



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: February 1, 2016

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. New Airport Manager
3. Dr. Woody Williams – Introduction
4. Updated Telephone for CAVU at Airport
5. Update of Future Projects at the Airport
6. Upcoming Events at Manitowoc County Airport
7. Next Meeting Date

Date: January 27, 2016

Lynn Vandevort, Chair
By: Marc A. Holsen, Highway Commissioner

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 1, 2016

Meeting called to order by Vandevort at 11:30 am

Present: Vandevort, Vogt, Sigman, Kiel, Robinson

Excused: Ruffolo

Also present: Marc Holsen, Bruce Morton, J. Wheeler, and Sherwood Williams

Approval of Minutes

Motion made by Vogt, seconded by Kiel to approve the October 5, 2015 minutes. Motion carried.

Public Comment: None

New Airport Manager

Gary Robinson, Airport Manager, introduced himself to the committee and the committee welcomed him.

Dr. Woody Williams – Introduction

Dr. Woody Williams addressed the committee and provided his past aviation history. Dr. Williams thanked the committee for the opportunity and expressed his gratitude towards the professionally run operation.

Updated Telephone for CAVU at Airport

Commissioner Holsen stated that the telephone system for CAVU has been updated and Airport Manager, Gary Robinson, followed up with the details of the issues that were corrected.

Update of Future Projects at the Airport

Commissioner Holsen presented preliminary plans for the 2016 airport projects. He explained the asphalt project, perimeter fence projects and new runway 7/25 lighting installation along with tentative construction dates. The proposed Five-Year Project Plan was also presented to the committee.

Upcoming Events at Manitowoc County Airport

Dr. Woody mentioned a planned “Rusty Pilot Program” which will be a ground school and also the possibility of a chili event in May. He also explained the offering of a 2-year and 4-year degree program in aviation through the University of Utah Valley through CAVU Flight Academy. Bruce Morton stated there are no planned EAA Chapter events scheduled thus far.

Next Meeting Date:

May 2, 2016 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 12:28 p.m. was made by Kiel, and seconded by Sigman. Motion carried.

Respectfully submitted,
Marc A. Holsen,
Highway Commissioner



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: May 2, 2016

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. Bruce Morton Replacing Lee Davis – Advisory Committee Member
3. Kite Festival – June 18, 2016
4. 2016 Improvement Project
5. Next Meeting Date

Date: April 26, 2016

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 2, 2016

Meeting called to order by Robinson at 11:30 am

Present: Vogt, Sigman, Kiel, and Robinson

Excused: Vandevort, Ruffolo, Morton

Also present: Marc Holsen

Approval of Minutes

Motion made by Kiel, seconded by Vogt to approve the February 1, 2016 minutes. Motion carried.

Public Comment: None

Bruce Morton Replacing Lee Davis – Airport Advisory Committee Member

Gary Robinson announced this topic without further discussion.

Motion by Kiel, seconded by Vogt. Motion carried.

Kite Festival – June 18, 2016

Gary Robinson announced the event date and rain date of the festival to be June 19, 2016.

Questions related to the advertisement of the event were presented and discussed.

An agreement was made that Gary Robinson will follow up with the event organizer (Mr. Chang) to clarify his intended path of proposed advertising methods for the event.

2016 Improvement Project

Commissioner Holsen explained that the 2016 improvement project bid was opened on April 21, 2016. Discussion on possible night lighting activation issues were presented by Leon Sigman and will be verified with Mead and Hunt to determine if it was incorporated into the project.

Commissioner Holsen explained that the project has a 31 calendar completion time and that the runway closure will be limited to 3 days and daylight hours only when work is scheduled to be performed in the 7/25 safety area.

Next Meeting Date:

August 1, 2016 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 12:29 p.m. was made by Kiel, and seconded by Vogt. Motion carried.

Respectfully submitted,
Marc A. Holsen,
Highway Commissioner



MANITOWOC COUNTY AIRPORT ADVISORY COMMITTEE MEETING NOTICE

DATE: August 1, 2016

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. Airport Security Measures
3. Kite Festival/EAA Event Report
4. 2016 Improvement Project Date Changes
5. EAA Weekend Hours of Staffing
6. Next Meeting Date

Date: July 13, 2016

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

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



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: October 10, 2016

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. Airport Security Measures
3. 2016 Improvement Project
4. Airport Promotion Discussion
5. Gate Repair
6. Next Meeting Date

Date: September 29, 2016

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

October 10, 2016

Meeting called to order by Robinson at 11:31 am

Present: Vogt, Ruffolo, Morton, and Robinson

Excused: Vandervort, Sigman, Kiel

Also present: Marc Holsen, Jason Ring

Approval of Minutes

Motion made by Jim Ruffolo, seconded by Supervisor Vogt to approve the August 1, 2016 minutes. Motion carried.

Public Comment:

None

Airport Security Measures

Commissioner Holsen explained that Gary Robinson will be sending out letters to all Lessees, Sub lessees and regular airport users regarding the gate code change/update. The change will be effective 1/1/2017. Discussion took place as to what code would be easily remembered for the relevant personnel. Ruffolo stated that his opinion would be that the number be related to runway numbers. Robinson explained that the actual remotes for the gate access change will be executed after the first of the year, once confirmed that all have adapted to the code change.

2016 Improvement Project

Robinson discussed the recently completed airport project including runway lighting updates, fencing relocations, and culvert extensions.

Airport Promotion Discussion

Jim Ruffolo started the discussion specifying that airport marketing/advertising has been lacking in previous years and what the Manitowoc County area has to offer. Jason Ring, President of The Manitowoc Area Visitor and Convention Bureau, introduced himself and gave a brief history of his position, duties, and interests. He explained his opinion on recreation pilots' opportunities at the airport. Ruffolo followed up with the comments due to the close vicinity of companies in the area and the overall potential benefits to enhance the area economy. Ruffolo stated that the legal minimum length of 5,000 feet of a runway is beneficial to attract businesses from the outside areas; although we just meet the requirement by a few feet. Ring proposed holding a Chamber of Commerce meeting at the airport facility in efforts of getting more organizations involved. EDC usage as a marketing tool was presented. Manitowoc Crane's facility to be recently vacant could possibly attract new businesses to the area. Discussion of the real estate industry possibly having interests in putting effort forth as well as Fish and Game Association; and the possibility of drafting brochures to disperse to industry related organizations. Website development was discussed for promoting the area and airport. Ring

spoke about the current rental car options for visitors as he stated the area currently has three different options. The county has 24 parks and lakes for recreational use as additional attractions. Bruce Morton confirmed that The EEA Chapter holds an annual Pancake Breakfast event that attracts pilots from various areas. Commissioner Holsen explained that any event presented shall be aviation related. Discussion on the collaboration of the cities (Manitowoc and Two Rivers) and county working together in efforts to enhance the potential growth of the events as the county as a whole benefits economically from the visitors. Ring recommended providing photos of previous events in some type of marketing strategy. Ruffolo stated that children interaction photos would provide interests towards the efforts such as The Young Eagles Program could be provided to Ring to put into the news letter. Ring showed an example of a brochure rack that was recently established for the public library as well as a kiosk. Volunteer greeters were discussed and agreed upon. Discussion resulted in that it is not feasible or justifiable due to the activity. The discussion took place on the possibility to work in conjunction with the area colleges to assist within certain programs such as marketing and printing of brochures and information related handouts. Ruffolo stated that a survey may be an effective start to determine the current awareness of the airport. The committee thanked Jason Ring for his efforts, attending the meeting and providing marketing ideas.

Gate Repair

Robinson explained the process of the recent under-pavement loops for the main gate on Freedom Way as they deteriorated and were previously causing entry issues. Airport Manager, Robinson, asked the committee to please inform him of any other maintenance issues that could arise.

Next Meeting Date:

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

Adjournment:

A motion to adjourn 12:48 at p.m. was made by Ruffolo, and seconded by Morton. Motion carried.

Respectfully submitted,

Marc A. Holsen,
Highway Commissioner