



\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*

## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of the: **AIRPORT COMMITTEE**  
Date/Time: **Wednesday, September 10, 2014 @ 6:00 pm.**  
Location: **Wausau Downtown Airport Terminal Building Conference Room**  
Members: William Nagle (C), Sherry Abitz, Karen Kellbach, Robert Mielke, Bob Mohr, Dick Gehrt, Fred Prehn

### **AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)**

- Call to Order/Roll Call
- 1 Consider minutes of previous meeting - July, 22, 2014
  - 2 Airport Manager Report - Chmiel
  - 3 Discussion and possible action on duck hunter proposal for shoreline clean-up and posting outside airport perimeter fence.
  - 4 Discussion and possible action on sale of Rick Coe, Mike Witzeling and William Holm hangar to Glenn Burt III (including approval of new ground lease to Burt and approval of termination of current ground lease with Coe, Witzeling and Holm) - Chmiel
  - 5 Airport Budget Review - Groat
  - 6 Discussion and possible action on 2015 Airport Operating Budget
  - 7 Discussion and possible action on approval of \$8000 fund transfer to Wisconsin Bureau of Aeronautics to initiate design of "East Hangar Development Area."
  - 8 Discuss T-hangar Rental Rate Adjustment 2015.
- Adjournment

William Nagle  
Chairperson

**IMPORTANT: FOUR (4) MEMBERS NEEDED FOR A QUORUM:** If you are unable to attend the meeting, please notify Mary by calling (715)261-6621 or via email [mary.goede@ci.wausau.wi.us](mailto:mary.goede@ci.wausau.wi.us)

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 9/05/14 @ 10:00 am

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Other Distribution: Media, Council (Wagner, Nutting, Neal, Gisselman, Oberbeck, Rasmussen, Winters) Tipple, Chmiel, Groat,\*Alfonso, Duncanson

## AIRPORT COMMITTEE

Time and Place: Tuesday, July 22, 2014 at 6:00 p.m. at the Wausau Downtown Airport Terminal Conference Room

Members Present: Mohr, Kellbach, Mielke, Gehrt, Nagle, Prehn

Members Excused: Abitz

Others Present: John Chmiel, Airport Manager, Tara Alfonso, Assistant City Attorney

In accordance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and copy sent to the Daily Herald in the proper manner.

Chairman Nagle called the meeting to order at 6:00 p.m.

### Minutes of Previous Meetings

The minutes of May 12th, 2014 and May 19<sup>th</sup>, 2014 were reviewed and placed on file. Kellbach moved to approve the committee minutes as submitted, second by Mohr. Motion approved 5-0

### Consider Selection of Airport Committee Vice Chair

Nagle stated that the committee discuss the need for a vice chair. The vice chair will be responsible for conducting airport committee meetings when the airport committee chair is unable to attend. Mohr stated that he had acted as airport committee vice chair in the past and that he would be happy to do that in the future. Mielke nominated Mohr as vice chair of the airport committee, second by Gehrt. Motion approved 5-0.

### Discussion and Possible Action on Tape Recording of Airport Committee Meetings Dissemination of Minutes - Abitz

Nagle stated that Abitz was unable to attend the airport committee meeting. Nagle asked for opinions regarding Abitz suggestion of tape recording airport committee meetings and having a City Clerk office employee disseminate the minutes. Chmiel stated that the airport committee meeting minute responsibilities had been transferred to him after former alderman Gary Klingbeil had left the airport committee. Although not a labor of love, Chmiel stated that he did not mind recording the minutes and stated that he did not feel that historically airport committee meeting agenda discussion items required detailed accounts of discussion required by the scrutiny of outside party interest. Chmiel questioned whether tape recording the meetings would make parties less likely to speak with the candidness they might if their every word could be seen and left open to misinterpretation. Chmiel also stated that he wouldn't mind not having the responsibility of the minutes. Mohr asked if the recordings would be available to the public and whether airport committee meetings warranted the detailed minutes of other City committees. Alfonso stated that Abitz motivation was to reduce airport management work load. No further action taken.

## Airport Manager's Report – Chmiel

Chmiel explained the Airport Manager's Report for July 2014; and the report was placed on file. See copy on file.

## Airport Budget Review - Groat

Groat was unable to attend the airport committee meeting due to interference with another City Department meeting. Airport budget review was tabled until the September airport committee meeting. No further discussion.

## Discussion and Possible Action On Draft Wausau Downtown Airport Access Agreement To Permit Postential Adjacent Property Owner(s) To Access Airport Directly From Residential Property Through Security Fence - Alfonso

Alfonso stated that the City Attorney's office had been able to create a draft airport access agreement since the last airport committee meeting. Upon completion, that draft agreement was forwarded to airport management. Chmiel forwarded the draft agreement to Alan Woldt for his comments and suggestions, since he is a party who has expressed interest in an airport access agreement at the Wausau Airport. After review of the draft, Mr. Woldt forwarded his suggestions for revisions to Chmiel and Alfonso the Friday before this meeting. Alfonso felt the next step was to forward the draft airport access agreement (without Woldt's recommendations) to the WI Bureau of Aeronautics (BOA) for review to ensure that such an agreement, as it is currently written, would not violate any FAA grant assurances and put FAA funding of future capital projects in jeopardy. Alfonso also plans to forward Mr. Woldt's requested modifications for review by the BOA should the City deem it appropriate to make those modifications to the airport access agreement.

Alfonso stated that it may be premature to enter into an airport access agreement with anyone. The current draft discusses taxiway access, utilities, etc. and in the area of the airport appropriate for an airport access agreement, none of these things are currently in place. How could the city provide access to the ramp when no taxiway is in place to provide access? How could snow be removed? Alfonso stated that further research would have to be done to ensure an appropriate fee structure for the airport access agreement.

Nagle stated that the airport access agreement concept sounds like a positive direction for the future of the airport. Prehn questioned if there was a plan for the layout of the hangars where airport access agreements could be executed. Chmiel stated that the current FAA approved airport layout plan showed hangar locations on the east side of the airport adjacent to residential properties. Prehn questioned whether utilities or even plans for utilities for hangar development were in place. Prehn questioned whether it would be appropriate to enter into an access agreement without a plan for future development to the east in place. Gehrt stated that the

concept is the right one since it would encourage adjacent neighbors at the airport that were “pro-airport” and less likely to complain about airplane noise or the airport in general. Mohr felt it is the right concept, but without an overall plan proceeding further would be inappropriate. Mielke agreed.

Nagle stated that it did not seem appropriate to proceed further with the airport access agreement until an overall “East Hangar Development Plan” had been created. The plan should include utilities, ramp/taxiway locations, proposed hangar sites and dimensions. Once this plan was completed, the overall concept of the “East Hangar Development Area” could be presented to the Planning Commission, Finance Committee, and City Council for approval along with the concept of the airport access agreement.

Chmiel stated that in a meeting between airport management, the BOA and Becher Hoppe on June 25<sup>th</sup>, the concept of creating an east side hangar development plan was discussed. Considering the need expressed by the airport committee for such a plan combined with the airport access agreement it would be appropriate to direct the BOA to proceed with that plan development.

Mohr made a motion that airport management direct the WI BOA to initiate the design of an “east airport hangar development plan” to include the concept of the airport access agreement available to adjacent private property owners. Mielke second. Motion approved 5-0.

### Discussion and Possible Action on Sale of Coe Hangar to Burt – Chmiel

Chmiel explained that Mr. Rick Coe, the owner of the hangar at 915 Lakeview, wished to sell his hangar to Mr. Glenn Burt. Mr. Burt is currently a T-hangar tenant at Wausau and the owner of 2 aircraft. The sale of a privately owned hangar at the Wausau Airport requires approval of the airport committee to insure that the hangar will be sold to an owner who has operational control of an airplane, that the new owner will use the hangar for an aeronautical purpose, and that the new owner will not provide a commercial aviation service at the airport. The sale must also be approved by the finance committee so that a new land lease for the hangar can be executed between the City and Mr. Burt. The new lease will also require City Council approval. Mielke made a motion to approve the sale of the hangar to Mr. Glenn Burt and the issue be forwarded to the Finance Committee. Kellbach second. Motion approved 5-0.

### Discussion and Possible Action On Adjusting Kocourek Hangar Dimensions From 100’ X 100’ to 100’ X 116’ - Chmiel

Chmiel stated that Keith Kocourek had originally requested to build a 100’ X 100’ hangar east of corporate hangar #4. Building code requires the hangar to be 30’ directly east of corporate #4. The Kocourek hangar has already been approved but after attending the public hearing regarding construction of the hangar, Chmiel realized that the hangar dimension approved by the airport

committee did not match the hangar dimension specified on the conditional use permit or the dimension approved by the planning commission. Already approved at 100' X 100', Chmiel stated that the actual dimension of the hangar will be 100' X 116'.

Chmiel stated that the increased hangar dimension did not propose any problems at the airport in the location requested. Chmiel reminded the committee that the increase in size earns additional revenue for the airport through lease of airport property, and earns revenue for the City through property taxes assessed on the value of the hangar.

Mohr made a motion to approve the construction of the Kocourek hangar with a dimension of 100' X 116'. Preh second. Motion approved 5-0. No further action taken.

Mielke moved to adjourn the meeting, second by Mohr. Motion carried unanimously and meeting adjourned at 8:05 p.m.

**AIRPORT MANAGER'S REPORT**  
**September 2014**

**A. FUEL SALES**

Fuel Type	2012	2013	2014	2013/2014 % Change
<b>92 OCT Auto</b>	277	348	367	5
<b>100LL</b>	2861	3007	2188	-27
<b>Jet A</b>	12505	9437	8849	-6
<b>Monthly Totals</b>	15643	12792	11404	-11

**B. YEAR TO DATE FUEL TOTALS**

2012	2013	2014	2013/2014 % Change
65,322	75,473	79,437	5.3

**C. AIRPORT OPERATIONS**

Active Wausau Based Aircraft:	54
<u>Inactive Wausau Based Aircraft:</u>	<u>33</u>
Total Wausau Based Aircraft:	87

**TOTAL ESTIMATED FLIGHT OPERATIONS : 3700**

**Companies Utilizing the Wausau Downtown Airport**  
(Not Including Aviation Companies)

Becher Hoppe	Wausau West High School
Marathon County Courthouse	Jefferson St. Inn
Marshfield Clinic/Spirit 2	Pediatric Dental
State of Wisconsin Governor	Aspirus
K & A Manufacturing	Kocourek Automotive
Courtyard Marriott	Eagle's Nest
Integrity Construction	Great Dane
TransCanada Pipeline	Miron Construction
Primrose	the Mint

Wausau Supply Company	Enterprise Rental Car
Valley Medical	Valley Med Flight
Control Technology & Solutions	Wynn Jones & Associates
St. Claire's	Willow Springs
Prehn Cranberry Co.	Vortex Tool
Avis Rental Car	Best Western
River Valley Bank	Connexus
Bushman's	Skyward
Prehn Dental	All American Taxi
Pepsi Cola	Central WI Firearms

#### D. AIRPORT MAINTENANCE

Lighting Systems:	All OK
Vehicles:	All OK
Snow Removal:	All OK
Buildings:	All OK

#### E. AIRCRAFT RENTALS

Month	2012	2013	2014	2013/2014 % Change
<b>January</b>	27.5	12.8	2.0	-84.4
<b>February</b>	31.2	11.4	6.2	-45.6
<b>March</b>	32.8	28.7	18.1	-36.9
<b>April</b>	54.1	23.7	21.3	-10.1
<b>May</b>	46.2	26.2	30.3	15.6
<b>June</b>	68.9	54.0	69.4	28.5
<b>July</b>	65.3	79.7	143.9	80.6
<b>August</b>	60.4	88.9	92.0	3.5
<b>September</b>	24.6	92.2	0.0	-100.0
<b>October</b>	39.1	50.0	0.0	-100.0
<b>November</b>	26.1	18.7	0.0	-100.0
<b>December</b>	18.5	7.7	0.0	-100.0
<b>Year-To-Date</b>	<b>386.4</b>	<b>325.4</b>	<b>383.2</b>	<b>17.8</b>

## F. HANGAR TENANT CONCERNS

### CORPORATE HANGAR ACTIVITY

Month	WFS Aircraft	Local Tenants*	Transient Tenants**
August	5	10	5

\* 1 jet, 3 turbine, 5 singles, 1 helicopter

\*\* 1 jet, 4 singles

T-HANGARS – 100 % occupancy, 4 aircraft owners on waiting list

PRIVATE HANGARS – No issues

CITY HANGARS – No issues

TERMINAL BUILDING – No issues

KOCOUREK HANGAR CONSTRUCTION UPDATE- Hangar has been approved by City. Kocourek has not announced when construction will begin.

## G. AIRPORT PROMOTION

- Wausau Downtown Airport was the finish line for the AirVenture Cup cross-country race on Sunday July 27<sup>th</sup>! 50+ aircraft to participated in this event. EAA 640 & WFS provided lunch for the pilots. Organizers were happy with our planning, organization and results. They have already announced that Wausau will be the finish line in 2015. There were some noise complaints, but the positive feedback from locals well outweighed the negative.
- EAA Chapter 640 the Baby Ace airplane project which was being constructed by the late EAA founder Paul Poberezny. The intention was to complete construction of the airplane in time for AirVenture 2104 while teaching volunteers and especially youth the basics of aircraft construction. The goal was made and the aircraft was flown to and featured at this year's event. It also made the cover and feature article in EAA's Sport Aviation magazine a national publication, as well as numerous other magazine, newspaper, and online publications & video.
- Events planned for KAUW include: Landings for Lunches 2014 in May, Balloon Rally in July, AirVenture Cup in July, Hamburger Night all Summer, and a couple group fly-outs are planned.
- Central Wisconsin Branch of Hamburger Night was nothing short of spectacular. Many airports saw 40 aircraft and 100+ participants.
- The Flying Dentist Association considering a return to Wausau Downtown Airport in 2015 the weekend prior to AirVenture. Local pilots and dentists Honsa Bublik and Ned Markey organized the event. Thirty-three aircraft arrived for the event this year.
- Please check out Flywausau.com and Wausau Downtown Airport FB page are being updated regularly.
- Sign-Up now for our monthly email newsletter "CONTACT"

## H. RADTKE PARK UPDATE

Two firms expressed interested in design of Radtke Park repairs. Info packets were sent to the selection committee for evaluation and ranking. Deadline for evaluations was 08/15.