

**Town of Washington
Airport Advisory Committee**

Minutes

Friday, May 31st, 2013 6:30 p.m.

Rutledge Room

1. **Call to Order:** Chairman Michael Berger called the meeting to order at 6:32 p.m. in the Rutledge Room.
2. **Roll Call:** In addition to Berger, Committee members present were Ed Graf, Gary Crites, Joel Gunnlaugsson and Lu Beekman. All present.
3. **Public Comments:** There were no public comments submitted at this time.
4. **Approval of Agenda:** Motion by Crites, second by Graf to approve the agenda. Motion carried unanimously.
5. **Approval of Minutes:** Motion by Berger, second by Crites to approve the Minutes of the May 20th, 2013 WIAAC meeting with the addition of the word 'lease' to 7. New Business, Item C, second item completing the sentence "**Draft a stronger hanger lease**". Motion carried unanimously.

6. Old Business:

A. DDBBQ: The following issues were discussed

- Motion by Beekman, second by Graf to approve the recommendations for the Board as follows:

Strike that portion of I. Property Utilization, paragraph c. added by the DDBBQ which reads:

"Exception made for public cross taxiway access to a hangar owned by an airport tenant. DDBBQ will notify the Town of Washington of identity of hangar to be utilized and Town of Washington will notify all airport tenants of this event and of potential cross taxiway pedestrian traffic. DDBBQ will with the Town of Washington to ensure public safety at all time."

And

Strike that portion of 5. Property Access Limitations, paragraph a. added by the DDBBQ which reads:

"and agreed to adjacent hangar."

Motion carried unanimously. It may be noted an e-mail was received by Todd Waltrip, Hangar #3 which gave his consent to use that hangar for DDBBQ judging. This hangar can be fenced off to be included in the event area thus eliminating the need for the event attendants to enter the airfield presenting an unsafe situation.

- Discussion continued addressing the aerial map sent by Howard Davis, Airport Compliance Manager, BOA, indicating the acceptable parameters for the event area. It was agreed that the event would be held within the indicated areas and not expanded out onto the airfield. More space can be provided for the event within the area already designated as public or park area, by brushing out the wooded portion on the Southeast portion of the airport.
- Berger also stated the airport needed to find an alternate parking area for the paid vehicle parking. This will be incorporated in the letter sent to vehicle owners.

- Officer Tyler McGrane requested the Airport Office be utilized for bookkeeping duties during the event. A key will be assigned to a designated DDBBQ representative at the Town Office. That person will have responsibility for access to the airport building and office and will be responsible for security of the building during the event. This will ensure the security of the equipment and supplies within the building. The building, with the exception of the bathrooms will not be accessible by the general public. The garage area may be utilized for storage of a garbage truck during the event to keep animals away.
- Discussion of keys for hangars and paid vehicle being kept by the police for emergency entry of hangar or moving of vehicles for maintenance. The Chief was not in favor of that for liability reasons. Keys to the hangars could be kept in the town office. Discussion will continue after more consideration.

B. Hangar lease/letter update. Beekman stated she will formulate a letter to all hangar owners, paid parking vehicle owners and long-term tie-down aircraft owners introducing the Committee, apprising them of the upcoming event, requirements for their vehicles and recommendations to hangar owners to keep their buildings locked. A draft of the letter will be considered at the next meeting.

C. 6 year A.I.P. discussion: The following items will be included on the 6 year plan:

- AWOS
- PAPI – Ideally all four approaches with approach 14 taking priority and 02 having second priority in the case of limited funds.
- Enlarge and Paving for existing Tie-down Area.
- Overlay existing roadways, parking areas and taxiways.
- Tree trimming
- Runway paving
- Fence
- Cameras

Motion by Beekman, second by Crites to continue the discussion of the 6-year A.I.P. at the next meeting. Motion carried.

7. **New Business:**

A. Airport petition package for current funding/package schedule: Petition needs to be submitted by June.

AWOS

PAPI

Enlarge and Paving for existing Tie-down Area.

Overlay existing roadways, parking areas and taxiways.

Beekman will contact Gayle Stearn and Mary Strait to check for procedures.

B. Update on matching funds availability/town budget airport funds: The Committee was not sure how much airport money was available on the town's behalf. The Town Clerk will be asked for that information.

C. Airport Security:

Chief of Police Tyler McGrane was invited to give a history and update on security issues at the airport. He stated that because of fuel thefts/break-ins and unauthorized people on the airport, he felt a camera system and/or a fence with a key code system or keyed system could be warranted. Discussion continued as to what other airports do to secure their airports.

Continued . . .

While there doesn't seem to be funding for a camera system, Gunnlaugsson stated there seems to be funding for a fence system. The fence system doesn't need to be a complete fence; it could be installed in stages. A fence would solve several problems such as:

- Wildlife
- defining the perimeter of public or event areas
- keep unauthorized people off of the airfield
- provide safety and security for tied down aircraft
- keep 4-wheelers and snowmobiles off the airport and runways.

McGrane stated recording motion cameras systems can be obtained for less than \$3,000.00. Gunnlaugsson stated he would support at the town level to entertain a lesser cost system and have an electrician install it. Joel was asked to investigate this.

Berger stated the fence should be continued on the 6 year Airport improvement plan. Motion by Berger, second by Beekman to table further discussion on fencing and a camera system until the next meeting when more information can be obtained. These items will be put on the fund petition and the 6-year plan. Motion carried unanimously.

D. Letter to Airport Tenants: Crites stated he was working on hangar lease compliance measures with a letter to the hangar owners addressing the issues. To be on the agenda for the next meeting.

E. Relocation of Taxiway Buffer – Rail Fence:

- The rail fence will be relocated in alignment with the front of the hangars on the east side of the east taxiway. This will allow additional space for the event while allowing adequate wing span clearance for aircraft on the taxiway. This would be positioned in accordance with the BOA recommendation on the aerial map.

8. Public Input on Items not on the Agenda. No public comments were submitted at this time.

9. Motion by Beekman, second by Berger to include the following Agenda Items:

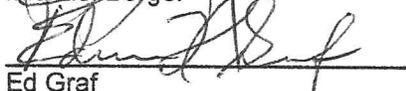
6-year AIP Plan
Review the Petition
Sample Lease
Letter to the tenants
Funding availability

10. Next Meeting Schedule:
Monday, June 10th, 2013 at 6:30 p.m.

11. Adjournment. Motion by Beekman, second by Crites to adjourn the meeting. Motion carried unanimously at 8:00 p.m.



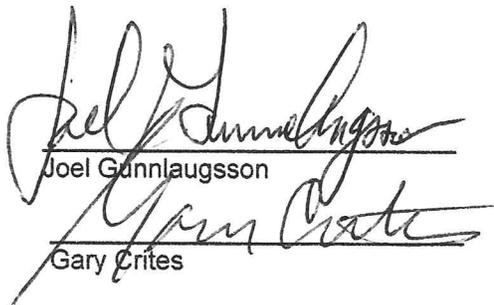
Michael Berger



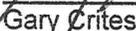
Ed Graf



Lu Beekman



Joel Gunnlaugsson



Gary Crites