



Platteville Airport Commission Meeting
Monday, February 12, 2024, 6:00 PM
Meeting will be held in person at
Platteville Municipal Airport
5157 HWY 80, Platteville, WI

- | | | |
|--------------|---|------------------|
| I. | Commission Meeting Call to Order | Chair |
| II. | Approval of Minutes, January 8, 2024 | Secretary |
| III. | Citizens Comments, Observations and Petitions | Chair |
| IV. | Introduction of new Airport Manager, Rison Pereira | APEX |
| V. | Commission Mission and Values Statement | Chair |
| VI. | Committees and Pilots Council | Chair |
| VII. | Courtesy Car | Chair |
| VIII. | Discussion around PMAC onboarding program | Chair |
| IX. | Change in next meeting date to 18 March 2024 | Chair |
| X. | Updates | |
| | <ul style="list-style-type: none">• Security System• Fuel Loss Investigation• Hangar Leases for 2024• Pastureland Lease• Meeting with BOA and Strand• Box Hangar Lease | |
| XI. | Treasurer’s Report, January 31, 2024 | Treasurer |
| | <ul style="list-style-type: none">a. Monthly Income Reviewb. Monthly Expenses Reviewc. Monthly Invoice Paymentsd. Status of Project Payments | |
| XII. | Manager’s Report | Manager |
| | <ul style="list-style-type: none">a. General Airfield Operationsb. Flight Operationsc. Fuel Salesd. Fuel Prices | |
| XIII. | Adjournment | Chair |

Minutes of January 8, 2024. Submitted by James Berglund, February 9, 2024.

- I. **Commission Meeting Call to Order by Dennis Cooley** **Chair**
 - a. Quorum achieved.
 - b. Call to order, 6:09 PM
 - c. Attendance: Dennis Cooley, James Berglund, Mike Dalecki, Bill Kloster (remote), Brian Wisenant, Nicola Maurer

- II. **Approval of Minutes, January 8, 2023** **Secretary**
 - a. Done second
 - b. Motion by Dalecki for approval, seconded by Kloster

- III. **Citizens Comments, Observations and Petitions** **Chair**
 - a. Access needed, hangar 4, measurements.
 - b. Dakota (flight instructor), starting a flight school?

- IV. **Discussion and Possible Action on Election of PMAC Officers** **Chair**
 - a. Motion by Dalecki to nominate Bill as chair effective February 1
 - i. Motion carries

- V. **Discussion on Private Box Hangar Purchase** **Chair**
 - a. Nothing new to discuss.

- VI. **Discussion and Possible Action on Operating Budget revisions for 2024** **Chair**
 - a. Nothing new to discuss.

- VII. **Discussion and Possible Action on Airport Management Contract** **Chair**
 - a. Already approved.
 - b. Kyle (Manager) interviewing candidates
 - i. Will be on-site next week to work through site details.
 - c. Adverse weather incoming tomorrow (snow + wind), runway plowing ready.

- VIII. **Discussion and Possible Action on Reassignment of Pastureland Lease** **Chair**
 - a. Gretchen Camps – lease still under their name
 - i. Ends Dec 31, 2025
 - b. Advertise that the pasture is available?
 - c. Can the City put it in the papers? Advertise?

- IX. **Discussion and Possible Action on Complaints to BOA** **Chair**
 - a. Nothing new
 - b. In compliance, no deadline for compliance
 - c. Close the complaints? No deadline
 - d. No action

- X. Discussion around PMAC onboarding program** **Chair**
- a. (Bill) – get ahold of Section 3.15 Platteville Municipal Ordinance (on website) deals with the airport commission, responsibilities, etc., we should all be familiar.
- i. Chapter 114 Wisconsin Statutes – aviation in the state (not everything pertains to Commission).
 - ii. Point 40, Point 32, relevant to the Commission.
 - iii. Entitlements program

XI. Updates

- **Security System**
 - Discuss in treasurer's report.
 - Jan 15th to install security system.
- **Fuel Loss Investigation**
 - New thing: three proposals from forensic accounting firms
 - New information: about 10,600 gallons of fuel unaccounted for
 - Distributed between jet fuel and low-lead.
 - May have never been billed?
 - Determining cost of forensic accounting investigation
 - Insurance may cover.
 - May end up being very costly without recouping cost?
- **Meeting with BOA compliance**
 - No new discussion
- **Leases for 2024**
 - No new discussion
- **Status of CIP**
 - No new discussion
 - Supposed to get a quarterly update on CIP, about four reports behind
- **Airport Clean-Up Efforts**
 - Cleaned up some back in November, still things to remove.
- **Property taxes on privately owned hangars**
 - Will need to take responsibility for new tax legislation.
 - Issue created by new legislation, new statutes put responsibility on assessor but is falling on City and Commission to communicate.
 - In the leases that property owners pay the taxes
 - Need to get the pertinent information to discuss this.
- **Crew car**
 - Put on agenda for next month

- XII. Treasurer's Report, December 31, 2023** **Treasurer**
- a. **Monthly Income Review**
 - i. 500k in assets (doesn't include what we owe state for hangar)
- b. **Monthly Expenses Review**
 - i. Larry \$1k

- ii. \$311k from state for new box hangar
 - 1. Unclear what this is yet in detail.
 - 2. Should have been \$200k?
 - 3. Missing something? Offsets?
 - 4. Mail mixup
- iii. Motion by Kloster to pay \$26,593.07 vouchers
 - 1. Motion passed.
- iv. Motion to not pay the WI Dept of Transport bill of \$311,737.13
 - 1. Motion passed.

- c. **Monthly Invoice Payments**
- d. **Status of Project Payments**
- e. **Motion to approve Treasurer's report**
 - i. Motion carried.

XIII. Manager's Report

Manager

- a. **General Airfield Operations**
 - i. Things moving forward!
- b. **Flight Operations**
 - i. No news.
- c. **Fuel Sales**
 - i. No news.
- d. **Fuel Prices**
 - i. No news.

XIV. Adjournment

Chair

- a. Motion by Kloster to adjourn at 7:29 PM, motion seconded by Dalecki
 - i. Motion carried.

Proposed Platteville Municipal Airport Commission

Mission

The Airport Commission, establishes rules, regulations, policy and sets direction to administer/operate the Platteville Municipal Airport, to provide continuous safe Aviation Operations, to meet the needs of the flying public and community, to foster a stimulus to the local economy.

Vision

Develop an airport that meets the needs of the recreational and business flying community.

Values

Safety
Efficiency
Value

Committees

Executive
Facility Maintenance and Equipment Acquisition
Public Relations and Marketing
Safety, Security and Emergency Management

Pilots Council

Platteville Municipal Airport 2024
Committee Structure

Executive Committee:

Chairman	Bill Kloster
Vice Chairman	Vacant
Secretary	Bob Gates
Treasurer	Mike Dalecki

Facility Maintenance and Equipment Acquisition:

- 1.
- 2.
- 3 Rison Pereira

Public Relations and Marketing:

- 1.
- 2.
- 3.

Safety, Security and Emergency Management:

- 1.
- 2.
3. Rison Pereira

Pilot Council:

- 1.
- 2.
- 3.

WILLIAM J. KLOSTER
Commission, Chair

Proposed Rules
Platteville Municipal Airport
Pilots Council
~~11 May 2015~~ 12 February 2024

The following rules shall govern the formation and operation of the Platteville Municipal Airport Pilots Council. These rules shall be approved by the Platteville Municipal Airport Commission.

Purpose

The Platteville Municipal Airport Pilots Council (Council) is formed by action of the Platteville Municipal Airport Commission (Commission). The Council will, through interaction with other pilots, collect information to present to the Commission on items that need to be considered by the Commission to aid in the development, maintenance, and good operation of Platteville Municipal Airport.

Members

1. The Council shall consist of three volunteer members appointed by the Commission after submission of a written request by the applicant.
2. The written request shall list the pilots qualifications and rational for wanting to be a member of the Council.
3. At least two members of the Council must be renters or owners of a hangar at the Platteville Municipal Airport.
4. Council members need not be residents of Platteville, but must be current licensed pilots operating from the Platteville Municipal Airport and not current members of the Commission.
5. At least one member should hold an Instrument Flight Rating.
6. Council members shall be appointed to 3 year terms. The first three Council members appointed shall be appointed to staggered terms of 1, 2 and 3 years.
7. Council members may not be appointed to more than 3 consecutive terms.
8. A Council member who has served 3 consecutive terms, may be reappointed to a new series of terms after 1 year.
9. The Commission may vote to remove a Council member for any reason by simple majority of the full Commission.
10. Volunteer Council members can resign at any time either in writing or by attending a regularly scheduled Commission meeting and stating so before the Commission.

Meetings and Communication with the Commission

The information presented by the Council and any recommendations of the Council will be non-binding. Any recommendation by the Council that is adopted by the Commission must be approved by the majority vote of the Commission. The Commission may opt to put any recommendation offered by the Council on the next Commission agenda to hear any public comments before taking any action. It is not the Commission's intent for this Council to address or bring forward the grievance of a single pilot or user of the Platteville Municipal Airport, rather it represents the voice of several users to bring forth ideas to enhance the operation and utilization of the Airport. Any citizen may address the Commission during an open meeting.

1. The Council shall chose one member to be the Chair of the Council. The Chair is responsible for ensuring that each quarterly report is made to the Commission.
2. The Council shall present information regarding the operations of the Airport to the Commission each quarter at the regularly scheduled January, April, July and October, Airport Commission meeting.
3. The Council by majority vote may request a matter be included on the agenda for a Commission meeting at any time, by communicating such request to a Commission member.
4. The Council shall seek the input of other pilots, users and citizens operating from or using the Platteville Municipal Airport.

~~5. As the Pilots Council is a body that is created by rules of a Governmental body it is therefore deemed subject to Wisconsin Law for Open Meetings and Open Records. Council members email and other written communication can be requested by open records law. Any meeting of two or three of the members must be noticed when airport topics are to be discussed. Meeting notices and agendas must be submitted for posting on the City webpage no later than 48 hour before a meeting. Minutes of any meeting must be posted on the City Web page after Council member's approval.~~

6.5. Reports by the Council to the Commission will be included in the Commissions meeting minutes or as an attachment if submitted in written form.

Adopted by Platteville Airport Commission May 11, 2015.

CITY OF PLATTEVILLE AIRPORT COMMISSION
FINANCIAL REPORT
JANUARY 31, 2024

CITY OF PLATTEVILLE

BALANCE SHEET
JANUARY 31, 2024

FUND 200 - AIRPORT FUND

		BEGINNING BALANCE	CURRENT ACTIVITY	YTD ACTIVITY	ENDING BALANCE
<u>ASSETS</u>					
200-10001-000-000	ALLOCATED CASH	.00	.00	.00	.00
200-10002-000-000	TREASURER'S CASH	140,645.32	24,347.13	24,347.13	164,992.45
200-10003-000-000	AIRPORT CASH - RESTRICTED BAL	38,234.85	.00	.00	38,234.85
200-11110-000-000	AIRPORT INVESTMENTS	315,419.60	603.26	603.26	316,022.86
200-13911-000-000	ACCOUNTS RECEIVABLE MISC.	35,782.15	(30,427.29)	(30,427.29)	5,354.86
200-16120-000-000	AIRPORT FUEL INVENTORY	.00	.00	.00	.00
200-17238-000-000	AIRPORT LOAN RECEIVABLE	.00	.00	.00	.00
	TOTAL ASSETS	530,081.92	(5,476.90)	(5,476.90)	524,605.02
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
200-21211-000-000	VOUCHERS PAYABLE	(317,784.77)	3,768.31	3,768.31	(314,016.46)
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) REVENUE	(2,043.80)	2,043.80	2,043.80	.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	(319,828.57)	5,812.11	5,812.11	(314,016.46)
<u>FUND EQUITY</u>					
200-30000-000-000	BUDGET VARIANCE	.00	.00	.00	.00
200-31110-000-000	AIRPORT FUND BALANCE	(210,253.35)	.00	.00	(210,253.35)
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	(335.21)	(335.21)	(335.21)
	TOTAL FUND EQUITY	(210,253.35)	(335.21)	(335.21)	(210,588.56)
	TOTAL LIABILITIES AND EQUITY	(530,081.92)	5,476.90	5,476.90	(524,605.02)

CITY OF PLATTEVILLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

FUND 200 - AIRPORT FUND

	PERIOD		BUDGET		% OF	ENC	UNENC
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	BALANCE	BALANCE
<u>PUBLIC CHARGES FOR SERVICE</u>							
200-46340-460-000	AVIATION FUEL CASH SALES	.00	.00	89,740.00	(89,740.00)	.00	.00 (89,740.00)
200-46340-461-000	AVIATION FUEL CREDIT CARD	1,252.47	1,252.47	148,273.00	(147,020.53)	.84	.00 (147,020.53)
200-46340-462-000	CORPORATE HANGAR	.00	.00	4,200.00	(4,200.00)	.00	.00 (4,200.00)
200-46340-463-000	LAND RENT FOR PRIVATE HANGA	.00	.00	6,177.00	(6,177.00)	.00	.00 (6,177.00)
200-46340-464-000	HANGAR RENT	5,889.37	5,889.37	36,000.00	(30,110.63)	16.36	.00 (30,110.63)
200-46340-466-000	INTEREST AIRPORT INVESTMENT	603.26	603.26	8,290.00	(7,686.74)	7.28	.00 (7,686.74)
200-46340-467-000	INTEREST - NOW ACCOUNT	444.49	444.49	5,592.00	(5,147.51)	7.95	.00 (5,147.51)
200-46340-468-000	LAND RENTAL PARCEL A	.00	.00	133,554.00	(133,554.00)	.00	.00 (133,554.00)
200-46340-470-000	LAND RENTAL PARCEL B	.00	.00	7,616.00	(7,616.00)	.00	.00 (7,616.00)
200-46340-471-000	LAND RENTAL PARCEL C	.00	.00	848.00	(848.00)	.00	.00 (848.00)
200-46340-473-000	MISCELLANEOUS	.00	.00	120.00	(120.00)	.00	.00 (120.00)
200-46340-480-000	MAIN HANGAR RENT	.00	.00	3,485.00	(3,485.00)	.00	.00 (3,485.00)
200-46340-485-000	CIP PAYMENT FROM CITY	15,000.00	15,000.00	15,000.00	.00	100.00	.00 .00
200-46750-675-000	AIRPORT VENDING SALES	.00	.00	500.00	(500.00)	.00	.00 (500.00)
	TOTAL PUBLIC CHARGES FOR SE	23,189.59	23,189.59	459,395.00	(436,205.41)	5.05	.00 (436,205.41)
	TOTAL FUND REVENUE	23,189.59	23,189.59	459,395.00	(436,205.41)	5.05	.00 (436,205.41)

CITY OF PLATTEVILLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

FUND 200 - AIRPORT FUND

	PERIOD		BUDGET		% OF	ENC	UNENC	
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET	BALANCE	BALANCE	
<u>AIRPORT</u>								
200-53510-804-000	AIRPORT: ATTORNEY FEES	.00	.00	7,160.00	7,160.00	.00	.00	7,160.00
200-53510-805-000	AIRPORT: FUEL 100LL	.00	.00	84,712.00	84,712.00	.00	.00	84,712.00
200-53510-806-000	AIRPORT: FUEL JET-A PURCHASE	.00	.00	137,017.00	137,017.00	.00	.00	137,017.00
200-53510-807-000	AIRPORT: FUEL MAINTENANCE	.00	.00	15,000.00	15,000.00	.00	.00	15,000.00
200-53510-809-000	AIRPORT: FAHERTY RECYCLING	.00	.00	770.00	770.00	.00	.00	770.00
200-53510-810-000	AIRPORT: BUILDINGS & GROUND	12,208.36	12,208.36	35,000.00	22,791.64	34.88	.00	22,791.64
200-53510-814-000	AIRPORT: FUEL PURCHASES	.00	.00	2,434.00	2,434.00	.00	.00	2,434.00
200-53510-816-000	AIRPORT: FED/WI GRANT PROJEC	.00	.00	30,000.00	30,000.00	.00	.00	30,000.00
200-53510-817-000	AIRPORT: CREDIT CARD FEES	29.62	29.62	4,101.00	4,071.38	.72	.00	4,071.38
200-53510-820-000	AIRPORT: GENERAL SUPPLIES	136.40	136.40	6,838.00	6,701.60	1.99	.00	6,701.60
200-53510-821-000	AIRPORT: PROPANE	.00	.00	2,886.00	2,886.00	.00	.00	2,886.00
200-53510-823-000	AIRPORT: LIABILITY INS	.00	.00	9,513.00	9,513.00	.00	.00	9,513.00
200-53510-824-000	AIRPORT: AIRPORT MGR'S CONT	10,400.00	10,400.00	96,000.00	85,600.00	10.83	.00	85,600.00
200-53510-827-000	AIRPORT: POSTAGE	.00	.00	75.00	75.00	.00	.00	75.00
200-53510-828-000	AIRPORT: PR & ADVERTISING	.00	.00	75.00	75.00	.00	.00	75.00
200-53510-830-000	AIRPORT: SALES TAX	.00	.00	2,229.00	2,229.00	.00	.00	2,229.00
200-53510-833-000	AIRPORT: TELEPHONE	80.00	80.00	3,856.00	3,776.00	2.07	.00	3,776.00
200-53510-836-000	AIRPORT: ALLIANT	.00	.00	8,153.00	8,153.00	.00	.00	8,153.00
200-53510-841-000	AIRPORT: TRAVEL & CONFERENC	.00	.00	1,000.00	1,000.00	.00	.00	1,000.00
200-53510-848-000	AIRPORT: EQUIPMENT EXPENSES	.00	.00	15,000.00	15,000.00	.00	.00	15,000.00
	TOTAL AIRPORT	22,854.38	22,854.38	461,819.00	438,964.62	4.95	.00	438,964.62
	TOTAL FUND EXPENDITURES	22,854.38	22,854.38	461,819.00	438,964.62	4.95	.00	438,964.62
	NET REV OVER EXP	335.21	335.21	(2,424.00)	2,759.21	13.83	.00	335.21