



## Washington Island Airport

# Town of Washington

## Washington Island Airport Committee Meeting

Thursday, October 16, 2014 2:00 p.m.  
Community Center

### Minutes

- 1) Call to Order. Chairman Mike Berger called the meeting to order on Thursday, October 16<sup>th</sup>, 2014 at 2:00 p.m. in the Rutledge Room.
- 2) Roll Call. Present by roll call was Berger, Ed Graf, Joel Gunnlaugsson, Gary Crites and Lu Beekman.
- 3) Approval of Minutes. Motion by Gunnlaugsson, second by Beekman to approve the minutes. Minutes approved.
  - A) WIAAC 6/4/2014
- 4) Discussion and Recommendation Items:
  - A.) Job description for airport manager
    - Berger stated the Town does not have a description for the Airport manager.
    - Gunnlaugsson stated he has a template from Door County Airport Manager. He would get copies for the Committee.
    - Gunnlaugsson also stated that the Town is in the process of creating a Public Works department that may encompass the Airport. This person would be overseeing the administrative portion but it stills needs to be determined whether the person would be the Airport Manager in consideration of the specific knowledge needed concerning State and Federal rules and regulations.
    - That person would work with the Committee for regulatory compliance.
  - B.) Communications between Committee and Town Representatives
    - The Committee feels that they have not had good communication with the Town or been kept current with project information. Valerie Carpenter requested an example. Berger stated the Lidar overfly, obstruction clearance, ALP plan. Carpenter asked what information the Committee felt they needed.
    - Berger rephrased the question 'What information should the Committee be privy to in terms of communication between the BOA and the Town when it involves Airport interests and improvements'.
    - Beekman stated that the Committee has not had any communications with the Engineer or BOA since June of this year. Carpenter asked Gunnlaugsson if he wanted to explain why. Gunnlaugsson stated that some things, like the paving were put on hold and there hadn't been much communications for the past two months.
    - The Committee felt that they were not involved with the process and are not of importance.
    - Gunnlaugsson said the Committee was to fact find and recommend to the Board. The Board made decisions after consideration of these recommendations.
    - Beekman asked Gunnlaugsson if the Town wanted input or recommendations from the Committee once projects were underway. Berger reiterated that there were happenings that would have been of interest to the Committee yet information is not passed on to us.
    - Carpenter asked for an example and she assured the Committee there had been no communications.

- Gunnlaugsson stated that there were day to day issues with projects that needed to be addressed and it wasn't so much his responsibility than the Town. He didn't have a problem calling someone from the Committee to discuss issues.
- Berger stated that while the Committee understands they are not necessarily part of the decision making process, they would like to be part of the discussion and kept informed of the process. Gunnlaugsson agreed.
- Beekman felt the Board could benefit from the Airport Committee's input.
- The Committee would also like to be more involved with the budget process. Gunnlaugsson stated it was not the Committee's responsibility to create the budget, the Town meets with the Airport Manager. The Committee agreed they did not want to create the budget rather be part of the budget process.
- Beekman stated perhaps the Airport manager should be meeting with the Committee first at budgeting time to discuss any improvements and funding sources that would be in line with the budgeting process.
- Crites stated the Town could benefit in their budgeting process by seeing what funding sources were available.
- Valerie Carpenter stated the budget meetings were open to the public and the Committee was welcome to attend.
- The Committee felt they should meet with the Airport Manager prior to the public meetings.
- Berger stated a good management process would be; if you have a Committee, use the Committee.
- Crites suggested the Manager working with the Airport Committee could be included in the Airport Managers Job Description.

#### C.) Park designation within Airport boundaries

- Berger spoke with Liz Holmes about the Airport being included within the Parks oversight. There needs to be coordination with the BOA since a parks area would fall within the Airport boundary and would be limited to the designation of the ALP.
- Beekman quoted 14 CFR Chapter 1 to include 'The sponsor may not allow an alteration of the airport in a manner inconsistent with the ALP unless approved by the FAA'. This could be an area the Committee could have input.
- Since the Town will have a new ALP plan as a result of the Lidar survey, the Committee will then work together with the Parks Committee to formulate a plan for a park area.
- Berger also stated that Liz was under the understanding the Airport Committee was against the using any of the Airport property for a park. The Committee agreed that this was not the case, rather they were *in favor of* using the non-aviation portion of the Airport to enhance public use and aviation awareness and were working toward that goal.

#### D.) Obstruction clearance schedule

- Walt Nehlsen, Airport Manager, said the engineer hadn't spoken with the land owners Vuksanovich, Ryder and Jorganson, perhaps the Town should send a letter to them informing them of the clearance project. This land lies within the deeded air rights.
- According to the engineer there will be more extensive clearance needed and additional funds may be needed. This is because of the approach tolerances for the PAPI approach which was shown on the LiDAR survey.
- The Committee does not have the BOA budget breakdown, but Gunnlaugsson said there will be funding available for the Obstruction Clearance.
- Walt stated that Tom Jordan was the high bidder but he wasn't sure the scope of the bidding.

#### E.) LIDAR/PAPI update: Was given in conjunction with Item D.

#### F.) Town gravel testing

- Gunnlaugsson stated the Town was attempting to get the Town gravel approved as a DOT gravel source. This would lessen the cost for the finger taxiways and tie down area paving.

#### G.) Project Construction schedule

- The overlayment for the taxiways is scheduled for next spring or summer.
- This would be scheduled around events at the airport.

H.) ALP (Airport Layout Plan) update

- The new ALP is still being done by the engineers.
- Beekman asked if the engineer was going to give an update concerning the Pilot Access Road and the 'green space'. There needs to be more discussion on this pending development.

I.) AIP (Airport Improvement Plan) update/responsibility

- Hangar #1 purchase
  - Berger wanted a spreadsheet from the BOA to see where the funding for Hangar #1 was addressed.
  - Valerie Carpenter stated that he should give that request to Joel and he would get that information.
  - Joel stated he would call Gayle Stearn.
- Airport Welcome Center building
  - This is still on the AIP plan.
  - The Committee is still looking for a spreadsheet to see how the entitlements were funded and spent.
  - Valerie Carpenter stated the Committee should update the priorities and give those to the Town Board. She would like to see what has changed and why.
  - Berger stated the Committee would work on the list for the next AIP plan. Berger stated this would fall in line with the AIP filed with the BOA and shifting of priorities and funding would have been their decision. But if she wanted the Committee could list the projects approved by the Board and provide an update as to where they are now. But without financial spreadsheets the Committee cannot account for the budget.
  - Beekman stated that the an AIP plan for future funding will be worked on for the next filing period and the Town could then determine priorities for future projects.

J.) AWOS (Automated Weather Observation System) update

- The AWOS should be installed next summer.
- The BOA is in charge of the project implementation.
- The site of the AWOS will be in the vicinity of the Helipad. This will save in trenching costs.
- Once again the funding was questioned since a current budget spreadsheet was not available.

K.) Review Airport Events

- DDBBQ & Fly-in Fish Boil had a great attendance.
- Better clean-up needs to be addressed.
- Beekman asked Gunnlaugsson if the Board wanted any input from the Committee for the DDBBQ. Gunnlaugsson said the DDBBQ committee was looking into turning it into a fly-in. He didn't know what direction the Chamber of Commerce wanted to take.
- Currently it is being marketed as 'an event happening at the airport'.
- The Chamber of Commerce will be requesting more communication with the Town Board or Airport Committee member.
- Graf said emphasis on safety should be discussed at length.

L.) Airport Security/Cameras

- No issues of vandalism or theft were reported this year.

M.) Future of WIAAC

- The Committee would like better communications with the Board.
- Gunnlaugsson stated the Committee was useful to the Board and there was no intent to get rid of it.
- Berger stated the Committee would stay in place as long as there was a need for it.

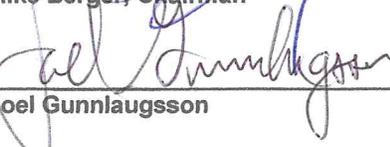
5) Community Input. No comments at this time.

6) Board Input. No comments at this time.

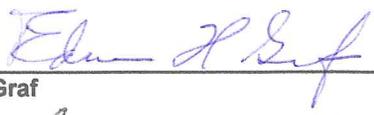
7) Next Meeting Topics and Schedule. Next meeting to be determined.

8) Adjournment. Motion by Graf, second by Crites to adjourn the meeting. Motion carried at 3:18p.m.

  
\_\_\_\_\_  
Mike Berger, Chairman

  
\_\_\_\_\_  
Joel Gunnlaugsson

  
\_\_\_\_\_  
Lu Beekman

  
\_\_\_\_\_  
Ed Graf

  
\_\_\_\_\_  
Gary Crites