

Minutes of February 12, 2024

Submitted by Bob Gates on February 13, 2024.

Approved on (Date).

Airport Commission Meeting

February 12, 2024, 6:00 p.m.

Meeting held in-person at the Platteville Airport, 5157 HWY 80, Platteville, WI

I. Commission Meeting Call to Order: by Kloster, Chair @ 6:00 p.m.

- a. Quorum achieved.
- b. Attendance – Commission Members: Jim Berglund (P), Dennis Cooley (P), Mike Dalecki (P), Bill Kloster (P), Brian Whisenant (P). Others: Kyle Eiserer (Airside FBO), Bob Gates (City Council Representative), Rison Pereira (Airport Manager), Guests: Ahmed Taha

II. Approval of Minutes, January 8, 2024

- a. Motion by Gates, 2nd by Dalecki to approve the minutes of January 8, 2024.
Motion passed unanimously.

III. Citizens Comments, Observations and Petitions

IV. Introduction of new Airport Manager, Rison Pereira

- a. Kyle Eiserer introduced Rison Pereira. Rison has 2.5 months left at UD and then will be full-time as the airport manager. Rison has had significant experience as an airport manager intern in California.
- b. Bill and Kyle have been visiting and have discovered a few issues that need to be addressed.
 - i. No invoices for fuel have been sent out since September.
 1. They cleaned them up through January.
 - ii. Bill and Kyle conducted a visual inspection of the airport and went down a checklist that Kyle uses. They found some minor items that needed to be addressed, such as runway lights that were out. All items on the checklist have either been designated as “OK” or they are in need of attention.
 - iii. The commission is planning to step away from managerial issues at the airport and let Kyle and Rison take over.
 - iv. We still need to look at hangar metrics.

V. Commission Mission and Values Statement

- a. Bill has drafted a Commission Mission and Values Statement.
- b. We should email Bill if we see any modifications or additions that we would like and we will go over this in greater detail in March. The statement focuses on the public and business needs of the airport.
- c. The general mission is to create an environment at the airport where people are willing to pay more for airport services.

VI. Committees and Pilots Council

- a. We can choose the committees that we would like to serve on or we will be assigned.
- b. Pilots Council is to give our local pilots a process through which they have a voice. It would be nice to have three local pilots to serve on the committee. Its purpose is not for individuals to voice opinions or complaints but rather as a way for the thoughts and opinions of the local pilots as a group to be conveyed to the Commission.
 - i. It may be nice to have Kyle and Rison go over the facility to see the primary items that need to be addressed before forming the Pilots' Council.
 - ii. We will have to update our Pilots Council on our funding process and how we access money so they know what items can realistically be addressed.
- c. We also need to find a seventh member of the airport commission. This person does not necessarily need to be a pilot or live in Platteville.

VII. Courtesy Car

- a. We have a new courtesy car if we want it – a 2018 Dodge Caravan with 28K miles on it. It has been used by the senior center, but they no longer need it. They would like \$11K for it. Bill thought we could give them \$5,000 now and then another \$5,000 later.
- b. We should probably have a local mechanic inspect it before purchasing.
- c. Whisenant made a motion, pending a positive inspection, that we can spend up to \$11,000 for the van. This figure includes new tires. 2nd by Cooley. Motion passed.

VIII. Discussion around PMAC onboarding program

- a. We should send Bill any items that we would like to see as part of the onboarding process.

IX. Changes in next meeting date to 18 March 2024

- a. The Commission decided to change the date for the March meeting.

X. Updates

- a. Security System
 - i. Bill met with TC Networks and discussed where the cameras will be positioned.
 - ii. The total estimate is \$25,624.33. We have paid \$12,208.36. We owe \$13,415.97
 - iii. Our total cost is a little more than planned because we also had to pay for electrical work.
 - iv. The server will be set to record and keep video for the same length of time as the City requires, which is also the same amount of time as is required by the state.

- b. Fuel Loss Investigation
 - i. Bill met with the Chief of Police and they do not believe that they have found anything that will stand up in court.
 - ii. We are waiting for the City to tell us if we can use their insurance auditor to investigate this. In order for us to have their insurance cover this we may need to file a claim.
 - iii. Bill and Dennis are going to discuss how to proceed.

- c. Hangar Leases for 2024
 - i. We just rented Hangar #4.
 - ii. We plan to maintain the current lease rate for the remainder of the year, but after that there will be an increase in price.

- d. Pastureland Lease
 - i. The current leaseholder is now out of the area. Bill received an email today that there may be someone interested in leasing the land.

- e. Meeting with BOA and Strand Engineering
 - i. Bill met with them and talked about entitlements and BIL money. The entitlements are funds that we get to put toward projects. BIL money is simply an enhancement to the entitlements. We probably need to start a project within a few months to secure the 2022 and 2023 entitlement money or those funds will go away.
 - ii. Bill has been in touch with Mike Grokowskl of the BOA.
 - iii. Bill is looking into snow removal equipment to see if the entitlement and BIL money could go toward that.
 - iv. Bill also talked to Strand to see how much it would cost to activate heat in the new box hangar and build out the bathroom. The heat would be approximately \$30,000. The bathroom would be \$15,000-\$50,000 depending on design.

- v. Talked about having the BOA give us a presentation on BIL funding sources.
 - vi. In the past, the BOA published an economic impact report for every airport. We should have our report by May.
 - vii. The study that was done for the box hangar was done for the other side of the taxi way than the side on which it was actually built. That is one reason that we are having trouble getting the money.
 - viii. Kyle and Rison may want to attend the upcoming BOA Land Use Conference.
- f. Box Hangar Lease
- i. This is a top priority because it is costing us money to sit empty.
 - ii. Kyle strongly recommends getting heat in it as soon as possible.
 - iii. Bill suggested that we wait on the heat until we have someone interested in leasing the hangar and then installing heat at that point.

XI. Treasurer's Report, January 31, 2024

- a. Monthly Income Review – No unusual information.
- b. Monthly Expenses Review
 - i. We have to add \$37,091.42 for a fuel invoice that came in today.
- c. Status of Project Payments
- d. Motion by Dalecki, 2nd by Berglund to pay the bills (\$59,140.89). Motion passed unanimously.

XII. Manager's Report

- a. General Airfield Operations
 - i. Hangar agreements. The plan is to change to month-to-month agreements with annual CPI adjustments. Our current rates are significantly below market value. We will do a large increase in 2025 and then do general CPI increases after that. We will also investigate eliminating pay-in-advance discounts.
 - ii. Invoices have not been sent for 2024, so we need to see who has paid.
 - iii. We will also enforce FAA rules that you have to have a functioning aircraft in a hangar. We will then need to have monthly inspections to know that FAA regulations are being met.
 - iv. Larry has been great regarding snow removal. We need to reevaluate plowing distances.
 - v. NOTAMs. We have approval from Leidos to issue NOTAMs on behalf of the airport.
 - vi. Kyle and Bill did fuel inspections and will continue the inspections on a regular basis.
 - vii. Flight tracking. We received log-in information from Doug Du Plessis. Kyle is still learning how to use it.

- viii. Hangar space. Kyle plans to implement more targeted business campaigns.
- ix. Kyle and Rison plan to send an introductory email to airport tenants..
- x. Rison is going to send us his contact info once it is set up.
- xi. Mike suggested that we get a letter to tenants that we are getting things up and running.

b. Flight Operations

- i. Dakota has sent over a business plan for flight training.

c. Fuel Sales

- i. Ran a quick report. We sold about 41,000 gallons (50/50 jet and AVGAS) in 2023.
- ii. We sold 640 gallons in January.
- iii. We still have around 5,000 gallons of jet fuel, so we are fine right now.
- iv. Some people have open accounts. We are going to change to a payment-at-time-of-service plan.
- v. We sent out five or six invoices last week, so hopefully we see payments soon.

d. Fuel Prices

- i. We were at \$5.62 and we are going to go to \$5.42 per gallon, based on the price of the last load of fuel. This gives about a one dollar margin, which is in line with other airports of our size.
- ii. Our current margin is around \$0.25 and some people were getting \$0.25 discounts.
- iii. Kyle plans to continue to price fuel at an amount that is more in line with what similar airports typically command.

XIII. Adjournment, Chair

- a. Motion by Gates to adjourn, 2nd by Berglund. Motion passed unanimously at 7:35 p.m.

End of this meeting's minutes.