



CITY OF REEDSBURG
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Airport Commission Agenda
June 27, 2024
Reedsburg Municipal Airport, 1780 E Main Street
7:30 AM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON APRIL 25, 2024 AND MAY 16, 2024:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

- A. Consideration of donation of hangar from BP Farms
- B. Review hangar inspection report and consider next steps for compliance
- C. Update on current projects

II. ADJOURN:



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Reedsburg WI.
April 25, 2024

The Reedsburg Airport Commission convened in session on April 25, 2024 at 7:30 am with the following members present: Mike Gargano, John Chamberlin, Jason Schulte, Bernie Jernander and Aaron Matteson

Also present: Steven Zibell, Tom Parker

Motion by Schulte second by Jernander to approve the minutes from the November 30, 2023, meeting.

Motion Carried

Mike Bidwell presented plans for a new hangar he wants to build on lot #26. He is proposing a 52'x40' hangar. Zibell stated he would get Mike a standard lease agreement and the current rate is \$250.00 per year. Motion by Chamberlin seconded by Schulte to approve entering into a lease agreement with Mike Bidwell.

Motion Carried

Parker talked about the different plane counters and how they worked. He stated most had an annual fee and some were a one-time purchase fee. The commission thought it was a good idea to pursue a counter. Tom Parker was going to investigate it more and decide which one to purchase. The Commission was undecided on the length of time it would be needed depending on what the BOA and FAA would consider for the Master Plan.

No Action

The Commission discussed the ongoing Master Plan and what option they have when it come to what they want in the plan. Chamberlin had a list of questions he would like answered by the BOA and SHE. Zibell would forward any questions from the Commission to the BOA and SHE. Zibell also discussed having the next meeting on May 16th if possible. The Commission was fine with this and wants to keep it under 2 hours if possible.

Moved by Chamberlin second by Schulte to adjourn at 8:43 am.

Motion Carried.

Respectively Submitted,

Steven T. Zibell, Public Works Director/City Engineer

Reedsburg WI.
May 16, 2024

The Reedsburg Airport Commission convened in session on May 16, 2024, at 7:30 am with the following members present: Mike Gargano, John Chamberlin, Jason Schulte, and Aaron Matteson

Also present: Steven Zibell, Tom Parker, Matt (SHE), Colin (BOA) and members from the Reedsburg Flying Club.

Matt presented a power point presentation discussing different options for the crosswind runway along with the main runway. There was a good discussion with members along with pilots about their concerns if the main runway is ever shortened. Colin stated a rehabilitation project would be a mill and overlay of what we have today. Colin stated a reconstruction would be total replacement of base material and pavement. Current standards today are that the FAA would only pay 3400' on a reconstruction of the main runway. Colin stated a PCI survey of the pavement was done in 2021 and at that time the pavement was rated between 71-85 which is good condition. With proper crack filling and seal coating we may get another 10 to 20 years out of the pavement. The Commission asked if we get more flight data and its for the better on how we could update the plan. Colin stated a narrative update can be done and it would be paid for by FAA/BOA. Matt stated the Commission can have two scenarios in the plan, one showing what we think we want to be in 20 years and the other on what the FAA/BOA would fund according to today's standards and flight data. Members along with pilots had a good discussion on what they would like to see along with more future hangar space. Matt stated hangar space would be discussed and shown in the plan. Colin and Matt will be back mid-summer for another update.

No Action

Matt from SHE stated he would like to get more flight data from Flightaware. Matt stated 24 months is \$1,179 and 36 months is \$1,600. The commission felt this may help our flight numbers and decided to go for 36 months. Motion by Chamberlin seconded by Schulte to purchase Flightaware data for 36 months.

Motion Carried

Members reviewed and signed code of ethics.

Moved by Schulte second by Chamberlin to adjourn at 9:40 am.

Motion Carried.

Respectively Submitted,

Steven T. Zibell, Public Works Director/City Engineer

Hangar Inspections at C35 (Reedsburg Municipal Airport): Summary Report

Introduction

Hangar inspections were conducted at the Reedsburg Municipal Airport on two dates in May 2024. These inspections were carried out to ensure compliance with the standards set by the City of Reedsburg. The inspections were conducted by Bryan Duvall, a City inspector, along with Thomas Parker, the Reedsburg Municipal Airport manager. On the second inspection date, John Chamberlin, an airport commission member and pilot, also participated.

First Inspection - May 23, 2024

During the first inspection on May 23, 2024, the following hangars were inspected:

1. Pat Volk - Hangar#9
2. City of Reedsburg - Hangar#12
3. Jeff Duszynski - Hangar#16
4. Paul Sommerfeld - Hangar#22
5. John Kinsman - Hangar#30
6. Dave Bryant - Hangar#32
7. Jim Cronin - Hangar#34

Second Inspection - May 29, 2024

During the second inspection on May 29, 2024, the following hangars were inspected:

1. Steve Reinhart - Hangar#10
2. Don Lichte - Hangar#13
3. Jim Fauwcett - Hangar#16
4. Bill Kahler - Hangar#18
5. Henry Peterson - Hangar#20
6. Dave Gawnronski - Hangar#24
7. Bernie Jemander - Hangar#30

Non-Compliance and Penalties

Based on the minimum standard requirements set by the City of Reedsburg, the following hangars were found to be non-compliant:

1. Hangar#10 (Steve Reinhart): The hangar has an active aircraft (Tail# N6547N) but lacks a cover for the electrical service panel. Additionally, a significant portion of the storage space (approximately 75%) is used for non-aeronautical equipment and business purposes, which is not in compliance with the standards.
2. Hangar#24 (Dave Gowronski): The hangar has 10% non-aeronautical business use, which is not allowed as per the standards.
3. Hangar#30 (Bernie Jemander): Although the hangar has an aircraft (N5049C) renting the space, the owner has not provided proof of an annual inspection to ensure airworthiness. The hangar uses an estimated percentage area of 80% of the hangar for non-aeronautical use. These areas are not in compliance with the minimum standard requirements. The hangar also requires fixes for the exit light and rear door hardware, installation of junction boxes on ceiling lights, and investigation of mold/mildew evidence needs to occur.

Compliance with Issues

The following hangars were found to be in compliance but had some issues that need to be addressed:

1. Hangar#9 (Pat Volk): Exposed wires were observed in the southwest corner room.
2. Hangar#16 (Jeff Duszynski): There is a possible bonding ground issue on the flex gas pipe.
3. Hangar#20 (Henry Peterson): Electric face plates and code compliant ceiling lights need to be installed.
4. Hangar#22 (Paul Sommerfeld): The back door needs to be made accessible for egress.

Remediation Process

The Reedsburg municipal code establishes penalties for non-compliant hangar owners. However, considering that these standards are relatively new and enforcement activities are increasing, the Airport Commission has defined a remediation process for non-compliant hangar owners to bring their hangars into compliance without penalties.

Within 7 days of receiving a notice of deficiency, hangar owners must submit a written plan to the airport manager outlining how they intend to address the deficiencies. The plan should include specific actions, such as removal of specific items, providing proof of aircraft airworthiness, and installation of required items. The plan should also include a timetable, which should not exceed 30 days from the receipt of the notice of deficiency.

During the 30-day remediation period, the hangar owner must allow inspections by the airport manager to ensure progress is being made. If the airport manager determines that the timetable is not being met, the remediation period will be terminated, and penalties will be applied. No further remediation period will be granted.

Conclusion

The hangar inspections at C35 (Reedsburg Municipal Airport) revealed both non-compliant hangars and hangars with issues that need to be addressed. The Airport Commission has provided a remediation process for non-compliant hangar owners to bring their hangars into compliance without penalties. It is essential for hangar owners to adhere to the standards set by the City of Reedsburg to ensure the safety and proper use of the airport facilities. This ensures continued funding and growth of the Reedsburg municipal airport.