

MINUTES
Village of East Troy
Airport Advisory Committee
January 11, 2016

1. Call to order – Meeting called to order at 7:00pm by Ann Zess
Present – Ann Zess, Chairperson, Walter Watkins, Airport Manager/FBO, Sam Taber, Matt Johnson, Don Voland
Excused - Mike Starck
Also Present: Dale Graves, Charlie Christiansen, and Kim Weckerly, Matt Rybarczyk
2. Citizen Participation – None
3. November 9, 2015 Minutes were approved by the committee
4. Old Business:
 - a. Airport Layout Plan update – Walter discussed with Andy, of the Bureau of Aeronautics, and is it now ready for any suggestions from the Village or Airport Advisory Committee for additional items. The State and the engineering firm will finalize. Important items are already included. Talk to Mike Miller about extending the sewer line along Hwy 20 along South hanger development area. Sate did not seem optimistic about paying the cost along Hwy 20 but would consider covering it within the airport property. Need to get a potential cost from Mike Miller.
 - b. Update on Engineering plans for the 2016 taxiway project – Engineering firm is waiting for funding from State but started to flag and measure. The FAA in Chicago has to finish review of engineering report before it can go out for bids.
 - c. AWOS Update: Working well and Walter is maintaining. Keeping the path clear is the biggest challenge so far. Don asked if we will be connected to the State system? Walter said the State site would be updated soon to include the East Troy AWOS.
 - d. Depreciation schedule for the airport – Judy Spaight updated the schedule and it made sense. Matt will send Judy an email to have the auditor go through the depreciation schedule. Depreciation is our largest non cash outlier. Matt stated that the auditor would go through the asset list perform an existence test. The auditor may need to validate the existence of the assets with Walter.
 - e. Update on the plan for an informational session with the Village Board. This actually happened in November at a Village Board Meeting. The offer will still be there for Village Board members to tour the airport in the Spring/Summer.
 - f. Marketing information for brochure – Key points are the access to interstate highway, which is a gateway to the entire area. The airport services the entire County. Size of runway, size of aircraft, year round, fuel, AWOS. Limiting it to what a business executive would understand. Access points, parts, equipment, supplies

getting to the area in an emergency, all weather with instrument approaches are some of the items the committee would like to include. Need to look into signs to airport. Ann will ask Eileen what we need to do to get signs off freeway or Hwy 20? Getting the word out to the Walworth County Economic Development Alliance as well as the East Troy Economic Development Alliance that the airport is an asset for businesses to locate here. We should also work on a recreational flyer. We need chamber brochures at the Airport FBO building for pilots who stop there. Another suggestion was to include a map with surrounding area and major roads with restaurants and attractions marked. If the Chamber produces tear off maps, make sure to include the airport on the map as well as to put some pads in the FBO lounge. Distribute AWOS information to the East Troy Chamber as well as to the newspaper for potential stories. Ann will ask Vanessa, our Chamber Executive Director to write a story for the website. Check out other stories at www.easttroy.org

5. New Business:

- a. YTD Revenue/Expense Report through December 2015 – The committee questioned the fuel farm expense of \$959? Was the \$10,000 allocated? Should be amortized by month. What is the balance of that loan to the airport? Matt was contacting Judy.

Adjourn at 8:07pm

Next Meeting – February 8, 2016, 7pm at 2085 Hwy L – FBO meeting room

Submitted by: Ann Zess, Airport Advisory Committee Chairperson