APPROVED MINUTES
IOWA COUNTY AIRPORT COMMISSION MEETING HELD
June 25, 2019 – 6:00 PM
3151 HWY 39
MINERAL POINT, WISCONSIN 53565

Iowa County Wisconsin

1 Meeting called to order by Benish at 6:03

2 Roll Call – Benish, Christen, Forbes, Masters, Storti (6:23), Absent Ray, Meives. Others in attendance: Commissioner Hardy, Airport Manager Langbecker, Sups. Deal and Nannkee.

3 Motion to approve the agenda for this June 25th, 2019 meeting by Masters, second by Forbes. Motion carried unanimously.

4 Motion to approve the minutes of the April 8th, 2019 meeting by Forbes, second by Masters. Motion carried unanimously.

5 Report from members of the commission or the audience. Masters inquired about the status of the padlock on the emergency gate. Benish stated that this can be covered during the Airport Manager's report. Masters inquired about the functionality and testing of the generator. Hardy noted this is handled by facilities maintenance with quarterly and annual inspections. Langbecker noted that the generator does not power the gates, only the fuel and office facilities.

6 Review of Airport Lease Agreements

a. County Owned Hangar Rental Agreements - Christen asks why leases are being brought up again. Hardy explained that in conversation with the BOA and corp counsel it was suggested to update and standardize the leases. Christen inquires about % of non-aviation storage in hangars and indicates the previous manager consulted the FAA in regards to this. Christen indicated he was satisfied with 25% for county owned hangars. Commission agrees with 25%. Discussion on billing timing of November notice and January 1 due date was acceptable to the commission. Discussion of rent increases at no more than 110% of prior year was deemed acceptable. Discussion of adding a late payment clause to bullet 4 at 1.5% monthly or 18% annually. Commission agreed this was acceptable and in line with other county billing. A discussion to clean up the numerous grammatical errors throughout the document. Masters asks if it is necessary or helpful to include a space for phone and email, Langbecker indicates it can be helpful. Masters inquires about Balloons, Ultralights, and Drones. The commission agrees that Balloons and Ultralights are acceptable, but Drones would not be considered aircraft. Motion by Forbes, second by Masters to approve the lease as written with changes indicated above. Motion carries unanimously.

b. Airport Hangar Ground Lease – Discussion of lease terms to be 30 (thirty) years. Commission agrees that it is an acceptable amount of time. Discussion of 25 year extension beyond the initial term. Commission agrees that it is unlikely that this would be necessary and decides to forego an extension clause. Masters inquires if the airport owns all the land at the airport. Hardy and Langbecker indicate the County does and it is required to maintain and ensure compliance with FAA grant assurances. Commission agrees on a late payment clause to be added to bullet 4 (1.5% monthly or 18% yearly). Discussion of grammatical errors that need to be cleaned up. Discussion of a higher percentage of non-aeronautical use in hangars owned by individuals.

	Christen indicates he believes 40% is sufficient. Commission agrees 40% non-aeronautical use. Commission agrees to add phone number and email to lease. Motion to approve Airport Hangar Ground Lease as written with the stated changes made by Storti, second by Christen. Motion carries unanimously. c. Termination of Lease – Motion by Storti to approve as written, second by Masters. Motion carries unanimously
7	Highway Commissioner's Report a. May 2019 revenue-expense report. Question from Benish on fuel sales. Noted that it was a very good month for Jet-A sales. b. 2019 Capital Projects summary. Hardy reviewed projects with the commission. 100LL tank replacement on track for September/October installation. Crack filling/Sealcoating contract has been signed with Farner Asphalt, waiting on project timeline from contractor. Airport Layout plan update is moving along. Hardy and Langbecker met with Mead & Hunt on 6/20 for tour and review of process. Mead and Hunt indicated they would have something together for the next commission meeting for late August. Security and lighting update discussed, on track as planned. Mowing equipment has been stalled as the BOA has not put any bids out. Josh with the BOA will update Craig if there is a change. c. Airport Agricultural land waterway issues. Hardy indicated he, land conservationist Abbott, and Administrator Bierke reviewed the airport lands and surrounding properties owned by the Iveys. Some of the airport ag land waterways have been causing some erosions issues for the neighbors, as well as been encroached upon by farming practices on the grounds. Land conservation is evaluating waterway designs and forming a plan to address erosion issues. It is noted that this appears to be a long standing issue. Hardy will continue to update. d. Nested T Hangars water/moisture. A review of the T hangars took place with Mead & Hunt. Discussion of the bottom seal and moving rain/snow farther from the roof edge. Mead & Hunt is working on a solution. e. Fuel Farm project. Discussed in capital planning section. Temporary 100LL fuel would be difficult to provide during the project due to an unavailability of fuel trucks/trailers to utilize/rent. The grounds will most likely have to plan on being without fuel for the 1-2 week installation project. Access to the Jet-A tanks will be maintained during the duration of the project. f. Crack fill project update. Discussed in capital planning section g. Airport Layout Plan. Discussed in capital planning section
10	Airport Manager's Report a. Fuel Branding update. Langbecker indicated he had been in conversation with Phillips 66 and AvFuel but does not have a proposal from either. b. Snow blower update. Discussion of why we are talking about snow blowers in June. Langbecker handed out examples of blowers. Storti wants it purchased from a place that services the unit. Benish asked if 24" is enough, Langbecker indicated it was. Motion to approve up to $800 to purchase a snow blower by Storti, second by Masters. Motion carries unanimously. Hardy indicates he will make a bid list/proposal for it.

	c. Hangar C window update. Project complete, waiting on final billing d. Padlock update. Langbecker indicates he has fastened a key to the padlock to make it accessible at all times. Christen indicates that the gate was made to be breakaway for a fire engine to make it onto the airport by bumping the gate and driving through. Langbecker indicates he will ensure that the gate can be accessed by fire personnel.
11	Airport Commission Chair report a. Hangar rental – Benish asked that we keep the hangars advertised and rented as they become available. b. Next meeting will be called based on a status update of the ALP Plan project.
12	The next meeting will be announced by the chair.
13	Adjournment. Motion to adjourn by Christen, second by Storti. Motion carried unanimously. Meeting concluded at 7:38
Minutes prepared by Adam Langbecker; Gone Flyin Aviation	