

July 10, 2017

## Airport Committee Meeting

Village of Grantsburg

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The Airport Committee met on Monday, July 10, 2017 at 10:00 a.m. at the village office at 316 S. Brad Street, Grantsburg WI.

Present: Airport Chairman, Greg Peer; Village President Larry Ebersold and Member, Caylin Muehlberg. Also present: Clerk, Patty Bjorklund; Treasurer Sheila Meyer; Matt Messina, Airport Development Engineer for the Division of Transportation System Development Management, Bureau of Aeronautics for the WI Dept. of Administration – Wisconsin Department of Transportation; Public Works Director, Chris Bartlett; Trustee, Gary “Goob” Coy; Rod Kleiss; Georgianne Kleiss; Tim Thompson; Ron Willhelm and Gregg Westigaard of the Inter-County Leader.

Chairman, Peer called the meeting to order at 10:00 a.m. He asked everyone present to introduce themselves before he gave the floor to Mr. Messina. Matt noted that the public hearing is the first step in the petition process. By Wisconsin Statutes, they require that at least (10) days’ notice of the public hearing is provided by publication of a Class 1 notice in the local legal newspaper. It is also imperative that **all** the work items that are wished to petition for are listed in the notice and addressed in the public hearing. An affidavit of publication signed by the publisher and notarized is also required. An exhibit showing the location of the proposed work should be made available for inspection at the public hearing. A copy of this exhibit in the petition package needs to clarify the intent of the request. After the public hearing, the airport’s governing body can pass the petition resolution. The petition resolution authorizes representatives of the governing body to execute the agency agreement and owner assurances. Matt stated that his role is to work on the Airport owner’s behalf which is the Village of Grantsburg. They agree to grant assurances. This shows intent, but it is not a commitment. The Bureau of Aviation (BOA) negotiates the contract. Ron Wilhelm asked if the quotations are obtained by the village. Matt stated that he oversees the process and quotes and he shares those quotes. He also stated that the 2017 & 2018 Entitlement Dollars are there and available, even though the airport is below the 10 aircraft reported in January 2017 as required. There are additional dollars available to obtain from the Federal Government to pay for the costs for reconstruction of the airfield. The committee as well as the public reviewed the packet that included Matt’s breakdown of costs for the runway. Matt stated that the best figure for the project would be similar to the airfield reconstruction at Solon Springs, which would be \$1,175,000 plus 5% cost to the sponsor of \$58,750. The Fuel system costs would be similar to Wautoma fuel system with a cost of \$456,000 with 5% cost to the sponsor of \$22,800. He was not sure if the Village of Grantsburg as owner would need to update the Airport Layout Plan

(ALP) prior to doing the fuel system project. Currently there isn't a future fuel system shown on the ALP, so they want us to show it prior to the construction of one. He estimated that a full ALP update would cost \$75,000 with 5% cost to the sponsor of \$3,750. He's hoping that he would only need to update one sheet of the ALP and this would bring down the cost, but all that would be up to the Federal Aviation Association (FAA). He stated that the steps would be to complete the petition process, let Matt know when the village would like to start one of the projects on the petition list and he would put an ad out for a consultant engineer to create the plans and specifications of the project. The engineering firms would send the WI DOT letters of interest and then they would ask for the village's input during the selection of an engineering firm. He would then manage the project and the village and Matt would have regular design review meetings as the project progresses.

Village President, Ebersold asked if there is currently an Association with the Pilots and Hangar Owners. Rod Kleiss stated that no there was not. Member, Muehlberg noted that she would help with the form for LLC and if a loan is taken out for the 5% sponsor share (which the pilots and hangar owners present along with assurance from Mr. Kleiss that all pilots and hangar owners responsible for repayment of the loan would be the LLC and co-sign the loan.) Rod Kleiss stated that he would start the process to have an Association in place and responsible pilots and hangar owners for repayment would become an LLC. Member, Muehlberg reiterated the fact that the village will not be responsible for the 5% sponsor fee for the cost of the project. Village President, Ebersold wants the Association and/or LLC process to start as soon as possible. He wanted all parties present to understand that the 5% sponsor fee could be at a minimum of \$74.16 (a rough estimate) if \$1,500,000 is taken for a 10 year loan or \$45.45 (a rough estimate) if the loan is taken out for 20 years.

Chairman, Peer stated that the purpose of the Public Hearing should be very detailed to the public so that they have a full understanding as to what's going on. Treasurer, Meyer thought the best way to convey the project would be by Power Point and handouts. Ron Wilhelm stated that he could put something together for the Public Hearing by way of Power Point and handouts.

Member, Muehlberg said the current ALP could be used for just the runway and the fuel could be done down the road. The committee agreed. Tim Thompson asked how long the process (design, bid) takes before construction is done and extra dollars are applied for. Matt said the construction would most likely begin in the spring of 2019 if everything is done right away and assignment for funds takes place in September of 2017. The fuel terminal application could take place and possibly be obtained a few years later. Matt stated that any income such as fuel sales would have to stay at the airport for improvements and maintenance there. Currently approximately \$5,000 is paid for costs of maintenance, insurance, and electricity at the airport. This is paid by hangar leases and Personal Property Taxes by the hangar owners and renters.

Courtesy car discussion took place. Theft and damage to the vehicle was concerning to Village President, Ebersold. Ron Wilhelm stated that it works well at other airports that he has used.

All users are assigned a code to use the car. Rod also noted that courtesy bicycles could be used as well. They both felt that this would bring pilots into the village to do business.

Village President, Ebersold asked how the committee wants to promote the Public Hearing. Matt stated that the requirements are to put it in the paper (10) days before the actual hearing. Member, Muehlberg and Chairman, Peer thought postings throughout the village would be positive avenues as well. Member, Muehlberg mentioned Facebook postings also. Treasurer, Meyer stated a mailing would be a good option for all property owners as well, but it does cost money for that. There are approximately 700 mailings that would need to go out she thought at a cost of .46 for the postage alone at a cost of \$322.

Ron Wilhelm thought that the Crex Information Center is the perfect place to hold the Public Hearing on the reconstruction of the airfield at the Grantsburg Airport. The committee will schedule a Public Hearing at the Crex Information Center with Steve Hoffman's approval. The committee will recommend to the Full Village Board at the evening meeting held at 6:00 p.m. on July 10, 2017 to hold a Public Hearing. The Public Hearing will be to discuss the Entitlement Dollars as well as other funding for the reconstruction of the airfield on Monday, July 31, 2017 @ 6:30 p.m. at the Crex Information Center located on County Road D.

Chairman, Peer thanked Mr. Messina as well as others present for attending the meeting today.

***Village President, Ebersold made a motion to adjourn the Airport Committee Meeting at 11:05 a.m., seconded by Chairman, Peer. Carried.***

Respectfully Submitted,

Patty Bjorklund, WCMC/CMC/CMTW  
Village Clerk  
Village of Grantsburg