

**Minutes City of Lancaster
Airport Advisory Committee Meeting
July 30, 2013 at 7:00 PM**

1. Call meeting to order

Meeting called to order by Chairman Ihm at 7:00 pm

2. Roll Call

Members present were LeRoy Ihm, Darrell Haskins. Absent was Bruce Fritz. Also present were Randy Peterson, Stacey Murdock, Terry Bailie, and Administrator Winger.

3. Approve Minutes

Motion by Haskins, second by Ihm to approve minutes from the January 15, 2013 meeting.

Motion carried

4. Discuss Hanger Lease with Airborne Skydiving, LLC

Steve updated the group on the hanger lease with Airborne Skydiving, LLC. Based on Steve's discussion with the city attorney, the lease is still valid until June 1, 2014. Steve reported that aeronautical activity includes repairing and maintaining aircraft. According to Stacey Miller, Airport Engineering Specialist with the Wisconsin DOT, a lessee can have an airplane repair shop at the airport.

Stacey suggested that the Parachute Club be contacted to see if they have any interest in continuing their activities and/or leasing the hanger that is currently being leased by Airborne Skydiving, LLC.

The group agreed that nothing can be done at this time with regard to the lease.

5. Discuss pancake breakfast funds

The group discussed the pancake rental money. Haskins reported a balance of \$3,285.20 in the fund. The group suggested it be used for improvements to the airport.

Haskins stated that he would like to submit his resignation and will discuss this with the Mayor. Randy Peterson volunteered to maintain the pancake funds since Darrell is resigning. Randy Peterson said that he would like to be a member of the Airport Advisory Committee. Steve stated that he would let the Mayor know and this would be on the next Council agenda for consideration in August.

6. Administrator updates:

Steve updated the group on the Veterinary Clinic. Steve reported that he will be having a visit from Marsha Erickson, Relocation Agent, to discuss the Veterinary building moving to Arrow Ridge Business Park. Steve reported that he had spoken with Cari Schaffer and she said that they are looking to build in the spring of 2014.

7. Adjourn

Motion to adjourn by Haskins, second by Ihm at 7:45 pm.

Respectfully submitted by,
Steve Winger, City Administrator

**MINUTES
CITY OF LANCASTER
AIRPORT ADVISORY COMMITTEE MEETING
JANUARY 15, 2013
7:00 PM**

1. Call meeting to order

Ihm called meeting to order at 7:00 PM

2. Roll call

Members present were Ihm, Haskins and Fritz. Absent was Steve Allen. Also present were Administrator Crane, Jerry Carroll-DPW, Doug Pink, Josh Bailie and Randy Peterson.

3. Discuss fixed based operator

Jerry Carroll described the duties of the fixed based operator (FBO), including monitoring of fuel sales, picking people up at airport, checking runway lights, etc.

Administrator Crane noted that a new FBO would be a good goal. Fritz added what he envisioned as a possible broader role for FBO and asked for hangar repairs.

There was discussion about snow removal on runway. Questions raised:

- What are the duties/roles of a FBO?
- Are there liability issues associated with it?
- Could it be done by a committee?

Kevin King is the FBO at the Iowa County Airport and should be invited to attend the next Airport Committee meeting

It was suggested that safety awareness training be done at the airport. One safety issue raised was replacement of lights at end of hangar. Carroll will look into replacements.

4. Review mowing agreement with Terry Bailie

Mowing seemed satisfactory and agreement seems to be working fine.

Bruce noted that some areas would be better for grass landings.

It was suggested that a mitigation plan be part of any future runway expansion plan.

5. Review snow removal procedures

Committee will provide guidance to Carroll on conditions and notifying Flight Service of when work is being done on or around the runway. The number for Flight Service is 1-800-WXBrief.

6. Discuss additional tenants/planes

Ron Huls was considering relocating planes to the Lancaster Airport but instead may sell his aircraft.

7. Adjourn

Motion by Fritz, second by Haskins to adjourn meeting at 8:05 PM.

Respectfully submitted by,
Stephen Crane, City Administrator