Minutes of Dec. 9th, 2019  
As Amended and Approved at the Jan. 13th, 2020 meeting  
Submitted by Doug Stephens, Jan. 14th, 2020

Airport Commission Meeting  
Dec. 9th, 2019, 6:00 pm  
Platteville Municipal Airport  
5157 Highway 80, Platteville, Wisconsin 53818

I. Commission Meeting Call to Order: by Cooley, Chairman @ 6:00 pm

a. Quorum achieved
b. Attendance, Commission Members: Dennis Cooley (P), Barb Daus (City of Platteville Common Council, Airport Representative) (P), Doug Du Plessis (P), Bill Kloster (P), Chuck Runde (P), Doug Stephens (P), Danny Xiao (A). Others: Alaine Olthafer (A&A Aviation, Airport Management), Nicola Maurer (City of Platteville Staff Liaison) Mark Graczykowski from BoA (BoA Airport Development Engineer).
c. Other in attendance: Ela Kakde (Executive Director Platteville Area Industrial Development Corporation (PAIDC), Jerry Mahun (UW-Platteville Civil Engineering Dept.)

II. Presentation on Industry Recruiter: PAIDC, Ela Kakde

a. Kakde spoke about the importance of recruiting industry for the TIF district, and this vision includes the airport. It could look at drones, it could look at supply chains.
b. A brochure was referenced, titled “Site Location Partnerships”, to market the TIF district. It would be advantageous to work to recruit firms with 200 to 250 employees. They will want to do a drone flyover, to identify what parcels are available to build on. There would be an opportunity to do up to six trade shows where the Platteville TIF district would be among those marketed.
c. Kakde mentioned that “MRO America’s Aviation Conference” (Aviation Week Network Events) is a premier marketing opportunity for the Platteville TIF district and Platteville Airport as this conference is focused on air transportation, suppliers, and manufacturers. They are like a matchmaker. Kakde has limited funds to attend through PAIDIC. We can give our recruiter information ahead of time. Right now it is a hand-out document, representing our location and strengths.
d. Daus asked about the time table, and Kakde said it would be a 3-week lead time. Daus asked about the cost, and Kakde said it would cost about $600 to $700 per person to attend including airfare and hotel (Airbnb). Kakde stated that she would send the Airport Commission more information. The Commission should think about industries that may build at the airport or use the airport. Need to decide by the Feb. 2020 meeting.
e. The marketing is like dating, and the airport would need to represent itself. Right now it is a hand-out document, communicating our location and strengths. The Airport is not in the TIF district. Cooley thanked Kakde and said that the Airport Commission will talk about it in the future.

III. Approval of Minutes, November 11th, 2019: Stephens, Secretary

a. Du Plessis, Runde, Daus, and Kloster identified necessary amendments to the DRAFT Minutes.
b. Motion by Runde to approve the November 11th minutes as amended. 2nd by Kloster. Passes unanimously.

IV. Citizen’s Comments, Observations and Petitions: Cooley, Chairman
   a. None

V. Student Presentation Entrance Road: Cooley, Chairman
   a. A UW-Platteville student civil engineering project team presented a study they completed specific to the airport entrance road and the vertical alignment of Highway 80.
   b. Kloster stated that his intent is to provide the student study to the WDOT. Kloster noted that Hwy 80 traffic has been intruding (in the context of the elevation of the road/height of taller vehicles) into the airport clear zone for quite some time. Hwy 80 is a dangerous highway due to sightlines, and this part could be included in the work.

VII. Election on Commission Vice Chair: Cooley, Chairman
   a. Kloster noted that he had forgotten this at the last (Nov 2019) meeting.
   b. Motion by Daus that Bill Kloster be elected Airport Commission Vice Chair, 2nd by Kloster. Passes unanimously.

VIII. Action: Manager
   a. Pastureland Contract. Olthafer handed out a marked-up copy of the lease, based on the Nov. 2019 minutes. The addition of hunting and woodcutting rights were verbally discussed. Daus asked about fencing (see Paragraph 4 for the lease). Runde said that at the last meeting we spoke about doing fencing a little bit at a time. Daus stated that the sentence is open to interpretation.
   b. Motion by Kloster: to accept the conditions of the lease, and if agreeable, have Lessee sign, then Nicola and Candace should sign, updating the signature change. 2nd by Du Plessis. Passes unanimously.

IX. Changes to Hanger Leases: Manager
   a. Olthafer handed out an updated lease, noting the following changes: 1) the late fee language in the lease had been modified from $5 per day to a $25 Late Fee, 2) that lessee’s are prohibited from using rock salt at their hangers, 3) updates regarding Eviction Policy. Olthafer noted that this is informative, and the commission will not be taking action tonight regarding the lease updates.

X. UWP Senior Design Projects: BOA, Mark Graczykowski
   a. Mark Graczykowski introduced himself as a BoA Airport Development Engineer, and briefly spoke about the great value of engineering student senior design projects, and he would like to give Dr. Sam (Dr. Samuel Owusu-Ababio, UW-Platteville Civil Engineering Professor) ideas for potential projects.
b. Olthafer mentioned that the main hanger does not drain very well, and this topic could be a project. Kloster noted that a senior design team had looked at the potential solar energy project. Kloster asked what size of building could we potentially put here? Could it be a maintenance hanger, transient hanger, fixed-base operator (FBO), pilot rest area, snow removal equipment storage? Kloster noted that the existing FBO is in the corner of the clear zone. Kloster stated that if we are not going to expand our runway, we could do something such as build a hanger.

c. Graczykowski stated that January 23, 2020 would be the date of the kickoff meeting.

d. Daus asked Kloster, in terms of site location, do you envision a commercial site location at the airport or the industrial park? Kloster replied industrial park, as the airport lacks infrastructure.

e. Cooley asked if a motion was necessary. Kloster stated that the Commission would be giving Graczykowski permission to work with UW-Platteville on student senior design projects.

f. Potential projects would include a pilot’s room (rest area), finishing what is currently in place. Spoke about what pilots might need. Du Plessis spoke about benchmarking. The Commission will talk more about this at the January meeting.

XI. Treasurer’s Report – November 2019: Du Plessis, Treasurer
   c. Monthly Invoice Payment, from Financial Report: $9,948.01
   d. The airport is running behind in forecasted fuel sales
   e. Rent for parcels A, B, and C has been received.
   f. We are under in expenses by $90,000 or so. In our variance we have $52,000.
   g. Du Plessis noted that if we push the fuel farm payment to next year, we would have to budget for it. Spoke about hanger loan budget, Maurer noted we would just be identifying the payment and the interest, with the principle going on the balance sheet. Figure of $13,081 was stated. Also the rest of the Manager’s Contract and the rest of the fuel farm will drive things negative.
   h. It was stated there are big problems with the fueling system: the pumps are leaking oil, the system is very loud, the emergency stop does not work.
   i. Vouchers are due, signatures need to change.
   j. Motion by Du Plessis to approve the Treasurer’s Report and pay the bills. 2nd by Runde. Passes unanimously.

XII. Manager’s Report: Manager
   a. General Airfield Operations: Olthafer stated November was a normal month. Flight activity was high, regarding instruction. University of Dubuque has added a helicopter program. The Platteville Airport has been experiencing a lot of University of Dubuque flight traffic. Business flights are down. We were close to adding a second aircraft for flight instruction, but insurance cost is too much. Flight training is really up, which is keeping operations up.
   b. Flight Operations:

<table>
<thead>
<tr>
<th>Flight Activity November 2019</th>
<th>Flight Activity November 2018</th>
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<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Total Flights 494</td>
<td>Total Flights 434</td>
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<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Personal 76</td>
<td>Personal 68</td>
</tr>
<tr>
<td>Business 38</td>
<td>Business 140</td>
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<tr>
<td>Instruction 380</td>
<td>Instruction 226</td>
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c. Fuel Sales:

<table>
<thead>
<tr>
<th>Fuel Sales November 2019</th>
<th>Fuel Sales for November 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>100LL 777 Gallons</td>
<td>100LL 682 Gallons</td>
</tr>
<tr>
<td>JetA 1,162 Gallons</td>
<td>JetA 5,073 Gallons</td>
</tr>
</tbody>
</table>

d. Fuel Purchased and Current Price:

<table>
<thead>
<tr>
<th>Fuel Type</th>
<th>Quan. Purchased</th>
<th>Current Price</th>
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</thead>
<tbody>
<tr>
<td>100LL</td>
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<td>$4.40</td>
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<tr>
<td>JetA</td>
<td>0</td>
<td>$4.00</td>
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Hanger Status: Two available this month, Hangers #19 and #21.

Events: No Santa visit at the Airport this year. Ski Plane Chili Feed – Date TBD

e. Cooley asked how to get the airport more involved this year, noting that Fox Valley Technical College has A&P (airframe and powerplant, aircraft maintenance technician program), and that maybe Fox Valley would be interested in looking at satellite campuses. Kloster noted that there used to be a program in Janesville. Kloster stated that UW-Platteville is considered a tri-state campus and talked about how to bring more STEM (science, technology, engineering and mathematics) into local schools. The Platteville Airport could be a beautiful training site. Spoke about airport diversification and noted that set up of Southwest Wisconsin Aviation Group being the “friendly group”.

f. Olthafer noted that she had sent an email to Maurer regarding WDNR’s report on old fuel farm site. It seemed that only one category came back as possibly needing something, and no action was required. We don’t want our insurance to expire, should something be required.

XIII. Adjournment: Cooley, Chairman

a. Motion to Adjourn by Runde, 2nd by Daus. Adjourned at 7:53 PM