

Platteville Airport Commission Meeting Monday, November 13, 2023, 6:00 PM

Meeting will be held in person at Platteville Municipal Airport 5157 HWY 80, Platteville, WI

I.	Commission Meeting Call to Order						
II.	Approval of Minutes, October 9, 2023	Secretary					
III.	Citizens Comments, Observations and Petitions						
IV.	Discussion and Possible Action on Election of PMAC Officers						
V.	Discussion and Possible Action on Security System (TC Networks)						
VI.	Discussion and Possible Action on RFP for Airport Management, others	Chair					
VII.	Discussion and Possible Action on Reassignment of Pastureland Lease	Chair					
VIII.	Discussion and Possible Action on Complaints to BOA	Chair					
IX.	Discussion and Possible Action on Courtesy Vehicles/Other Property	Chair					
X.	 Security System Fuel Loss Investigation Private Box Hangar Purchase Leases for 2024 Commissioner Work Session (Clean-Up) RFPs for Airport Services Update on CIP 						
XI.	Treasurer's Report, October 31, 2023 a. Monthly Income Review b. Monthly Expenses Review c. Monthly Invoice Payments d. Status of Project Payments	Treasurer					
XII.	Manager's Report a. General Airfield Operations b. Flight Operations c. Fuel Sales d. Fuel Prices	Manager					
XIII.	Adjournment	Chair					

Airport Commission Meeting October 9, 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). Guests: Bob Gates (City Council Representative), Nicola Maurer (Administration Director), Clinton Langreck (City Manager), Chris Nelson (Lawyer), Jim Burglund (guest).

II. Approval of Minutes, September 18, 2023

a. Motion by Dalecki, 2nd by Kloster to approve the minutes of September 18, with a change on item X. Motion passed unanimously.

III. Citizens Comments, Observations and Petitions

- a. Two engineers from TC Networks. Possibly to connect security cameras in the Airport to City of Platteville. No fiber, hence wifi is needed to connect cameras to the fiber network.
- b. The current pasture renter would like to terminate the lease due to life changes.

IV. Discussion and Possible Action on New Fee Structure

- a. Sener presented a draft "fee schedule".
- b. Motion by Sener, 2nd by Du Plessis to approve the "fee schedule" as presented and to start fee collection on Jan. 1, 2024. Motion passed unanimously.

V. Discussion and Possible Action on Proposals for Airport Services (Lange)

- a. Aircraft rental:
 - i. Please provide a detailed plan of ongoing service compliance of all rental aircraft.
 - ii. Please provide copies of the minimum insurance described in the Minimum Standards showing the City of Platteville as an additional named insured.
 - iii. Motion by Dalecki, 2nd by Du Plessis to deny the proposal of aircraft rental. Motion passed unanimously.
- b. Aeronautical service provider:
 - i. This proposal should be submitted in the detail of the specific services being provided.
 - ii. Please provide copies of the minimum insurance described in the Minimum Standards showing the City of Platteville as an additional named insured. Current insurance is insufficient.
- c. Flight school:
 - i. Please provide details of the instructor (CFI/CFII) including copies of FAA Certificates and copies of instructor's insurance (preferably NAFI). Each instructor needs to have an approved proposal with the airport commission.
 - ii. Fuel purchase is not considered a fee. Please refer to the recently published fee schedule.

- iii. We assume that the instructor will use the current FBO facility, as appropriate. This should be stated in the proposal.
- iv. Please provide a detailed description of coordination and contacts within the FAA FSDO.
- v. Motion by Sener, 2nd by Dalecki to deny the proposal of aircraft rental. Motion passed unanimously.

d. Aircraft maintenance:

- i. Lange Aviation currently does not have authorization to use the Jet Services of Iowa hangar for such purposes.
- ii. Will the fire-rated cabinet be located inside the building or outside?
- iii. Applicable maintenance manuals. Are these manuals individually owned by Lange Aviation? Will they be located on the premises? What process is used for keeping this material up to date and current?
- iv. No fees are discussed in this proposal. Please refer to the fee schedule recently created by the Airport Commission.
- v. Please provide copies of the minimum insurance described in the Minimum Standards showing the City of Platteville as an additional named insured.
- vi. Motion by Sener, 2nd by Gates to deny the proposal of aircraft maintenance. Motion passed unanimously.

VI. Discussion and Possible Action on Request to Sublet Private Hangar

a. Motion by Sener, 2nd by Kloster to table this item until the permission of Lange Aviation is determined. One abstained. Motion passed.

VII. Discussion and Possible Action on Overdue Payments

a. No further discussion.

VIII. Discussion and Possible Action on Private Box Hangar Purchase Exploration

No further discussion.

IX. Discussion and Possible Action on RFP for Airport Management, others

a. Form a subcommittee to conduct interview in the coming two weeks.

X. Discussion and Possible Action on 2024 Budget

- a. Du Plessis presented the 2024 budget.
- b. Motion by Sener, 2nd by Xiao to approve the 2024 budget as presented. Motion passed.

XI. Discussion and Action on Election of PMAC Officers

a. Table this item to Nov. Commission meeting.

XII. Discussion and Possible Action on Replacement of Commissioner

a. President Cooley accepted the resignation from Xiao and recommend an appointment of Burglund to the Common Council.

XIII. Updates

Security System

Fuel Loss Investigation

XIV. Treasurer's Report, September 30, 2023

- Monthly Income Review, from Financial Report: \$ 19,247.24
- Monthly Expenses Review, from Financial Report: \$ 34,036.19
- Monthly Invoice Payments, from Financial Report: \$ 10,330.30
- a. Du Plessis moved to pay the bills \$ 10,330.30, 2nd by Sener. Motion passed unanimously.

XV. Manager's Report Manager

- a. No formal manager's report
- b. Waiting for estimates for exhaust on Ford truck from Garvey's
- c. Waiting for estimate for subframe replacement on Ford van from Pioneer Ford
- d. Two tractor loaders can be sold because we are not using them
- e. Snow plow in storage shed should be sold or taken to street department
- XVI. Closed Session pursuant to Wis. Stat. § 19.85(1)(f) to consider complaints of harassment received by the Commission, which, if discussed in public, would be likely to have a substantial adverse effect on the reputation of any person referred to therein.
 - a. Motion by Sener, 2nd by Kloster to go to closed session. Motion passed unanimously.
- XVII. Motion to return to Open Session.
 - a. Motion by Sener, 2nd by Xiao to return to open session. Motion passed unanimously...
- XVIII. Possible Action on item discussed in closed session.
 - a. No action taken.
 - XIX. Adjournment Chair
 - a. Sener moved to adjourn, 2nd by Gates, Motion passed unanimously at 8:53pm

End of this meeting minutes.

CITY OF PLATTEVILLE AIRPORT COMMISSION FINANCIAL REPORT OCTOBER 31, 2023

BALANCE SHEET OCTOBER 31, 2023

FUND 200 - AIRPORT FUND

			EGINNING BALANCE		URRENT CTIVITY		YTD ACTIVITY		ENDING BALANCE
	ASSETS								
200-10001-000-000	ALLOCATED CASH		.00	(2,898.52)		.00		.00
200-10002-000-000	TREASURER'S CASH		346,348.02	`	10,448.87	(249,090.69)		97,257.33
200-10003-000-000	AIRPORT CASH - RESTRICTED BAL		38,234.85		.00	`	.00		38,234.85
200-11110-000-000	AIRPORT INVESTMENTS		8,911.44		599.87		305,324.39		314,235.83
200-13911-000-000	ACCOUNTS RECEIVABLE MISC.		25,516.08		.00	(25,516.08)		.00
200-16120-000-000	AIRPORT FUEL INVENTORY		49,275.85		.00	(49,275.85)		.00
200-17238-000-000	AIRPORT LOAN RECEIVABLE		.00		.00		.00		.00
	TOTAL ASSETS		468,286.24		8,150.22	(18,558.23)		449,728.01
	LIABILITIES AND EQUITY								
	LIABILITIES								
200-21211-000-000	VOUCHERS PAYABLE	(29,628.06)		.00		29,628.06		.00
200-21220-000-000	WAGES PAYABLE CLEARING	,	.00		.00		.00		.00
200-21313-000-000	6.20% SOC. SEC. EES		.00		.00		.00		.00
200-21314-000-000	1.45% SOC. SEC. EES		.00		.00		.00		.00
200-21315-000-000	6.20% SOC. SEC. ERS		.00		.00		.00		.00
200-21316-000-000	1.45% SOC. SEC. ERS		.00		.00		.00		.00
200-21700-000-000	1.45% SOC. SEC. ERS		.00		.00		.00		.00
200-23160-000-000	PREPAYMENTS		.00		.00		.00		.00
200-26000-000-000	DEFERRED (PREPAID) REVENU		.00		.00		.00		.00
200-27015-000-000	ADVANCE FROM GENERAL FUND		.00		.00		.00		.00
200-27238-000-000	AIRPORT SHORT-TERM LOAN		.00		.00		.00		.00
	TOTAL LIABILITIES	(29,628.06)		.00		29,628.06		.00
	FUND EQUITY								
200-30000-000-000	BUDGET VARIANCE		.00		.00		.00		.00
200-31110-000-000	AIRPORT FUND BALANCE	(438,658.18)		.00		.00	(438,658.18)
200-34000-000-000	RESERVE FOR ADV. FROM GEN	`	.00		.00		.00	,	.00
200-34110-000-000	P.O. ENCUMBRANCE		.00		.00		.00		.00
	NET INCOME/LOSS		.00	(8,150.22)	(11,069.83)	(11,069.83)
	TOTAL FUND EQUITY	(438,658.18)	(8,150.22)	(11,069.83)	(449,728.01)
	TOTAL LIABILITIES AND EQUITY	(468,286.24)	(8,150.22)		18,558.23	(449,728.01)
						_			

CITY OF PLATTEVILLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 200 - AIRPORT FUND

		PERIOD		BUDGET	ET		% OF	ENC	UNENC		
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE		BUDGET	BUDGET BALANCE		BALANCE	
	-				_				_		
	PUBLIC CHARGES FOR SERVICE										
200-46340-460-000	AVIATION FUEL CASH SALES	8,639.89	77,783.80	123,378.00	(45,594.20)	63.05	.00	(45,594.20)	
200-46340-461-000	AVIATION FUEL CREDIT CARD	6,917.59	126,300.45	185,068.00	(58,767.55)	68.25	.00	(58,767.55)	
200-46340-462-000	CORPORATE HANGAR	.00	350.00	.00		350.00	.00	.00	·	350.00	
200-46340-463-000	LAND RENT FOR PRIVATE HANGA	.00	1,380.00	6,177.00	(4,797.00)	22.34	.00	(4,797.00)	
200-46340-464-000	HANGAR RENT	606.30	31,620.24	36,000.00	(4,379.76)	87.83	.00	(4,379.76)	
200-46340-466-000	INTEREST AIRPORT INVESTMENT	599.87	5,324.39	.00		5,324.39	.00	.00		5,324.39	
200-46340-467-000	INTEREST - NOW ACCOUNT	329.87	3,475.50	3,132.00		343.50	110.97	.00		343.50	
200-46340-468-000	LAND RENTAL PARCEL A	.00	116,115.12	134,500.00	(18,384.88)	86.33	.00	(18,384.88)	
200-46340-470-000	LAND RENTAL PARCEL B	.00	4,132.50	7,400.00	(3,267.50)	55.84	.00	(3,267.50)	
200-46340-471-000	LAND RENTAL PARCEL C	.00	503.50	795.00	(291.50)	63.33	.00	(291.50)	
200-46340-473-000	MISCELLANEOUS	1,542.00	1,602.00	.00		1,602.00	.00	.00		1,602.00	
200-46340-475-000	INS PAYMENTS	.00	12,383.79	.00		12,383.79	.00	.00		12,383.79	
200-46340-480-000	MAIN HANGAR RENT	.00	2,323.07	1,455.00		868.07	159.66	.00		868.07	
200-46340-485-000	CIP PAYMENT FROM CITY	.00	.00	15,000.00	(15,000.00)	.00	.00	(15,000.00)	
200-46340-679-000	VENDING SALES	.00	40.27	.00		40.27	.00	.00		40.27	
200-46750-675-000	AIRPORT VENDING SALES	22.00	566.92	.00		566.92	.00	.00		566.92	
	TOTAL PUBLIC CHARGES FOR SE	18,657.52	383,901.55	512,905.00	(129,003.45)	74.85	.00	(129,003.45)	
	TOTAL FUND REVENUE	18,657.52	383,901.55	512,905.00	(129,003.45)	74.85	.00	(129,003.45)	

CITY OF PLATTEVILLE

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 10 MONTHS ENDING OCTOBER 31, 2023

FUND 200 - AIRPORT FUND

	_	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE		% OF BUDGET	ENC BALANCE	E	UNENC BALANCE
	AIRPORT									
200-53510-120-000	AIRPORT: OTHER WAGES	3,115.00	31,751.90	10,000.00	(21,751.90)	317.52	.00	(21,751.90)
200-53510-132-000	AIRPORT: SOC SEC	168.67	1,944.18	600.00	(1,344.18)	324.03	.00	(1,344.18)
200-53510-133-000	AIRPORT: MEDICARE	69.63	484.89	150.00	(334.89)	323.26	.00	(334.89)
200-53510-804-000	AIRPORT: ATTORNEY FEES	4,394.20	11,123.00	1,500.00	(9,623.00)	741.53	.00	(9,623.00)
200-53510-805-000	AIRPORT: FUEL 100LL	.00	97,344.57	113,012.00		15,667.43	86.14	.00		15,667.43
200-53510-806-000	AIRPORT: FUEL JET-A PURCHASE	.00	105,656.44	161,065.00		55,408.56	65.60	.00		55,408.56
200-53510-807-000	AIRPORT: FUEL MAINTENANCE	.00	12,825.71	1,100.00	(11,725.71)	1,165.97	.00	(11,725.71)
200-53510-809-000	AIRPORT: FAHERTY RECYCLING	69.00	651.00	700.00		49.00	93.00	.00		49.00
200-53510-810-000	AIRPORT: BUILDINGS & GROUND	954.99	30,680.03	60,000.00		29,319.97	51.13	.00		29,319.97
200-53510-814-000	AIRPORT: FUEL PURCHASES	174.32	1,796.81	6,400.00		4,603.19	28.08	.00		4,603.19
200-53510-815-000	AIRPORT: FUEL FLOWAGE (TO M	.00	.00	10,000.00		10,000.00	.00	.00		10,000.00
200-53510-816-000	AIRPORT: FED/WI GRANT PROJEC	.00	7,612.01	10,000.00		2,387.99	76.12	.00		2,387.99
200-53510-817-000	AIRPORT: CREDIT CARD FEES	177.00	3,190.25	4,000.00		809.75	79.76	.00		809.75
200-53510-820-000	AIRPORT: GENERAL SUPPLIES	162.95	5,078.39	600.00	(4,478.39)	846.40	.00	(4,478.39)
200-53510-821-000	AIRPORT: PROPANE	.00	1,924.00	6,500.00		4,576.00	29.60	.00		4,576.00
200-53510-823-000	AIRPORT: LIABILITY INS	.00	7,884.00	6,800.00	(1,084.00)	115.94	.00	(1,084.00)
200-53510-824-000	AIRPORT: AIRPORT MGR'S CONT	.00	7,575.00	85,000.00		77,425.00	8.91	.00		77,425.00
200-53510-827-000	AIRPORT: POSTAGE	4.41	62.17	50.00	(12.17)	124.34	.00	(12.17)
200-53510-828-000	AIRPORT: PR & ADVERTISING	.00	50.20	500.00		449.80	10.04	.00		449.80
200-53510-830-000	AIRPORT: SALES TAX	73.84	1,608.78	2,500.00		891.22	64.35	.00		891.22
200-53510-833-000	AIRPORT: TELEPHONE	362.08	3,294.63	3,000.00	(294.63)	109.82	.00	(294.63)
200-53510-836-000	AIRPORT: ALLIANT	700.54	6,979.58	7,600.00		620.42	91.84	.00		620.42
200-53510-841-000	AIRPORT: TRAVEL & CONFERENC	.00	757.90	.00	(757.90)	.00	.00	(757.90)
200-53510-847-000	AIRPORT: AVIATION FUEL TAX	.00	.00	2,500.00		2,500.00	.00	.00		2,500.00
200-53510-848-000	AIRPORT: EQUIPMENT EXPENSES	80.67	7,297.28	15,000.00		7,702.72	48.65	.00		7,702.72
200-53510-850-000	AIRPORT: AIRPORT OUTLAY	.00	25,259.00	.00	_(25,259.00)	.00	.00	(25,259.00)
	TOTAL AIRPORT	10,507.30	372,831.72	508,577.00	_	135,745.28	73.31	.00		135,745.28
	TOTAL FUND EXPENDITURES	10,507.30	372,831.72	508,577.00	_	135,745.28	73.31	.00	_	135,745.28
	NET REV OVER EXP	8,150.22	11,069.83	4,328.00	_	6,741.83	255.77	.00	_	11,069.83

Check Register - Check Summary with Description Airport Check Issue Dates: 11/13/2023 - 11/13/2023

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Report Criteria:

Report type: GL detail Bank.Bank Number = 2

GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Inv Seq	Invoice Amount	Check Amount
1014 11/23 11/23	11/13/2023 11/13/2023		ALLEGIANT OIL LLC ALLEGIANT OIL LLC	PROPANE-AIRPORT PROPANE-AIRPORT OFFICE	095394 095395	1	302.40 436.80	302.40 436.80
То	otal 1014:						_	739.20
1 015 11/23	11/13/2023	1015	BILLS PLUMBING & HEAT	PVC CLOSET FLANGE	44002	1	4.54	4.54
То	otal 1015:						_	4.54
1 016 11/23	11/13/2023	1016	FAHERTY INC	FAHERTY AIRPORT GARBAGE OCTOBER	373743	1	69.00	69.00
То	otal 1016:						_	69.00
1 017 11/23	11/13/2023	1017	HEISER HARDWARE	BUILDING & GROUNDS SUPPLIES	1998 10.27.2	1	25.08	25.08
То	otal 1017:						_	25.08
1 018 11/23	11/13/2023	1018	JOES OVERHEAD DOOR	PARTS	2044 10.14.2	1	63.00	63.00
	otal 1018:						_	63.00
1019							_	
11/23 11/23	11/13/2023 11/13/2023		OREILLY AUTO PARTS OREILLY AUTO PARTS	TRUCK LAMP GREASE	2324-179806 2324-179924	1 1	45.27 17.98	45.27 17.98
То	otal 1019:							63.25
9 2936 11/23	11/13/2023	92936	ALLIANT ENERGY/WP&L	ALLIANT - AIRPORT 11/13/23	11.13.2023	1	809.42	809.42
То	otal 92936:						_	809.42
9 2937 11/23	11/13/2023	92937	CITY OF PLATTEVILLE	US CELLULAR PHONE	26630	1	35.67	35.67
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	BILL 10/8/23 SALES TAX-AIRPORT OCTOBER	26630	2	30.80	30.80
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	CENTURYLINK/BRIGHTS PEED 10/3/23	26630	3	248.80	248.80
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	POSTAGE-AIRPORT OCTOBER	26630	4	8.19	8.19
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	CENTURYLINK/LUMEN LONG DISTANCE 11.1.23	26630	5	.16	.16
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	WAGES-AIRPORT BOXRUCKER	26630	6	1,006.25	1,006.25

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GL Period	Check Issue Date	Check Number	Payee	Description	Invoice Number	Inv Seq	Invoice Amount	Check Amount
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	WAGES-AIRPORT HEER	26630	7	1,325.00	1,325.00
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	SOCIAL SECURITY TAXES-AIRPORT	26630	8	144.54	144.54
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	MEDICARE TAXES- AIRPORT	26630	9	33.81	33.81
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	SEPTIC TANK INSPECTION	26630	10	25.00	25.00
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	QUICKBOOKS 10.02.23	26630	11	30.00	30.00
11/23	11/13/2023	92937	CITY OF PLATTEVILLE	PRECISION AUTO TOWING	26630	12	100.00	100.00
To	otal 92937:						_	2,988.22
92938								
11/23	11/13/2023	92938	COMELEC INTERNET SE	WIRELESS INTERNET- NOVEMBER	108864	1	80.00	80.00
To	otal 92938:						_	80.00
92939 11/23	11/13/2023	92939	GARVEY SERVICE	2005 FORD F-350 MAINTENANCE	05F59117A	1	1,988.75	1,988.75
To	otal 92939:						_	1,988.75
92940								
11/23	11/13/2023	92940	MAST WATER TECHNOL	WATER - AIRPORT	0410202322	1	4.00	4.00
To	otal 92940:						_	4.00
92941								
11/23	11/13/2023	92941	MENARDS	TOOLS	22776	1	31.32	31.32
11/23	11/13/2023	92941	MENARDS	5PC NUT EXTRACTOR SET	22777	1	2.69	2.69
11/23	11/13/2023	92941	MENARDS	WORKLIGHT AND IMPACT ADAPTER	22785	1	24.86	24.86
11/23	11/13/2023	92941	MENARDS	5/16 GRAB HOOK	23093	1	4.19	4.19
To	otal 92941:						_	63.06
92942 11/23	11/13/2023	92942	WI DEPT OF TRANSPORT	BOX HANGAR PROJECT	395-0000324	1	1,422.99	1,422.99
To	otal 92942:						_	1,422.99
G	rand Totals:						_	8,320.51
							=	

Check Register - Check Summary Airport Check Issue Dates: 11/13/2023 - 11/13/2023 Page: 1 Nov 09, 2023 03:47PM

Report Criteria:

Report type: Summary Bank.Bank Number = 2

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
11/23	11/13/2023	1014	26366	ALLEGIANT OIL LLC	739.20
11/23	11/13/2023	1015	1880	BILLS PLUMBING & HEATING INC	4.54
11/23	11/13/2023	1016	6395	FAHERTY INC	69.00
11/23	11/13/2023	1017	8715	HEISER HARDWARE	25.08
11/23	11/13/2023	1018	27359	JOES OVERHEAD DOORS	63.00
11/23	11/13/2023	1019	26382	OREILLY AUTO PARTS	63.25
11/23	11/13/2023	92936	425	ALLIANT ENERGY/WP&L	809.42
11/23	11/13/2023	92937	3415	CITY OF PLATTEVILLE	2,988.22
11/23	11/13/2023	92938	31193	COMELEC INTERNET SERVICES LLC	80.00
11/23	11/13/2023	92939	32901	GARVEY SERVICE	1,988.75
11/23	11/13/2023	92940	12765	MAST WATER TECHNOLOGY	4.00
11/23	11/13/2023	92941	25566	MENARDS	63.06
11/23	11/13/2023	92942	22635	WI DEPT OF TRANSPORTATION	1,422.99
Gran	d Totals:				8,320.51

The above listed bills are OK for payment and are thus recommended to the Airport Commission for payment. Exceptions are noted and may be discussed at the Airport Commission meeting.

 Date:	Dennis R. Cooley, Chairman
Date:	Doug DuPlessis, Treasurer
Date:	Clinton Langreck, City Manager