

Minutes of September 18, 2023

Submitted by Danny Xiao, September 18, 2023. Approved on October 9, 2023.

Airport Commission Meeting

September 18, 2023, 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 (A), Danny Xiao (P), Bill Kloster (P), Mike Dalecki (P). Others: Britney Boxrucker (Airport Assistant). Guests: Bob Gates (City Council Representative), Nicola Maurer (Administration Director).
- II. **Approval of Minutes, August 14, 2023**
  - a. Motion by Dalecki, 2<sup>nd</sup> by Gates to approve the minutes of August 14. Motion passed unanimously.
- III. **Citizens Comments, Observations and Petitions**
  - a. The courtesy van is in good shape and serves well for the airport.
- IV. **Discussion and Possible Action on Runway Object Free Area**
  - a. 50 acres of cropland in the runway object free area. Two options: turn into grass to be baled, or turn into grass and be mowed.
  - b. Need to consider the impact to budget (land rental, lose 50 of the 400 acres).
  - c. More discussions with BOA about what can and cannot be done (e.g., soil bean, alfalfa).
  - d. This item needs to be solved before next season.
- V. **Discussion and Possible action on Overdue Hangar Rent**
  - a. Require two months of deposit for future new rental leases.
  - b. Refer to how the City deals with overdues.
- VI. **Discussion and Possible Action on Private Box Hangar Purchase Exploration**
  - a. 80\*80 size, \$700,000
  - b. Ask BOA for possible future entitlement and other options. Snow removal equipment building?
- VII. **Discussion and Possible Action on Bolstering Security System**
  - a. Engage a professional company to evaluate the system and welcome proposals.
- VIII. **Discussion and Possible Action on RFP for Airport Management, others**
  - a. No proposal received yet.
  - b. Add salary range into the RFP.
  - c. Resend to a broader audience.
  - d. Du Plessis moved to modify the RFP, add salary range \$80,000~\$100,000, and send to a broader audience (e.g., American Association of Airport Executives, WAMA, universities, AOP, etc.). 2<sup>nd</sup> by Xiao. Motion carries.

**IX. Discussion and Possible Action on Late Payment Fee Policy**

- a. Refer to the City’s policy

**X. Update on Fuel Loss Investigation**

- a. More than 2000 gallon of fuel missing.

**XI. Discussion and Possible Action on Resignation of Airport Assistant**

- a. Last day will be Sept. 25, 2023.
- b. Prepare a “continuity binder” so temporary employees can carry out the required tasks for compliance.
- c. Document user names and passwords.
- d. Motion by Cooley to accept the resignation. 2<sup>nd</sup> by Kloster. Motion carries.

**XII. Discussion and Possible Action on 2024 Budget**

- a. More discussion and vote in October meeting.

**XIII. Updates**

- Emergency Plan

**XIV. Treasurer’s Report, July 31 & August 31, 2023**

- Monthly Income Review, from Financial Report: \$ 96,486.89
- Monthly Expenses Review, from Financial Report: \$ 90,860.25
- Monthly Invoice Payments, from Financial Report: \$ 33,757.20
- a. Du Plessis moved to pay the bills \$ 33,757.20, 2<sup>nd</sup> by Xiao. Motion passed unanimously.

**XV. Manager’s Report      Manager**

- a. General Airfield Operations
- b. Flight Operations

Flight activity August 2022		Flight activity August 2023	
Total Flights	1188	Total Flights	1799
Personal	140	Personal	208
Business	123	Business	109
Instruction	925	Instruction	1482

- c. Fuel Sales

Fuel sales for August 2022		Fuel sales for August 2023	
100LL	1845 Gallons	100LL	3208 Gallons
Jet A	8178 Gallons	Jet A	2998 Gallons

- d. Fuel Prices

	Quantity purchases	Current Price
100LL	3900	\$5.62
Jet A	7607	\$4.50

A fire extinguisher is needed by each fuel shutoff. An additional fire extinguisher and cabinet were installed on Aug. 25 with a cost of \$583.

XVI. **Adjournment** Chair

- a. Dalecki moved to adjourn, 2<sup>nd</sup> by Xiao, Motion passed unanimously at 8:50pm

End of this meeting minutes.