

**Notice of a Meeting of
The Baraboo-Wisconsin Dells Regional Airport Commission**

Date and Time: Thursday, March 12, 2020 at 8AM
Location: Room 214, Baraboo City Hall, 101 South Blvd., Baraboo, WI 53913
Commissioners Noticed: Baraboo: Michael Palm and Village of Lake Delton: Mark Whitfield
Others Noticed: Kennie Downing, Kay Mackesey, Media, Tom Diehl, Bill Murphy, John Webb, Emily Truman, Richard Cross, Bureau of Aeronautics (Kimm Kaarto), Brandon Scott

1. **CALL MEETING TO ORDER**
 - a. Roll Call of Membership
 - b. Note Compliance with the Open Meeting Law
 - c. Approval of minutes from February 25, 2020
 - d. Approval of the agenda

 2. **APPEARANCES/PRESENTATIONS** - None

 3. **PUBLIC COMMENT**

 4. **ACTION ITEMS**
 - a. Review and Possible Action on Phoenix Flight Services

 6. **INFORMATION ITEMS**
 - a. Next Meeting – Date to be determined

 7. **ADJOURNMENT**
-

Posted 03/04/2020 by D. Munz

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk, 101 South Blvd, Baraboo, WI, or phone 608-355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY AND NOT A NOTICE TO PUBLISH

Present: Michael Palm (Baraboo), Mark Whitfield (Village of Lake Delton).

Also Present: Kennie Downing (Airport Manager), Bill Murphy (FBO).

The owner representatives met at the Baraboo-Wisconsin Dells Airport, S3440 County Rd. BD, Baraboo.

The meeting was called to order by Palm at 9:00 AM and roll call was noted by Downing of those present. Compliance of the Open Meeting Law was noted by Palm.

Previous Minutes

Approval of the meeting minutes of January 29, 2020. A motion was made by Whitfield, seconded by Palm and approved unanimously.

Approve Agenda

Moved by Whitfield, seconded by Palm and carried to approve the agenda.

Action Items

2. **APPEARANCES/PRESENTATIONS** - None

3. **PUBLIC COMMENT** - None

4. **ACTION ITEMS**

- a. Discussion of New FBO for Phoenix Services. This item was postponed as Brandon Scott was not present at this meeting. Moved by Palm, seconded by Whitfield and carried unanimously.
- b. Funding for fuel system. This project is not eligible for entitlement monies to be used, however it is eligible to receive State aid which is an 80% state – 20% airport funding share. Motion made by Whitfield to direct Mrs. Downing to draft a letter to the Village of Lake Delton regarding the shortage of funding for the 20% portion. Letter to request the Village assist with the 20% financial need for the project. Seconded by Palm. Carried unanimously.
- c. Appointment of permanent Airport Manager. Motion made by Palm to appoint Kennie Downing as the permanent airport manager. Seconded by Whitfield. Carried unanimously.
- d. Updates to standard hangar lease contract. Whitfield Motion to approve. Seconded by Palm. Carried unanimously.
- e. Update on property located at E11110 N. Reedsburg Road. Mrs. Downing stated she had no updates at this time

INFORMATION ITEMS

- a. Report from Airport Manager. No new information to report
- b. Report from Bill Murphy, FBO. No new information to report.
- c. Airport budget reports and balance sheets. The Commissioners reviewed the year-end budget reports and balance sheets. No action was necessary.
- e. **Next Meeting Date:** will be scheduled as soon as confirmation of date with Brandon Scott.

ADJOURNMENT: A motion was made by Whitfield and seconded by Palm to adjourn at 9:21AM.

From: ArmyAviator86 . <armyaviator86@gmail.com>
Sent: Saturday, February 8, 2020 9:08 AM
To: Downing, Kennie
Cc: Palm, Mike; Pinion, Tom; bill@baraboodellsairport.com;
mark.whitfield@noahsarkwaterpark.com
Subject: Re: Questions regarding Phoenix flight services

Good Morning Kennie,

Thank you for passing these questions along. I am more than happy to answer them to the best of my knowledge. Please see answers below:

1) What are your plans for public escorting inside the secure area. (Sidewalk, parking, etc.)? Site plan and intentions for sidewalk, bridge, and handicap access?

The sidewalk and parking lot will be located outside the secure area. As for dealing with the public inside the secure area, a member of the Phoenix Flight Services team will remain with patrons to insure that they are not wandering unescorted within the fence.

Site plans for all the above points were outlined to the Airport Commission in my formal proposal which was provided during our meeting on Wednesday 1/29/2020. A digital copy will be provided shortly.

2) What lease terms will you have with the hanger owner? Term length?

Based on my conversations with the hangar owner, it is my understanding that I will have the ability to operate my business out of the hangar. Beyond that, the hangar owner has indicated that he will not discuss terms of the lease until such a time that the Airport Commission has approved the formation of the FBO for Phoenix Flight Services, so specific terms and lease length are unknown at this time.

3) What fees will be paid to the Airport Commission for this type of operation?

As a contract has not been established between my FBO and the airport Owners, I cannot speculate on what fees will be paid to the Commission.

4) Expand further on the "drone services" you will provide, as drones cannot fly around the airport.

As outlined in my business plan, drone services will include aerial photography, videography, site survey, various agricultural applications, search and locate, etc.

I am familiar with the FAA guidance that discourages drone operations on and near the airport.

There can also software failsafes built into some drones, such as the DJI Inspire 2 which I intend to operate, that prevent them from even launching within the vicinity (some up to 5 NM away) of certain airports. Whether this digital fail safe applies to KDLL will be unknown until I acquire my drone.

5) What are your expectations for a helipad location? Do you have a traffic pattern plan?

As outlined in the Rules and Regulations of the Baraboo-Wisconsin Dells Regional Airport, Article 6.09, Paragraph 1b, Subparagraph 1e, a marked landing pad, not a helipad, will be at a site approved by the Airport Manager. That being said, I have three solutions outlined in my formal proposal to the Airport Commission on where I could launch and recover from:

i. Operate from the apron located at the hangar

ii. Install a new concrete pad at a location away from the normal flow of fixed-wing traffic.

iii. Operate from a designated location on the existing ramp, similar to what the current operator does.

As the operation only requires a marked landing area and not a helipad, I don't believe a traffic pattern plan is necessary. Should it be deemed necessary by the Commission to develop such a plan, the traffic pattern will vary based on where the landing area is located.

Please let me know if you require any additional information or clarification on the answers provided.

I look forward to our next meeting. Until then, take care.

Very Respectfully,

Brandon Scott

On Fri, Jan 31, 2020 at 10:02 AM Downing, Kennie <kdowning@cityofbaraboo.com> wrote:

Hi Brandon, can you answer the following questions we have about your proposal?:

- 1) What are your plans for public escorting inside the secure area. (Sidewalk, parking, etc.)? Site plan and intentions for sidewalk, bridge, and handicap access?
- 2) What lease terms will you have with the hanger owner? Term length?
- 3) What fees will be paid to the Airport Commission for this type of operation?
- 4) Expand further on the "drone services" you will provide, as drones cannot fly around the airport.
- 5) What are your expectations for a helipad location? Do you have a traffic pattern plan?

Please provide your response in writing.

Kennie Downing, MPA

City Administrator, City of Baraboo

101 South Blvd

Baraboo WI 53913