

**MINUTES**  
**Village of East Troy**  
**Airport Advisory Committee**  
**July 13, 2015**

1. Call to order – Meeting called to order at 7:05pm by Ann Zess  
Present – Ann Zess, Chairperson, Walter Watkins, Airport Manager/FBO, Mike Starck, Sam Taber. Matt Johnson, Don Volland  
Also Present: Dale Graves, Charlie Christiansen
2. Citizen Participation – None
3. Old Business:
  - a. Friends of the East Troy Airport Open House – scheduled for Sunday August 9, 2015. Breakfast 7am to noon. Flyers being worked on and distributed. Will get info to Vanessa to get Press releases out and to be added to Chamber website.
  - b. Airport Layout Plan update – Need this to complete the engineering for taxiway. The Bureau of Aeronautics will initiate with an engineering firm.
  - c. Entitlement Status Update from the BOA – Received a better copy of Federal Entitlement Summary from Andy of the BOA. We have \$412,656 of Non-Primary entitlement (NPE) available made up of 2015, 2014 and the remainder of 2013 NPE grants. Next year when we add the 2016 block grant we will have another \$150,000 of NPE for a total of \$562,656. The committee discussed if we will have input to the engineers on how to get our costs down to be able to afford to complete the majority of the project in 2016 for the “Reconstruct parallel Taxiway A including lighting, reconstruct connecting taxiways & reconstruct ramp, including drainage improvements”? Or are we going to have to find airports that are not using their funds next year, to borrow. However, that would mean we would have to pay them back with our un-used funds in the following years, and we have a list of projects coming up that may not allow that.
4. New Business:
  - a. YTD Revenue/Expense Report through June 2015 – The committee spent some time discussing the expenses. Ann will request the details as to what is actually included in each of the expenses, so as to make it easier to suggest a budget for next year.
  - b. Lease Renewals for 2015 – The Airport Advisory Committee would like to make a recommendation to the board on lease renewal rates and would like to follow Consumer Price Index as opposed to 3% every year. Matt would like to research CPI and how we could use that as the percentage, so we can discuss in August. The committee has made the argument that since the costs to the Village have not gone

- up, since Walters contract has remained the same, then why the 3% increases every year?
- c. Thistle/weed issue in fields on the East end of the runway. Lorri made contact with Sawyers, the lessee, and they will cut the weeds in fields 5 and 6 this week.
  - d. Operating budget – tabled until August.
5. Miscellaneous Business
- a. Airport tour with the Village of Mukwonago – Ann and Randy met with the Village of Mukwonago President, and the Village of Mukwonago Administrator on June 11, 2015. Sam was available to talk about the airport, and explain some of the businesses on the field. They requested a brochure detailing the services offered on the field including what does the airport offer as far as airport amenities, what does the airport bring to the business community, shipping options, etc. Don Voland remembered the Airport having a brochure at one time through the Economic Development Committee quite a few years ago. Ann will ask Mary Nicoson if she is aware of anything like that being created in the past. The East Troy Economic Development Alliance (ETCDA) will be inviting Airport representatives to one of their next meetings to learn more about the airport and would be willing to assist us in putting a brochure together.
  - b. Personal Property Tax – The committee members had questions regarding this tax that the Village collects. There is personal property tax on private hangers. The annual bills are mailed about mid-December. This tax is because the hangar is considered “improvements on leased land.” Each year in January hangar owners will receive a Statement of Personal Property form from the assessor, Associated Appraisal, which the owners should complete by March 1 of each year. There is also a personal property tax on businesses.

Adjourn at 8:15pm

- 6. Next Meeting – August 10, 2015, 7pm at 2085 Hwy L – FBO meeting room

Submitted by: Ann Zess, Airport Advisory Committee Chairperson