

AIRPORT COMMITTEE

Time and Place: Wednesday, June 15th, 2015 at 6:00 p.m. at the Wausau Downtown Airport Terminal Conference Room

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

Members Excused: Prehn

Others Present: John Chmiel, Airport Manager, Tara Alfonso, Assistant City Attorney, Steve Opatik, Becher Hoppe, Karl Kemper Becher Hoppe, Josh Holbrook Becher Hoppe, Dr. Derrick Siebert

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.

Discussion and Possible Action Regarding Hangar Construction Request in West Hangar Development Area – Chmiel/Siebert

Chmiel handed out a map showing the location where Dr. Siebert would like to build a 60' X 60' Morton Buildings hangar in the west hangar development area. If approved, construction would begin in the spring of 2016. Chmiel explained that since the hangar is not of a size which was pre-approved, the proposal will have to pass airport committee, finance committee, planning commission with a public hearing, and City Council. Siebert understands that the color must match the other hangars. Siebert's hangar design will have a porch and Chmiel stated that square footage should probably be included in the square footage lease rate. The concrete porch area will be an additional 6' X 15'. The lease rate for the square footage will start at \$0.12 with an accelerator of CPI annually. Siebert will be responsible for preparing the area for asphalt to FAA specification which will connect his hangar to the taxiway from the adjacent hangar (Turner) to the existing road, and from his hangar's concrete apron to the taxiway. The City will be responsible for installing the asphalt in this area. The lease will be the 20 year lease just as all the previous private hangar builders. Mielke made a motion to approve the Siebert hangar construction proposal, Mohr second. Abitz arrived at the meeting and asked to be brought up to speed on the subject before the vote. Motion approved 6-0.

Public Comment

No public comments were made.

Consider Minutes of Previous Meeting, April 8th, 2015

The minutes of April 8th, 2015 were reviewed. Abitz moved to approve the minutes. Second by Mielke. Abitz questioned whether the crack sealing and micro fibre projects for 2015 had been

completed. Chmiel stated that they hadn't but that Wausau is next on the list. Abitz questioned whether the air ambulance minimum standards would be on a future airport committee agenda for approval. Chmiel stated that he had hoped they would have something to vote on at the June meeting but that the Aspirus legal council had not finished their review of the proposed document being created. Motion approved 6-0.

Discussion and Possible Action on Boy Scout Troop 465 Request For Storage Shed Lease on Airport Property – Alfonso

Chmiel stated that upon investigation with the Boys Scouts of America, as the sponsor of Boy Scout Troop 465, Wausau Flying Service, Inc. actually owns all Boy Scout Troop assets. Also, all legally binding agreements are made by the sponsor on behalf of the troop. Therefore, the storage shed lease proposal will need to be executed between the City of Wausau and Wausau Flying Service, Inc. Gehrt questioned the size of the proposed shed. Alfonso showed the committee a picture of the shed (shed choice #1) approved by the airport committee at the April meeting. Mohr stated that since the lease will be between WFS and the City it may make it easier since WFS is an "aeronautical" company.

Alfonso stated that it was still a non-aeronautical use, but it still would not be a problem with the WI BOA. Alfonso said that Chmiel should provide a description of "in kind services" with a dollar value which could be used in lieu of rent, and a proposed starting date for the lease. Alfonso proposed a value of \$0.12/square foot for the ground lease for the dollar value. Chmiel proposed a September 1st start date on the annual lease. Mielke made a motion to approve the execution of the annual lease starting September 1st 2015, for the price of \$0.12/square foot annually, paid with in-kind services by the Boy Scout Troop through volunteer efforts at the airport in the value of the determined lease rate. Mohr second. Gehrt confirmed with Chmiel that WFS insurance would cover any liability. Chmiel affirmed that it would. Alfonso stated the lease would need to go to finance for approval. Motion approved 6-0.

Discussion and Possible Action Regarding Approval of FAA RCO Office Lease at the Wausau Downtown Airport - Alfonso

Alfonso explained that the FAA is eager to renegotiate their lease for the airport office space that they use for their radio communications equipment. FAA wants to execute the lease by October 1st. Alfonso stated that she has reviewed the current lease and that it contains language not applicable to airport property. She has forwarded a suggested amendment to the lease to the FAA and has not heard back from them yet. FAA has also suggested a lower rental rate for the space after they did their own in-house review of office space cost in the Wausau area. Chmiel and Groat stated that traditionally the FAA has called the shots regarding their rental rate for this space. In fact at one time, FAA stated they would not pay rent at all and didn't. Therefore, Chmiel stated that negotiate a rental rate and earning revenue from this space is better than not earning any revenue at all. No further action taken.

Discussion and Possible Action to Approve Preliminary East Hangar Development Area Plan – Becher Hoppe

Steve Opatik and Josh Holbrook from Becher Hoppe (BH) explained their concept of the east hangar development area and displayed concept drawing to the airport committee for their review. BH has completed the survey work, and the “archeologists” have surveyed the east hangar development area for historical artifacts which is a new requirement by FAA now. Bones were found, but they proved to be rib bones from pigs from the Annual BBQ & Ribfest/Balloon Rally.

Abitz questioned whether the airport had ever been designated as a housing development area. Opatik stated that it had been agricultural before it was designated as an airport.

The lease agreement with Public Service has been executed for electrical service to the area and electric has been installed at the site. Opatik explained the concept hangar layout of the area. Hangar layout modules with different hangar sizes and layouts that can be “drag and dropped” to different areas. This has been done because of building code requirements and spacing between hangars. The modules are approximately 240’ X 90’. Nagle questioned how many “lots” would be available. Opatik stated the first phase area would have (4) lots, 2nd phase area (2) lots, and the 3rd phase area (3). The module concept gives the airport flexibility by allowing the accommodation of different sized hangars as those builders come forward to build. Once the layout for a module is chosen though, that module sight plan must be followed. Abitz confirmed that there will be flexibility in individual module layouts and that the airport committee would ultimately determine the hangar layout.

Chmiel stated that it was his intent was to greatly streamline the process for hangar construction approval. When the East Hangar Development plan is approved, the plan will be pre-approved by the airport committee, finance committee, planning commission with one public hearing, and the City Council. Then when a hangar builder proposes construction, they will propose their hangar size to the airport committee. The airport committee will then pick the appropriate module. Then the builder and the airport committee will choose and approve an appropriate location in the hangar development area. The final step before construction begins will then be City Council approval.

Josh Holbrook stated that the 100’ X 100’ hangars shown on the proposed sight map in the phase I area are in locations that will only be reserved for that sized hangar. Hangars of that size need to be replanned to allow for parking of the aircraft, automobiles, and where they are located in reference to airport entries.

BH will continue the preliminary design of the taxiway layout, checking for grade, etc. Until that is complete Opatik stated there isn’t much more that can be done. Chmiel stated that once the preliminary design is complete, he would like to set up a meeting with the Southeast Side Neighborhood group to reveal the proposed plan to the public and get their input. Chmiel is concerned about neighbors who may have misgivings about the hangar plan and expansion to the east. Chmiel stated that it has taken since 1927 for the airport to consider the east area for development. Based on that history, expansion will most likely be slow and methodical and

should easily be able to take into consideration the concerns of the neighbors. Chmiel stated that good communication is key to the success of the plan.

BH should have the preliminary plan completed and presented at the next airport committee meeting. Chmiel reiterated that Phase I is approved for 2016 it will include: the hangar road, a slider electronic security gate, installation of taxiways, installation of sewer and water, and any grading. The hope is the hangar access road would eventually be paved for snow removal purposes.

Opatik stated that the lots would allow for condo-type hangars as an option. There is also the potential that additional hangar development could possibly take place south of the east/west taxiway shown on the hangar development plan.

Abitz questioned whether building hangar homes on the airport is an option. Chmiel stated it is not under current FAA guidelines, but that a "airport access agreement" is an option if it is approved by the airport/BOA/FAA for property owners in the neighborhood adjacent to the airport on the north side and south of Lakeview Drive. An airport access agreement could be granted to aircraft owners contingent upon them executing a land lease and building a hangar on airport property. This option definitely has the potential to increase property values in that neighborhood once pilot/aircraft owners are aware of that as an option at the Wausau Downtown Airport.

Mohr made a motion to approve the concept of an East Hangar Development plan. Mielke second. Gehrt questioned whether the size of the aircraft that can potentially use the airport in the future had been taken into consideration when the hangar development plan was created. Chmiel stated that criteria had been used when corporate hangar #3 was designed and constructed. It was determined that the Gulfstream G-V is the largest airplane that will consistently use the Wausau Airport. That is how the 100' X 100' hangar size was developed. Opatik had also researched this information. The size aircraft that can use the airport is determined by the runway length of the airport. Wausau has a 5200' main runway. Motion approved 6-0.

Discussion and Possible Action Authorizing Modification of Airport Minimum Standards to Allow Aspirus/PHI Helicopter Air Ambulance Operations – Alfonso/Chmiel

No action taken.

CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive bargaining reasons require a closed session for the purpose of considering:

- (a) Airport management services at the Wausau Downtown Airport and the current Airport Management Agreement with Wausau Flying Service, Inc.

(b) Airport fixed base operation services at the Wausau Downtown Airport and the current Airport Fixed Base Operation Agreement with Wausau Flying Service, Inc.

Reconvene into Open Session and Possible Action on Closed Session Items.

Mohr made a motion to change the Airport Management contract and FBO contract between the City of Wausau and Wausau Flying Service, Inc. to start new with a 10-year contract renewable for 10 years, renewable for 10 years. (Total 30 years). The financial terms will be adjusted annually by CPI to include payment to Wausau Flying Service, Inc. for airport management services, and for adjusting rent on the FBO contract. The payment to Wausau Flying Service, Inc. for snowplowing and mowing of grass will be included in the new contract. Gehrt second. Motion carried. 6-0

Discussion and Possible Action Regarding Alexander Park Proposed Improvements by the Southeast Side Neighborhood Group

Chmiel stated that the southeast side neighborhood group would like to modify Alexander Park so it has an aviation motif. When the plan is created we will present to the airport committee for their approval. Mohr informed the committee that Chmiel took 66 citizens from the southeast side neighborhood group on an airport tour that was very positive last week. Chmiel stated it was the same tour that he gives new airport committee members and City Council members.

Airport Manager Report – Chmiel

Chmiel explained that Hamburger Night is not only successful locally but state-wide. There is now interest in Hamburger Night nationally. In fact this week there is a Hamburger Night event everyday of the week at an airport somewhere in Wisconsin. Abitz stated that the Hamburger Night should be highlighted in the City newsletter. Chmiel stated that the Daily Herald was good and that the City Pages also will have a feature article about the airport in the near future.

The AirVenture Cup race finish at Wausau is going to be the biggest ever in 2015.

The airport manager report was presented and placed on file.

Airport Budget Review – Groat

Groat stated that the operating budget is right on schedule for 2015. Compared to last year operating expenses are down and revenues are up. Utilities are substantially less. Maintenance is also lower.

The airport financial plan was placed on file.

Nagel stated that the Assistance City Attorney, the Finance Director and Airport Manager are all doing great jobs.

Mohr moved to adjourn the meeting, second by Abitz. Motion carried unanimously and meeting adjourned at 7:20 p.m.

Respectfully Submitted by John P. Chmiel, Airport Manager