteered to pursue the Chairman position. Ruffolo made a motion to approve Kiel as Chairman. Seconded by Sigman. Motion carried.

Airport Advisory Committee Purpose

Holsen presented a draft of the Advisory Committee purpose and recommendations of member's expertise. Discussion related to invite a City affiliated member to join the committee was discussed.

Kiel made a motion to contact Jason Ring (Visitors Bureau) regarding his interests as a promoter. Seconded by Vogt.

Motion by Kiel, seconded by Vogt. Motion carried

Kite Fly Intentions 2017

Robinson informed the Committee that the annual Kite Fly event will not be pursued this year due to late requests and deadlines. Brief discussion followed.

Next Meeting Date:

June 5th, 2017 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 1:03 p.m. was made by Kiel, and seconded by Morton. Motion carried.

Respectfully submitted,
Marc A. Holsen,
Manitowoc County Highway Commissioner



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: June 5, 2017

TIME: 11:30 AM

PLACE: MANITOWOC COUNTY AIRPORT
1815 FREEDOM WAY
MANITOWOC WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Regular Business. (Call to order, previous minutes, old business, etc.)
(Public Comment)
2. Old Business (Follow up from previous issues, topics, etc.)
3. Highway Committee approval of new members
4. Introduction of New Members
5. Chapter 11 Manitowoc County Code
6. Letter of Justification review (Sigman)
7. Next Meeting Date

Date: May 26, 2017

Lynn Vandevort, Chair
By: Gary Robinson, Airport Manager

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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MINUTES
AIRPORT ADVISORY COMMITTEE MEETING

June 5th, 2017

Meeting called to order by Kiel at 11:33 am

Present: Vogt, Sigman, Ruffolo, Morton, Kiel, Ring, Yunger, Huempfner

Excused:

Also present: Marc Holsen, Gary Robinson, Curt Drumm

Approval of Minutes

Motion made by Morton, seconded by Vogt to approve the May 1st, 2017 minutes. Motion carried.

Public Comment:

None

Highway Committee Approval of New Members

Holsen stated that the Highway committee has approved the restructuring of the Airport Advisory Committee at the previous May 9th meeting.

Introduction of New Members

Kiel welcomed the new Committee members (Ring, Yunger and Huempfner).

All members introduced themselves and provided a brief background and aviation field interests.

Chapter 11 Manitowoc County Code

Holsen provided all members with the Manitowoc County Code Chapter 11 for review purposes for the committee to obtain a uniform understanding of the Airport operations and following of the FAA and BOA regulations and requirements.

Letter of Justification Review (Sigman)

Sigman presented the committee with a draft letter regarding the need for extra staffing exceeding the FAA Minimum Standards in which shall be submitted to the Highway Committee for review at the upcoming July 11th meeting. Conversation took place regarding recommended edits, additions and deletions from the Committee. The recommendation was made by Ring to obtain airport users input regarding the staffing as possible attachments to the justification letter. Kiel mentioned the importance of promotion of the airport in regards to letter verbiage. Ruffolo recommended that all committee members attend the upcoming Highway Committee meeting. The committee unanimously supported the letter. Holsen stated that the finalized letter shall be submitted by June 30th to allow time for the July Highway Committee agenda packet submittal.

Next Meeting Date:

August 7th, 2017 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 12:46 p.m. was made by Ruffalo and seconded by Vogt. Motion carried.

Respectfully submitted,

Marc A. Holsen,

Manitowoc County Highway Commissioner