



January 5, 2018

## Airport Committee Meeting

Village of Grantsburg

The Airport Committee met on Friday, January 5, 2018 @ 9:00 a.m. at 316 S. Brad Street, Grantsburg, Wisconsin.

The Airport Committee Meeting was called to order at 10:00 a.m. by Member, Larry Ebersold.

### Roll Call

Present: Chairman, Greg Peer  
Member, Larry Ebersold  
Member, Caylin Muehlberg

Absent: None

Others: Village Clerk, Patty Bjorklund  
Village Treasurer, Sheila Meyer  
Trustee, Gary "Goob" Coy  
Public Works Director, Chris Bartlett  
Rod Kleiss – Pilot

Chairman, Greg Peer called the meeting to order. Rod Kleiss noted that Scott Nillissen is ready to bring his plane to Grantsburg. He has approached Rolf Turner who owns Hangar #7 about possible purchase of that hangar. Mr. Turner is asking \$4,000. Mr. Nillissen thought that the price was too high. A certified letter was sent to Mr. Turner on December 21, 2017. The letter discussed the fact that his hangar is in non-compliance of his lease based on the fact that he is not in compliance with Item #7 Hangar Usage which states: **"Hangar Usage. The Lessee shall utilize the hangar for primarily airport related items. Hangars cannot be used for living quarters. Commercial usage of hangar needs to be approved by the Village Board."** Village Clerk, Bjorklund stated that she checked the electronic tracking of the certified letter with the USPS and Mr. Turner has not claimed his letter. The USPS will send the letter back to the village after January 12, 2018 if it is unclaimed. Member, Ebersold thought that the attorney would not be needed to execute a vacate of the property order. The committee will wait on Mr. Turner to see if he claims the letter. He has 30 days from the date it was delivered to claim.

**Member Ebersold moved, seconded by Chairman Peer to recommend to the full board that a letter is sent by Clerk, Bjorklund to Mr. Turner after the deadline imposed for him receiving the letter. In the letter, the village will be taking over Hangar #7 per the terms of his lease with the village. This item will be discussed at the January 8, 2017 Regular Board Meeting.**

Ayes: Peer, Ebersold, Muehlberg  
Nays: NONE  
Motion to approve: Carried

Tree topping was discussed for obstruction to the runway. Public Works Director, Bartlett stated that he spoke to Obi's Outdoor Maintenance yesterday that would be able to top all of the trees; however the cost is very expensive. He does carry commercial insurance to do the work. The option that he talked about with him was topping a few of the more desirable trees. These would be the bigger white and red pines along with some of



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the bigger Oaks. He said they would then remove the taller undesirable trees (mostly jack pine.) He stated the trees that are 10' to 15' in height would be left as a buffer to the road for the homeowner. He stated that could be done and see how open it looks. He thinks that some money should be put aside to plant trees. The bigger desirable trees are up closer to the house where the neighbor to the airport lives. Those would have a better chance of surviving if they were topped. Any brush that is removed from topping the trees could be put at the airport and burned in the winter. He suggested leaving the stumps (don't grind.) There is no quote yet from Obi's Outdoor Maintenance for the tree removal. The committee will review this once Public Works Director, Bartlett receives at a future meeting.

Campground discussion took place. Rod Kleiss noted that the campground could be placed as a basic campground with tables, outhouses and campfire grills. Village Treasurer, Meyer noted that before a campground is incorporated the rules of the campground need to be confirmed with the WI Department of Health & Safety. Member, Muehlberg also noted that Governor Knowles has a basic campground. The committee should check with them and see what they had to do for their campground. Rod Kleiss would like it placed close to the terminal building. Member, Muehlberg noted that the Wisconsin (BOA) Bureau of Aviation noted that it is a good time to do the campground since the Airport has never accepted federal money to date, so federal approval to build a campground would not interfere with the process. Once federal monies are garnered, the process could take a long time. Discussion regarding how many spots are needed took place. Rod thought a dozen or so spots would be desirable. He also noted that Steve Hoffman of the DNR stated he could supply the fill for the west driveway there. The area needs to be walked to see where sites could go with Steve Hoffman. Member, Peer will contact Mr. Hoffman for a date and time to do this.

Crack-sealing discussion took place. Public Works Director, Bartlett noted that Matt Messina, Airport Development Engineer of the Wisconsin Bureau of Aeronautics would like him to send him the contact emails for Burnett County Highway Department, Fahrner Asphalt and Premier Services. Matt will email those individuals and ask them for an updated quote based on having to comply with the current wage rates and estimated quantity (15,000 pounds) of crack-fill. Assuming the low bid stays under \$25,000; he will draw up a contract and send it out to the low bidder for signature and bond. He will then send the contract to the Village for their signature which approves the low bidder's bond. The federal wage rates will apply for work done. WI BOA will then sign the contract and issue a "notice to proceed" to the low bidder who will complete the work when the weather permits. He will wait to send the email out to the bidders until Village Clerk; Bjorklund gives the official ok on proceeding with the crack-sealing project. Discussion will take place when information is obtained at a future Airport Meeting.

Driveway to the terminal and hangars discussion took place. The driveway is sand-based. Public Works Director, Bartlett will look at costs to repair the driveway. He said the costs to repair weren't budgeted. He stated that Hopkins Sand & Gravel is cheaper than the Burnett Highway Department in regards to gravel hauled. Member, Peer would like to see the patching done now. Member, Muehlberg stated that Burnett Dairy pays to dump their whey into the field located there. Village Treasurer, Meyer stated that they pay \$1,500 yearly for that cost. Public Works Director, Bartlett will get solid numbers for gravel repair of the driveway.

Terminal upgrade discussion took place. Currently, terminal upgrades are listed on the Grantsburg Municipal Airport (ALP) Airport Layout Plan. Matt Messina noted that the problem with doing the terminal building first would be that it would delay a much-needed runway reconstruction project. He agreed that it would be nice to



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have a new terminal building, but it doesn't make sense to have a new terminal building when there are failed pavements at the Grantsburg Municipal Airport. Public Works Director, Bartlett noted that he has asked what the life of a terminal building is. He has not answered that question yet. Member Peer would like to remodel the current building. Public Works Director, Bartlett disagreed. He felt the old terminal building would need several repairs. He felt a new pole building is more reasonable and serves storage needs for the mower/tractor and a courtesy car. He will check with Matt Messina to see who can do plans for the building. Member, Muehlberg noted that the High School also does plans as well. Member, Muehlberg would like to visit other terminals to see what their terminals look like.

Replacement of Rotating Beacon at the airport took place. Public Works Director, Bartlett noted that the part to repair the beacon will be in soon. The part to repair is \$200. Public Works Director, Bartlett will repair the beacon next week. He sees no other issues with the beacon. The beacon light is LED.

Liability Insurance for activities at airport discussion took place. Village Clerk, Bjorklund had sent an email inquiry to Insurance Agent, Larry Passint for League of Wisconsin Municipalities Mutual Insurance and Dennis Tweedale also of League of Wisconsin Municipalities Mutual Insurance. Mr. Tweedale responded to her question asking about the liability for events held at the village's airport. Would the village be able to allow the pilots and enthusiasts of the Airport to hold fundraisers there for money to be raised for improvements at the airport? The parties are not a Non-Profit organization, and they are just interested pilots and enthusiasts that want to garner fundraising dollars for improvements there. Could the village sponsor them somehow? His response was that the only way the individuals could be covered by the village policy is if they are individuals and are considered to be volunteers to the village. It means that the village would direct and control the activities and handle all the monies raised from the fundraising efforts. He stated that if that was not the case, the individuals would have to rely on their own personal coverage. If they use the airport facilities and land for their fundraising effort, the village and its employees have coverage for any accident that may arise. The committee would like Village Clerk, Bjorklund to ask Mr. Tweedale what constitutes the village directing the activities and who conducts them. Is it board members, employees? Are they appointed? How much can they get paid and how often. She will report her findings at a future Airport Meeting.

Fundraising monies were discussed at the airport. Member, Peer asked if the money that is raised through fundraising can go into a separate account created at the village. Village Treasurer, Meyer stated that she could set up the account once there's money to deposit there from fundraising efforts.

***Chairman Peer moved, seconded by Member Muehlberg to recommend to the full board that a checking account be set up by Village Treasurer, Meyer once fundraising dollars are obtained for the Grantsburg Municipal Airport.***

Ayes: Peer, Ebersold, Muehlberg  
Nays: NONE  
Motion to approve: Carried

***Member Muehlberg moved, seconded by Chairman Peer to adjourn the Airport Committee Meeting at 10:55 a.m.***



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Ayes: Peer, Ebersold, Muehlberg  
Nays: NONE  
Motion to approve: Carried

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW  
Village Clerk, Deputy-Treasurer  
January 5, 2018