

MINUTES
AIRPORT ADVISORY COMMITTEE MEETING

July 2nd, 2018

Meeting called to order by Kiel at 11:30 a.m.

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

Excused: Ruffolo, Huempfner

Also present: Marc Holsen, Supervisor Behnke, County Executive Ziegelbauer, Stacey Groll (City of Manitowoc)

Approval of Minutes

Motion made by Vogt, seconded by Morton to approve the June 5th, 2017 minutes. Motion carried.

Public Comment:

None

FBO Employee

Robinson informed the Committee that the current FBO employee has submitted a retirement notice.

Holsen stated that the position is currently posted in-house and expires @ 4:00 on July 2nd. He stated that his goal is to have this position filled within the upcoming weeks and that the Highway Department will provide temporary staffing as needed until then.

Leon Sigman commented on the fulltime employee vacancy and that he feels the need for part-time employees. Sigman inquired about the possibility of hiring a contracted service to fill the upcoming vacancy. Holsen followed up and explained that the vacancy is a full-time County position.

Kiel asked questions in regards to time gap required of a fulltime employee departing and returning as a part-time employee. Brief discussion followed.

Marquee

Robinson informed the Committee of the previous donation made by Tom Bare to implement the reactivation of the existing marquee at the airport. He announced to the committee that any information can be requested to be put on the sign and that it should be presented to Robinson to have put on. The committee thanked Tom Bare for his generosity in regards to the donation and his continuous support of the airport.

Maxair

Robinson informed the Committee that MaxAir has submitted a notice to terminate the current contract. Kiel questioned the charges in relation to ramp fees and the purchase of fuel. Robinson stated the pricing differences and how fuel purchases reflect the charges.

New Types of Fuel (John Yunger)

Mr. Yunger presented discussion on the various types of fuels currently at the facility and the potential needs for alternative aviation fuel. Robinson explained the proposed fuel is not currently a replacement for low lead and that it is currently pending FAA approval. Yunger recommended having a survey with the intentions of receiving airport users' comments regarding what types fuel(s) would be needed and possibly changed out. A lengthy discussion followed.

Staffing (Jim Ruffalo)

No topic discussion due to Jim Ruffalo's absence. Topic to be reintroduced on the next meeting agenda.

CAVU Status and Future (Leon Sigman)

Sigman announced that Tom Bare had recently purchased an airplane and additional equipment for CAVU. He announced the recent news in regards to growing needs for future pilots. Discussion followed.

Impact on Local Business (Tom Bare)

Kiel commented on the availability of space for aircraft storage at the airport and that no vacancies current exist. Discussion ended due to Tom Bare's absence and topic to be presented on the next meeting agenda.

Facilities Status

Robinson informed the Committee that the FBO roof had been recently installed/repared and that the corner posts of the perimeter fencing had been re-set to prevent future frost impacts. He also informed of the tree cutting, pavement crack filling and other maintenance to include the aircraft tie-downs had been performed. He mentioned that a new tractor had recently been purchased and brief discussion took place regarding the Mark Smith hanger improvements.

2019 Crack Fill/Pavement Maintenance Project

Robinson explained that he had met with representatives from Mead & Hunt and the Bureau of Aeronautics regarding the future intentions in relation to airport improvements and presented the crack filling plan for 2019. Kiel questioned of how the funding allocation and cost sharing process for the upcoming projects was determined. Holsen informed the Committee of the cost sharing responsibilities for each stakeholder.

6-Year Maintenance Plan

Robinson discussed the upcoming projects to include the runway lighting updates, height limitations tree cutting, etc... Brief discussion followed.

Manitowoc Airport and FBO Improvement Ideas

Robinson started the discussion of previously discussed marketing ideas for the airport. Jason Ring presented the website session project completed by students at LTC and the successful outcome of it.

Discussion on the possibility of implementing the program on the county website followed. Robinson would follow up with Ring as well as the County IS Department to discuss the possibility of this.

Next Meeting Date:

October 1st, 2018 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 12:36 p.m. was made by Vogt and seconded by Sigman. Motion carried.

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