

Washington Island Airport Activity Report June 17th, 2015 to July 13th, 2015

- I accepted the position of Airport Manager on June 17th, 2015.
- Secured office on June 17th by removing the key in the hallway. Four keys were made at the Mercantile. Currently they are located in the town shop key box of which Jonathan Mann has been notified. The keys and the door lock will be discarded once a keypad entry lock is installed which is on order from the Mercantile.
- On June 21st noticed an object was missing from the office. Contacted police. Concern was this was supposedly a secured office. Tyler solved the matter.
- Cleaned the office with the assistance of the Airport Committee members. Boxed Walt Nehlsen's personal items and handed to his son-in-law. Any files and paperwork from previous manager was put into file cabinet.
- Will reconfigure office so it can be used as a pilot pre-flight planning/weather briefing room.
- Received the attached letter from Larry Harvell concerning the use of the Airport Manager Office. As per his letter, there has been a meeting in the Managers office on Friday afternoons attended by EAA members, Hangar owners and Lions with the permission and attendance of the airport manager. Since securing the office on June 17th, no unauthorized access has been allowed. I stated to Mr. Harvell that the office had to be cleaned up. With the cleaning of the office and the new keypad entrance they will be able to enter and use this Airport Managers office if this is authorized by the Town Board.
- Attended Airport Committee meeting July 2nd.
- Runway and helopad runway light inspection. Replaced burned out helopad light.
- Replaced windsocks.
- Marked tiedown areas with white paint
- Since the runway has been closed by BOA, put temporary crosses on approach end to runway 14 and 32.

- Ordered 4-10'x60' tarps for correct runway closure markings in accordance with BOA directions. Also ordered empty sandbags from the Mercantile to hold down tarps.
- Met with Kevin Sielaff, Mead & Hunt to discuss current project. Slurry overlay will be done the week of the 13th. Should be done in time for the Fly-in Fish Boil.
- Removed weathered information and tie-down envelopes from the kiosk and replaced with fresh, readable information.
- Tie-down fees collected and brought to the Town Office.
- Received note from Larry Harvell, Lion's Club bringing to my attention if there are any Lion's Club Van rental monies in the tie-down box mixed with the Airport tie-down fees they should be turned in to him. To this date there have been no Van rental monies deposited.
- July 13th I resigned as Airport Manager.

Respectfully submitted,

A handwritten signature in cursive script that reads "Steven J. Beekman".

Steven J. Beekman