

Minutes

Shawano City/County Airport Commission

October 24, 2017

Members Present: John Seidel, Seth Mailahn, Bonnie Olson, and Doug Engel

Members absent: Jason Marcks

Others Present: Clarence Schampers, (Shawano Flying Service), Lucas Ward (Wisconsin Bureau of Aeronautics), Aaron Kiesau (Omni Engineering) and Eddie Sheppard (Assistant City Manager, City of Shawano)

Location and Time: Shawano City/County Terminal Building
248 Airport Rd
Shawano, WI 54166
October 24, 2017 at 4:00pm

1. Commissioner Seidel called the meeting to order at 4:00pm.
2. Seidel led all present with the **Pledge of Allegiance**.
3. **Roll** call was taken. See above.
4. **Deviation:** A motion was made by Commissioner Olson, seconded by Engel, to deviate from the agenda to accommodate guests, passed.
5. **Approval of Minutes:** The September 21, 2017 minutes were approved with one correction ... to indicate "hanger roof was resealed" rather than replaced.
6. **Public Comments:** None.
7. **Correspondence:**
 - a. The Commission received a letter from the Shawano County Board (copy on file with Secretary) of notification of County Board rules as relates to Commission makeup. Following discussion, Chairman Seidel noted that the rules are consistent with those under which the Airport Commission is currently following, thereby presenting no change.
8. **Financial/Treasurer's Report:** Treasurer Marcks was unable to attend, but spoke to Chairman Seidel via phone, advising that all items were paid this month and that the budget was accepted with minor tweaks.
9. **Airport Manager's Report:** Clarence Schampers reported that he was in process of changing over equipment for Winter operation. Telephone access to the AWOS is currently out due to an electronics issue for which the parts are on order and will be fixed soon. A sensor on the pump system has be intermittent and is being watched, but is currently working. Fortune Fence has been authorized to repair the perimeter fence.
10. **Old Business:**
 - a. **New Terminal Plan and Funding Discussion** – Aaron Kiesau of Ommni Engineering presented the updated plan drawings, highlighting how the prior meeting recommendations were incorporated. Considerable discussion followed, particularly regarding the separation of the electric building from the main terminal and related concerns over cost, feasibility, and staging. Aaron to incorporate the recommendations made and to provide cost estimates on the option of combining and separating the electric facility. Kiesau reviewed the timeline and indicated that the January Bid dates, pre-construction meetings and completion dates could still be met with design approvals at the November Commission meeting. Lucas Ward of the Bureau, presented an updated funds available summary, and reviewed a letter from the Bureau indicating an opportunity to swap Grantsburg,

Wisconsin entitlement funds amounting to \$150,000 (from their 2014 grant, expiring in 2018) for Shawano entitlement funds of \$150,000 in Shawano's forthcoming 2019 grant. This would provide additional cushion in the available construction funding for the new terminal, parking lot resurfacing and related items, and would be used in Shawano prior to its expiration. A motion was made by Engel, seconded by Mailahn to authorize Chairman Seidel to sign the transfer letter, obtain attorney counsel signature, and return the letter to the Bureau, accepting the swap of entitlement funds. Motion carried.

- b. Budget Update – See item #8 above.

11. New Business:

The Commission received a letter from the City of Shawano regarding a request for a waiver incidental to plans to burn brush and other items at the current City dump, the City having been notified by the DNR that a minimum setback of 5000 feet was required from any airport serving piston type aircraft. The City dump is currently 4600 feet from the end of runway 17/35. Assistant City Manager Sheppard lead a brief discussion and indicated the City was willing to abide by any necessary restrictions that would otherwise allow some burning. Chairman Seidel indicated having had a telephonic discussion with the Bureau on the subject. He advised this issue was a local one and that in such situations limitations are usually placed on times, wind direction and notification of intent. A motion made by Commissioner Engel to allow burning at the Shawano dump site subject to the following restrictions ... all burning to be daytime only, extinguished by dusk, no burning when winds are out of the south quadrant, notification required at least one day in advance, and with a right to revoke the waiver with notice to the City in the event of issues impacting Airport safety or operations. Further, that Engel would prepare a letter to the City stating same and requesting a confirmation therefrom. Seconded by Mailahn. Motion carried. Assistant City Manager Sheppard concurred and asked that the letter be sent to his attention.

12. Next Meeting Dates: The next meeting will be held on Tuesday, November 16, 2017, at 4:00pm.

13. Adjourn: A motion was made by Engel seconded by Mailahn, to adjourn. Carried at 5:46pm.

Submitted by
Doug Engel
Secretary