

Airport Commission Meeting

June 10, 2024, 6:00 p.m.

Meeting held in-person at the Platteville Airport, 5157 HWY 80, Platteville, WI

- I. Commission Meeting Call to Order - Chair @ 6:03 p.m.**
 - a. Attendance – Commission Members: Jim Berglund (P), Dennis Cooley (P), Lynnette Dornak (A), Bill Kloster (P), Brian Whisenant (P). Others: Kyle Eiserer (Airside FBO), Bob Gates (City Council Representative), Nicola Maurer (Staff Liaison to the Airport Commission), Rison Pereira (Airport Manager). Guests: Dominic Glass, Britt Solverson
 - b. Quorum achieved.

- II. Approval of Minutes - Secretary**
 - a. Motion by Bob to approve the minutes of May 13, 2024 with a time correction; 2nd by Jim. Motion passed unanimously.

- III. Citizens Comments, Observations and Petitions - Chair**
 - a. Britt Solverson spoke about starting a flying club at the Platteville Airport. He was an airport operator at the Reedsburg airport for 11 years and flew for Kaiser from '09–14. He has also been a corporate pilot. He currently has a flying club in the Southwestern School District, but has not been able to get the students into an airplane. Dominic Glass from UD has been helping with the club and would be the flight instructor. Britt plans to lease a plane from a gentleman by the name of Paul Schumey, who has experience working with similar flight clubs and is starting a club in Dane County this summer. Mr. Shumey has extensive marketing experience and Britt and Dominic believe that he would be an asset in getting the Platteville club started. Britt's club is fully insured and presently has 6-8 members. Both Rison and Dominic would help recruit new members for the club and the proposed timeline would be to start by mid July.
 - b. The Commission is in support of this proposal and suggested that Kyle, Rison and Britt proceed with the plan. We would just like to be kept informed of how the club is doing.
 - c. Britt is going to set up a meeting between Paul and Rison.

- IV. WI DOT, FAA Petition – Chair, APEXEJC**
 - a. In order for us to use any funds from the DOT or FAA we need to have a standing petition listing
 - b. Dennis made a motion for Bill to proceed with the petition that was included in the revised meeting packet; 2nd by Brian. Motion passed unanimously.

V. Commission Policies – Chair, APEXEJC

- a. We currently have no policy so Bill reached out to the City for an example policy and created a draft policy. Kyle suggested that the “Standard Fuel Purchases/Load” be increased from \$30K to \$40K to be in line with current fuel prices.
- b. Kyle said that in the 2025 budget, he would like to include a more detailed list of line items in the budget. Fuel and normal course of business activities should be added as line items.
- c. Bill asked that the Commission look at these proposed policies to see if there are any changes or additions that we would like to make. One possibility is to include a policy for the courtesy car.
- d. Kyle suggested that financing policies are the most important to include, as those policies would allow management what they can or can’t do and what would need approval from the Commission.
- e. The Commission decided to scratch the “Emergency Life Threatening” policy.

VI. Nomination/election of Officers, Vice Chair, Treasure – Chair

- a. Bob nominated Brian for Vice Chair and made a motion that Brian serve as Vice Chair; Dennis seconded. Motion passed unanimously.
- b. Jim volunteered for Treasurer and Dennis made a motion that Jim serve as Treasurer; Brian seconded. Motion passed unanimously.

VII. Updates

a. Cropland Reduction, FFA Review – Chair

- i. Bill has not received anything back from the FAA. Bill will look into the federal Conservation Reserve Program

b. City Matters, Fuel Loss Claim – City Liaison

- i. Nicola shared that the claim was submitted to the insurance company. We received a packet from the insurance company that states that a bond for employees would have a limit of \$250K and that they would need a description of the items of loss as well as personnel files of all employees involved in the claim. Nicola replied that this did not involve an employee, but rather a contractor. The insurance agent replied that there is some uncertainty regarding which policy this claim would fall under, but that we should go ahead and complete the paperwork.
- ii. Kyle and Rison put together a spreadsheet listing delivery of fuel and what was dispersed, based on sales. We also looked at invoices and the number of gallons that were received from Avfuel. The discrepancy is lower than previously expected, at only a few hundred gallons per year. It is hard to determine whether this discrepancy is due to theft or just day-to-day loss.
- iii. We are not sure at this point as to whether the City was paid for all of the gas that was reported to have been sold. Nicola has someone on the finance team looking at the invoices submitted to the City by A&A to see if

the City was paid for the fuel that was invoiced and whether it can be cross-referenced to the card swipes. This work will be more of a sampling, however, and not an examination of every purchase done with fuel cards.

- iv. Our main concern is whether all invoices/accounts paid their bills.
- v. We are going to table the insurance packet for now, because most of the questions do not apply to us. First, we need to see if unpaid fuel was used by A&A or proprietary card users.

VIII. Treasurer's Report - Treasurer

- a. Monthly Income Review**
- b. Monthly Expenses Review**
- c. Monthly Invoice Payments**
- d. Status of Project Payments**
- e. We spent \$3,000+ dollars to fix the mower.
- f. \$145 to fix the flat tire on the skid loader.
- g. We have \$513K in cash but still haven't paid the DOT bills of approximately \$200K for the hangar project. The reason we have yet to pay is because of a discrepancy due to the side of the taxiway on which the hangar was built that is delaying our receipt of BIL funds. In order to pay the correct amount, we are waiting for the BOA and the FAA to work out this issue.
- h. Fuel sales have not been reflected in revenues yet.
- i. Motion by Dennis to pay the bills in the amount of \$15,853.84; 2nd by Jim. Motion passed unanimously.

IX. Manager's Report - APEXEJC

- a. Finance**
 - i. Kyle and Rison are still working out issues on the finance side so that they can see changes in real time.
- b. Equipment Repairs**
 - i. Runway light outage has been repaired as of today.
- c. T-Hangar Agreements**
 - i. All contracts are done except for one that is outstanding. There are also three aircraft that are not flight-worthy that Kyle and Rison are trying to get out.
- d. EAA Marketing & Incentives**
 - i. Starting in July, they are going to be broadcasting with various marketing services.
- e. Operations**
 - i. Still working on a drone program. They may be able to facilitate a program that would involve the Agriculture Department at SWTC.
- f. Marketing**
 - i. A newsletter went to the tenants and marketing information will go out soon.

g. Sales

- i. June, July and August should show a spike in fuel sales..

X. Adjournment

- a. Motion by Bob to adjourn; 2nd by Brian. Motion passed unanimously at 7:51 p.m.

End of this meeting's minutes.