

CITY OF WAUPACA AIRPORT BOARD MEETING

SPECIAL MEETING
WAUPACA MUNICIPAL AIRPORT
BRUNNER FIELD (with the option to attend
physically or virtually via video / teleconferencing)

THURSDAY, JANUARY 6, 2022

5:35 P.M.

Present: Ald. Paul Hagen, Chairperson (arrived at 5:42 p.m. virtually), Jim Woroniecki, Jeff Lange and Shane Lehman, Waupaca Foundry Representative

Absent: Andrew Whitman (excused)

Also Present: Beth Christiansen, Plane Guys Aviation, Fixed Base Operator, Aaron Jenson, City Administrator, Justin Berrens, Public Works Director, Kathy Kasza, Finance Director/Treasurer, Randy Stutesman, Waupaca Foundry Pilot, Matt Klatt, Klatt Aero, Rob Johnson and Mark Unertl

1. APPROVE AGENDA

MOVED by Mr. Woroniecki, **SECONDED** by Mr. Lange to **APPROVE** the Agenda as presented. 4 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

2. AIRPORT MANAGER JOB POSTING AND TIMELINE

City Administrator Aaron Jenson said that city staff has been reviewing the structure of the Airport Manager position over the past few months to determine the best long term structure for the benefit of both the Airport and the City. The City's goal is to position the airport to best serve its current users, be an airport of choice for future users and to grow community awareness of the airport as a community asset. Mr. Jenson said that aviation mechanic services and flight school are vital to the success of the airport, and it would be in the best interest of the Airport and the City to continue to partner with Klatt Aero and G5 Aviation, LLC to ensure airplane mechanic and flight school services remained on the grounds. Mr. Jenson provided the proposed hourly pay scale if the Airport Manager were a city employee. There was discussion on the snowplowing at the airport and if the city were capable of removing the snow in a timely manner. Mr. Berrens said that in addition to the Airport Manager, the city street crews (9 employees) would also be called upon to remove the snow with city equipment. Mr. Lehman questioned whether the city would remove the snow in time for the Waupaca Foundry to depart at 6:00 a.m. Mr. Berrens clarified that city street crews are called in at all hours in inclement weather and would take snow removal seriously at the airport to make sure that the Waupaca Foundry has the ability to depart or arrive in inclement weather on their schedule. Mr. Jenson said he would like to have two job postings with one being a city employee (public position) and the other being a private, contracted position using the same timelines. He would then set up a team to review the applications, perform interviews and pick the best possible candidate to manage the airport. The team would consist of Aaron Jenson, Paul Hagen, Justin Berrens, a Waupaca Foundry representative and one of the Airport Board members. There was discussion on the city's East Gateway standards at the airport that drive the

price up on new construction of hangars, which in turn, deters new construction of hangars. There was extensive discussion on whether this employee should be a private or public position and on the hours of operation. Matt Klatt, Klatt Aero provided scenarios of which a private contracted operator would be able to use his family to staff the terminal while having the ability to work on his private business and run the airport at the same time. He added that was exactly how Plane Guys Aviation had been running the airport and their flight school successfully during their term. Mr. Jenson thanked everyone present at the meeting for their passion at the airport and said he appreciated their comments and would consider their suggestions.

MOVED by Mr. Woroniecki, **SECONDED** by Mr. Lange to **APPROVE** Posting the Airport Manager Job Position through all avenues (public and private) to find a Qualified Candidate and recommend to City Council. 4 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

3. ADJOURNMENT

MOVED by Mr. Lange **SECONDED** by Ald. Hagen to **ADJOURN** the January 6, 2022 Special Airport Board Meeting. 4 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

Meeting adjourned at 6:46 p.m.

Ald. Paul Hagen
Chairperson Airport Board

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