



UNAPPROVED MINUTES
IOWA COUNTY AIRPORT COMMISSION MEETING HELD
Thursday May 19, 2022 – 6pm
Iowa County Airport – Mineral Point
3151 State Road 39
Mineral Point, Wisconsin

**Iowa
County
Wisconsin**

1	Meeting called to order by Masters at 6pm
2	Roll Call – Galle, Masters, Meives, Gander, Deal, Meyers substituting for Kreul joins at 6:20PM. Also Present Highway Commissioner Hardy, Airport Manager Langbecker, BOA Josh Holbrook, Taylor Kohls, Mike Ramos, Joe Klocke, Ryan Johnson, Cory Johnson, Alan Jewell, Richard Jenkins, (Call In) Matt Hoeft. Excused: Christian and Kreul.
3	Consent Agenda: One motion to adopt all of the consent agenda items: A. Approve the meeting agenda for September 15th, 2022. B. Approve the minutes of May 19th, 2022 meeting. Masters asks for discussion or questions. Gander motion to approve, second by Galle. Motion passes unanimously
4	Report from the committee members and an opportunity for members of the audience to address the committee. No action will be taken. Masters opens the floor to commissioners, no reports to present. Masters opens the floor to the audience. Klocke asks for an email list of the packet to the airport tenants. Hardy indicates all meetings are posted on iowacounty.org and a posting at the airport. Hardy indicates he will work with airport management to send a copy of the agenda to tenants. Klocke indicates he is happy with the direction of the airport and glad to see funds being used for septic systems. Klocke notes that drawings point out specific buildings. Hardy notes that the septic will be available to all tenants but they will be responsible for a septic agreement as well as connection to the system. Ramos queries when the public is able to give input on topics later in the meeting. Masters indicates that the meetings are run under county rules and that it is at his discretion and consideration of the commission when audience members can offer input. Masters also indicates that he is looking to make meetings as input oriented as possible so long as the points are on topic.
5	Consider an Airport Private Corporate Hangar / Land Lease Agreement for Lot D (34 see sheet 16 of Airport Layout Plan) from David Hamilton for a new Hangar. Matt Hoeft indicates Mr. Hamilton is looking to build a hangar just under 5000 sq ft with attractive aesthetics along with an option to build on the two adjacent lots (35 and 36). Matt indicates that they would like to start ground work this fall or winter and hoping for a completed project by late May or early June of 2023. Holbrook indicates that they will need to file a 7460 with the FAA before they begin anything. Holbrook suggests they start the process immediately. Deal asks when the other hangars would be complete. Matt indicates he is unsure, Hardy indicates from conversations he has had with Mr. Hamilton the hangars could be completed as soon as the end of 2023. Masters asks about the length of the lease agreement without any movement on building progress. Hardy indicates that the airport commission has the ability to extend lease provisions at its discretion. Matt indicates that he and Mr. Hamilton have reviewed the lease agreement and are satisfied with its terms. Hardy indicates he has also had interest in spots 35/36 from Ward Hendrickson and Frank Hallada. Matt indicates Mr. Hamilton is

	very interested and ready to invest the funds to build. Gander inquires what the enforcement is for a failure to build. Hardy points to clauses laid out in the agreement which will release the land if failure to build takes place. Meyers makes a motion to approve, second by Deal. Hardy clarifies that this is just for lot 34. Ramos notes he had desire to build on this lot but there were building height restrictions. Hardy notes there are still restrictions which are clearly marked on the ALP. Holbrook indicates an FAA Air Space review and form 7460 will ultimately allow or not allow the proposed building. Motion passes unanimously.
6	Consider a proposal for an Option to Lease / Reserve lots E and F (Lots 35 & 36 of sheet 16 Airport Layout Plan) from David Hamilton for a new hangar. Hardy indicates that according to our lease agreement Mr. Hamilton would have 24 months to begin construction if approved to reserve the lots. Matt questions whether this is 24 months from the lease signing or 24 months from the ground being ready to be built on. Hardy indicates 24 months from signing of the lease. Deal questions whether they could use the stated terms to extend their timeframe to 3 years. Hardy indicates that they could by pulling a permit after 23 months to gain an additional 12 months to complete the project. Deal questions whether there will be revenue from the lease prior to construction. Hardy indicates that payment of lease will begin at signing. Masters invites comments from the audience. Ramos inquires if the lots can be reserved without a lease. Hardy indicates not without a lease. Ramos asks if the terms in the lease can be extended. Hardy indicates per the agreement; it is at the commission's direction to extend. Hardy states the long term goal of the airport is to be self sustaining. Masters wants to ensure that Holbrook is onboard. Holbrook indicates he needs a completed 7460. Deal motion to approve, second by Meyers. Motion passes unanimously.
7	Review the Airport 2023-28 Capital Improvement plan for Taxiway F3/G3/G4 area improvements. Hardy reviews the capital plan with the commission. Hardy indicates the need to shift some improvements in light of a new hangar being constructed. Hardy notes that proposed SRE could be swapped with taxiway development. Masters inquires whether SRE will hold up. Langbecker indicates it should. Gander asks if there is enough money to complete the project. Hardy indicates they plan to build what they can with the given County budget and BOA entitlement funding. Motion by Galle, second by Gander to swap years for taxiway construction and SRE. Motion passes unanimously.
8	Review Hangar Agreement Matrix of Tenants, Lease Terms, and Timeframes Hardy indicates there are different leases depending on when the lease was signed. Hardy indicates the county bills rent and utilities to tenants. Masters asks audience if they have any issues with the billing system. The audience indicates they are ok with the current system. Masters asks why the month to month tenants don't commit to longer. Hardy indicates it is their option. Langbecker indicates currently at 100% capacity.
9	2022 Airport Annual Rate and Charges Survey Review and Discussion, Establish 2023 Rates and Fees for the Iowa County Airport. Hardy explains the fee structure. Masters invites questions from the audience. Hardy indicates that the budget levy request has been lowered to \$70k with an additional request to lower it by \$3,500. Hardy indicates that the operating fund has \$300k+ and the capital improvement fund has over \$100k. Hardy breaks down fuel pricing from the packet. Deal asks if the lease approved tonight will cover the \$3,500 additional cut, not quite enough in that lease. Meyers indicates we have great fuel prices for the area. Masters indicates the need for exceptional customer service at the pumps. Gander inquires about raising the fees. Hardy notes it has been 10 years since the last increase. There are three different forms of lease in place on the grounds. Based on the terms, 10% raise is the max per year and some leases only allow an increase on a five year cycle according to the leases. Masters opens to the public for comments.

	Masters indicates he would like to see a small increase. Klocke notes that we are not a big airport and be careful not to make comparisons to airports with different services. Galle indicates he prefers small increases not big jumps. Masters is not looking for action tonight, just discussion. Ramos asks if all hangars are charged at the same rate for land leases. Hardy indicates \$.105 per sq foot for commercial / corporate and \$.084 per square foot for private hangars. Ramos inquires about the farm land lease. Hardy notes that it goes to bid at the end of 2023 with a 3-year lease and options for 2 consecutive years. Hardy notes all tenants must be given notice by Dec 1st of any increases. Motion to delay consideration of a rate adjustment to next months meeting by Deal, second by Gander. Motion passes unanimously.
10	Hangar Agreements Review; Commission reviewed the standard lease templates for the airport grounds, hangars, and operators.
11	Consider a Draft Onsite Sewer Treatment System and Drinking Water Distribution System Agreement and Establish Fee structure. Hardy reviews location of existing and proposed septic sites. Hardy notes Ripp has no fee attached and is using an existing bed. Medflight has a separate agreement to lease the land that their septic is located on. Hardy indicates that at \$500 per year with 7 hangars per bed will repay the investment over it's useful life. Masters indicates that it seems like a reasonable rate. Masters agrees with starting the construction and assigning a fee as the process is happening. Hardy indicates the consideration for setting a fee will be set for the next meeting.
12	Review the 2023 Iowa County Airport Budget Request Hardy reviews the revenues and expenses provided in the packet. Meives makes a motion to approve the budget request as presented, seconded by Masters. Masters notes that all funds that are apportioned to the airport must stay with the airport. Motion passed unanimously.
13	Highway Commissioner's Report A. End of August Airport Revenue and Expense Report; Hardy reviews with the commission. B. Project Updates – Septic Sewer Design and Construction Project; Hardy indicates a designer is working on the project with a field day scheduled for the 27th C. Broadband Internet Provision Update; Hardy indicates Bug Tussel is planning to bring high-speed internet fiber line solution to the area. The project is expected to run up highway 39 and could provide tenants an opportunity to connect to it in the future. D. Distributed copies of the Agricultural Land Lease and Airport Management Agreement for discussion in a Future meeting; Hardy gives a copy of the Ag Land Lease and Airport Management Agreement for the commission to review. Hardy requests a discussion at the next meeting.
14	Airport Manager's update – Gone Flyin' Aviation Adam/Taylor A. EAA Traffic Update; Kohls shows a map to the commission of the home airport of the aircraft that arrived at MRJ during Oshkosh. Kohls notes that runway construction NOTAM's were confusing to some incoming pilots and may have deterred traffic. B. Fuel Sales Update; Langbecker reviews the fuel sales report. Langbecker notes that Oshkosh was softer in fuel sales this year. Part of the issues revolved around pricing of fuel. Langbecker noted that for the second year in a row MRJ did not run out of fuel while surrounding airports did. Discussion of the vapor lock up issue with the 100LL tanks system and the shutoff switch failure for the Jet-A system.

	C. Project Update – Runway 11/29 Rehabilitation; Langbecker notes that the runway surface looks good. Langbecker indicates that the lighting is still delayed with no given timeframe for it's arrival. D. Fly-In Event Planning update; Langbecker notes that Kohls held an grill out for the duration of Oshkosh and had great community participation. With the participation the airport open house was rescheduled to October 22nd. E. Sign Replacement Update; Langbecker gives estimates from Funke Sign, Signs-to-go, and Dubuque Sign Company. Langbecker notes Funke can provide a replica of the previous sign for \$1,400, signs-to-go can provide an internally illuminated sign for \$7,000 to \$20,000 and that Dubuque Sign Company requires a \$500 concept fee to design an LED sign. Masters agrees that replacing the sign with the prior design makes the most sense. F. Equipment Maintenance and Repair Summary; Kohls indicates that the grass is still growing but things are generally well. Hardy mentions an incident involving the airport's bat wing mower and Kohls. Hardy indicates that the mower and tractor are being inspected and repaired. G. Buildings and grounds maintenance summary; Hardy commented they were pursuing insulating the County owned maintenance hangar M. The project is within the budget for buildings and grounds maintenance in 2022's budget.
15	Airport Commission Chair Report Masters indicates if anyone ever wants to reach him in regards to the airport to feel free to reach out. Galle asks if the issues with Ivey property have been addressed. Hardy indicates the County has an agricultural lease agreement; which includes a Land Use plan developed and created by Land Conservation department for the farmer/lessee to follow. The current tenant is preserving the waterways designed for the usage in accordance with the plan. If the commission wants to change the requirements in the land lease to not allow crop production; it would have to be reviewed and modified for the lease agreement which expires in 2023. The airport earns around \$29,000 in annual leases for agricultural lands on the grounds. Hardy commented repairs to Cave Road are included in the Runway project and will be completed upon project completion. The lighting portion of the project is currently delayed for the electrical conduit delivery issues.
16	Adjournment and Determine Next meeting date and Time Masters indicates an airport tour will be held 1 hour prior to the next meeting. The next meeting will be held on Oct 20th at 6PM. Motion to adjourn by Deal at 7:52PM, second by Galle. Motion passes unanimously
Minutes prepared by Adam Langbecker; Gone Flyin Aviation	