

**EPHRAIM-GIBRALTAR AIRPORT COMMISSION**  
**THURSDAY, JULY 18, 2019**  
**GIBRALTAR TOWN CENTER**  
**9:00 A.M.**

**Approved:**

**Call to order:** The Ephraim-Gibraltar Airport Commission meeting was called to order by Marty Franke at 9:02 a.m.

Members present: Marty Franke, Jon Neville, Myrv Somerhalder, Gary Chaudoir, and Jeff Drajesk. Gary Glojek via telephone  
Absent: None

**Agenda/ proper notice/adopt agenda:** *Motion: (Drajesk, Neville) to adopt the agenda as presented. Carried*

**Approve Minutes of Previous Meeting(s):** *Motion: (Neville, Somerhalder) to approve the minutes from June 20, 2019, as amended. Carried.*

**Public Comment:** Strantz reported the beacon parts are on their way. A new shaft kit was ordered to prevent water from getting in. The tractor issue has been identified as an oil breather and gasket. Parts are ordered and a deep cleaning will be scheduled.

**Appointment of Airport Commission Secretary:** According to the WI State statutes, the Airport Commission shall appoint a Chair person and a secretary. *Motion: (Somerhalder, Drajesk) to appoint Kelly Murre as the Airport Commission Secretary. Carried.*

**Personnel Scheduling:** Franke suggests having the airport employees do some of the maintenance checks and doesn't think they need to be done every day. Neville contacted U-Fuel and confirmed that someone does not need to inspect every day and has never had a problem with alarms on the fuel system. Franke suggests that during the summer months, Patrick doesn't need to inspect at all. Neville will create a schedule and log for the airport staff to inspect the fuel system and runway. In the off season, Patrick only needs to inspect once a week or when there for another reason, like snow plowing. Patrick will be contacted as needed for garbage and fuel.

*Motion: (Neville, Drajesk) to have airport personnel inspect during the summer months. Patrick will be called when needed. In the off-season, Patrick to inspect once a week or when out there for other tasks. Carried.*

**Review Financials and Fuel Sales:** *Motion: (Chaudoir, Neville) to accept the financials as presented. Carried*

**Chair Report:** Franke has a meeting with Skare and McCutcheon this afternoon to discuss future funding for the airport. Schenck has merged with CLA and now requires the Airport to complete their own audit at a cost of \$4000. Franke is suggesting the Town and Village pressure the auditors to keep the airport within the Town's audit at the current rate or shop around for services.

**Friends Report:** Neville reported they are at 67 members, with another 4-5 additional members possible. The website will be getting redone and the Facebook page is kept up frequently. Keith Kocourek has been doing a wonderful job with the mowing and grooming of the airport. He is also planning to plant some wildflowers and plantings around the airport sign, at no cost.

The student pilot has taken his introductory flight with more scheduled.

There is an individual providing rental cars at the airport. Over the 4<sup>th</sup> of July weekend, a boat owner purchased 350 gallons from the Airport.

A camera was installed on the Friends building. Would be interested in connecting to a local webcam.

**Airport Report:** Kelly reported the Heartland credit card processing for the office is very expensive and charges a large fee for being seasonal. Kelly will shop around for another service. The crack filling crew has been at the airport this week. Seal coating and striping will be completed in August.

Neville looked into U-Fuel certification and testing isn't required.

He received a call from Green Bay Executive Air wondering if we'd be interested in a half load. It was suggested to wait for better pricing.

Neville said the water heater in the maintenance building needs to be replaced.

Chaudoir reported the Adopt-a-Hwy sign at Maple Grove Rd is incorrect.

**Payment of Bills:** *Motion: (Neville, Drajesk) to pay the bills as presented. Carried*

**Adjourn:** *MOTION: (Neville, Drajesk) to adjourn at 10:05 a.m. Carried*

Respectfully submitted,

Kelly Murre,  
Deputy Clerk