



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: July 2nd, 2018

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. FBO Employee
3. Marquee
4. Maxair
5. New types of Fuel (John Yunger)
6. Staffing (Jim Ruffalo)
7. CAVU Status and Future (Leon Sigman)
8. Impact on Local Business (Tom Bare)
9. Facilities Status
10. 2019 Crack Fill/Pavement Maintenance Project
11. 6-Year Maintenance Plan
12. Manitowoc Airport and FBO Improvement Ideas
13. Next Meeting Date: October 1st, 2018

Date: June 25th, 2018

Don Kiel, 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

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



**MANITOWOC COUNTY
AIRPORT ADVISORY COMMITTEE
MEETING NOTICE**

DATE: October 1st, 2018

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. FBO Employee (To include previous "Staffing" item, Jim Ruffalo)
3. Impact on Local Business (Tom Bare, continuation from previous meeting)
4. Website Update
5. New types of Fuel (Survey Results)
6. BOA Projects
7. Impact on Local Business (Carried from previous meeting)
8. Next Meeting Date: January 7th, 2019

Date: September 24th, 2018

Don Kiel, 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

October 1st, 2018

Meeting called to order by Kiel at 11:34 a.m.

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

Excused:

Also present: Marc Holsen, Gary Robinson, Bob Ziegelbauer

Approval of Minutes

Motion made by Morton, seconded by Yunger to approve the July 2nd, 2018 minutes. Motion carried.

Public Comment:

Leon Sigman announced that seven aircraft attended the Airport over the past weekend. He also stated that CAVU has recently lost students within the aviation program. He announced that Skyhawk's donated by Tom Bare were now actively flying out of the Green Bay Airport. Don Kiel's followed with comments and concerns of the potential for a lack of future students attending the flight school at the Manitowoc Airport.

No further discussion.

FBO Employee (Jim Ruffolo)

Ruffolo questioned the current staffing levels at the Airport. Holsen stated that the numbers of employees has not changed. Discussion took place regarding the FBO position. Ruffolo commented on welcoming visitors in which arrive at the airport and entertained the proposal of offering a service to place walking mats as aircraft arrive. Holsen stated that research related to this would be needed.

Don Kiel requested that the restroom access directions information sign has additional verbiage for entry. Robinson would assist with access direction clarity.

No further discussion.

Impact on Local Business (Tom Bare, continuation from previous meeting)

Item shall be repeated on the January 7th, 2019 meeting agenda as Mr. Bare did not attend the meeting.

Website Update

Jason Ring gave a brief update on the website ongoing efforts.

Brief discussion followed.

New Types of Fuel (Survey Results)

Gary Robinson gave a report in relation to the recent survey results delivered to the Airport users and hanger owners. Kiel stated that he was not currently in favor of the new fuel proposal discussed previously. Yunger informed the Committee of the recent sale of the existing fuel company/supplier of this proposed fuel option. Discussion related to testing of the new fuel took place. Huempfner and Kiel presented a brief educational session related to the lead percentage in "Low Lead" fuel and the history of it.

Brief discussion followed.

BOA Projects

Gary Robinson informed the committee about the upcoming improvement projects at the airport proposed by the Bureau of Aeronautics to include runway/taxiway lighting and pavement maintenance projects. Discussion took place regarding LED lighting versus the existing lighting due to heat given off in which prevents snow accumulation.

Brief discussion followed.

Impact on Local Business (Carried from previous meeting)

Leon Sigman made the announcement of the recent sale of CAVU and was certain that no major changes would be made within the upcoming year. He also mentioned the new addition of a flight school instructor that had recently joined their team.

Brief discussion followed.

Next Meeting Date:

January 7th, 2019 at the Manitowoc County Airport, 1815 Freedom Way, Manitowoc, WI at 11:30 a.m.

Adjournment:

A motion to adjourn at 12:31 was made by Ruffolo and seconded by Ring. Motion carried.

Respectfully submitted,

Marc A. Holsen,

Manitowoc County Highway Commissioner