

Airport Commission Meeting  
Dec. 12, 2022, 6:00 pm  
Meeting held in-person, at the Platteville Airport, 5157 HWY 80, Platteville WI.

- I. Commission Meeting Call to Order: by Cooley, Chair @ 6:00pm
  - a. Quorum achieved.
  - b. Attendance, Commission Members: Dennis Cooley (P), Doug Du Plessis (P), Joe Sener (P), Danny Xiao (P), Bill Kloster, Mike Dalecki. Others: Adam Ruechel (City Manager), Nicola Maurer (Administration Director), Kathy Kopp (Council Representative), Bob O'Brien (Interim Airport Management). Guests: Brandon Herbert (Strand Associates), 10 students from University of Dubuque
- II. Approval of Minutes, Nov. 14: Cooley, Chair
  - a. Motion by Sener to approve the minutes of Nov. 14, 2<sup>nd</sup> by Du Plessis. Motion passed unanimously.
- III. Citizens Comments, Observations and Petitions: Cooley, Chair
  - a. 10 students from University of Dubuque introduced themselves (name, major, hometown, and career plan). Per their curriculum, they are required to observe an airport commission meeting.
- IV. Introduction of new Commission member Bill Kloster & Mike Dalecki: Cooley, Chair
  - a. Kloster has served on the Airport Commission for many years, rotated off, and now come back to serve on the Commission again. Thanks for your service!
  - b. Dalecki is a retired professor from UW-Platteville. He recently earned his pilot certificate in March 2021.
- V. Discussion and Action on Interim Airport Manager's Contract: Cooley, Chair
  - a. Bob O'Brien introduced himself. After military service, trained in airport firefighting, managed the Madison airport for 7 years, then Green Bay airport, Dubuque airport, IA, Springfield Airport, IL, and Rockford, IL. He also served as Wisconsin Airport Management Association (WAMA) executive director for 8 years before retiring on June 30<sup>th</sup>, 2020.
  - b. Sener moved to approve hiring Bob O'Brien as the Interim Airport Manager with the same pay rate as A&A Aviation Management LLC, 2<sup>nd</sup> by Xiao. Motion passed unanimously.
- VI. Discussion and Possible Action: New Hangar Project: Cooley, Chair
  - a. Color scheme for 70x70 Box Hangar  
Brandon Herbert handed the color option to the commission.  
Du Plessis moved to approve selecting light stone as the main color and autumn red for the accents. 2<sup>nd</sup> by Sener. Motion passed unanimously.
  - b. Brandon Herbert shared the option of a heated floor for the hanger  
Bob O'Brien recommended to install pipes in the floor before concrete is poured so that a heated floor can be an option in the future.
- VII. Discussion and Possible Action on Fuel System Audit: Cooley, Chair
  - a. Bob O'Brien reported that the software for our fuel system has many potentials that have not been utilized. 2/3 sales were paid through credit card, and 1/3 were through proprietary cards. Bob

- O'Brien recommended a formal audit. Reconcile is needed.
- b. Reserve the data on 12/31/2022. A fresh start on 1/1/2023.
- c. Information such as auditing companies may be obtained from WAMA. WAMA membership fee is \$100 per year.
- d. To-do: Bob O'Brien will find some price for the formal audit and present to the Commission in Jan. meeting.
- e. To-do: Bob O'Brien will download the data on 12/31/2022. A fresh start on 1/1/2023.

VIII. Discussion and Action on RFP for Airport Manager: Cooley, Chair

- a. Bob O'Brien reported that one option is to debundle the contract. Tasks can be outlined with hourly rate for bid.
- b. Cooley mentioned Jan. 1 ~ July 1, 2023 will be a transition time. Hopefully the new full-time airport manager will start working and be ready for EAA 2023 (end of July).
- c. Bob O'Brien reported a common practice for fuel quality check is twice per week. Tested and logged for the best safety/service of the public.

IX. Updates: Cooley, Chair

- a. Current Setup, completion timeline for Flight Simulator
  - Setting flight simulator usage rates and scheduling
  - DuPluess: The guide provided by the equipment manufacture is not sufficient. Need to continue working on it. In addition, need to convert two doors (the conference room) to keypad knock so the Flight Simulator room is accessible.
- b. Insurance claim for damage to runway lights
  - Bob O'Brien: lightning happened on Aug. 3rd. The delivery of lights was delayed due to supply chain issues. It will be installed shortly in December.
- c. Need for Sub-Committee Meetings
  - Cooley: Jan. meeting will be officer approval.

X. Treasurer's Report, November 30, 2022: Du Plessis, Treasurer

- Monthly Income Review, from Financial Report: \$ 30,946.79
- Monthly Expenses Review, from Financial Report: \$ 67,255.57
- Monthly Invoice Payments, from Financial Report: \$ 23,666.05
- Status of Project Payments
- a. Dalecki moved to approve Treasurer's report, and pay the bills \$23,666.05, 2<sup>nd</sup> by Sener. Motion passed unanimously.
- b. Du Plessis moved to pay AVFuel bill \$36,677.30, 2<sup>nd</sup> by Sener. Motion passed unanimously.

Manager's Report

Manager

- General Airfield Operations
- Flight Operations

Flight activity Nov. 2022	Flight activity Nov. 2022
Total Flights 900	Total Flights 1260
Personal 81	Personal 154
Business 43	Business 64
Instruction 776	Instruction 1042

○ Fuel Sales

Fuel sales for Nov. 2022		Fuel sales for Nov. 2021	
100LL	525 Gallons	100LL	1191 Gallons
Jet A	3208 Gallons	Jet A	1370 Gallons

○ Fuel Prices

Fuel sales for Nov. 2022	Quantity purchases	Current Price
100LL	8314	\$6.75
Jet A	0	\$5.75

- c. Bob O’Brien recommended to purchase a full-load of Jet-A at low price right now. Price normally goes up after January based on history data.
- d. Bob O’Brien recommended to not only apply fuel discount but also create a pilot reward program to encourage fuel sale.
- e. There are currently 3 individuals on the hanger waiting list.

XI. Discussion on Airport Hangar Leases: Cooley, Chair

- a. Nicola Maurer reported that the formal leases are sporadic. Needs to tight up on annual lease renewal. All current leases (not all leases are available) were digitalized and stored by the City.
- b. Bob O’Brien acknowledged the great contribution from Nicola Maurer, Adam Ruechel, and other City staff during this transition time.

XII. Motion to go into CLOSED SESSION per Wisconsin Statute 19.85(1)(e) - Chair

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Hangar Leases

- a. Kopp moved to close session. 2<sup>nd</sup> by Sener. Motion passed unanimously.

XIII. Motion to return to Open Session Chair

- a. Kloster moved to return to Open session. 2<sup>nd</sup> by Du Plessis. Motion passed unanimously.

XIV. Possible action on Airport Hangar Leases

- a. Xiao moved the motion: The Interim Airport Manager will send a “Notice of Hanger Lease Renewal” to all leases in the week of Dec. 12, 2022. All leases will be renewed annually effective Jan. 1, 2023 with registration number (tail number) included in the contract. Lease rate in 2023 will be the same as 2022. 2<sup>nd</sup> by Du Plessis. Motion passed unanimously.
- b. Xiao moved the motion: The Interim Airport Manager will talk with A & A Aviation about lease renewal for the main hangar. A special commission meeting will be summoned to decide the lease contract for the main hangar in the week of Dec. 26, 2022. 2<sup>nd</sup> by Sener. Motion passed unanimously.

XV. Adjournment Chair

- a. Sener moved to adjourn, 2<sup>nd</sup> by Kloster, Motion passed unanimously at 9:01pm

End of this meeting minutes.