

Approved: June 18, 2026

**EPHRAIM-GIBRALTAR AIRPORT COMMISSION
REGULAR MEETING WITH CLOSED SESSION
PURSUANT TO WIS. STATS. 19.85(1)(e):
THURSDAY, MAY 7, 2026
GIBRALTAR TOWN CENTER
4097 MAIN STREET, FISH CREEK WI 54212
8:00 A.M.**

Call to order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Chair Drajesk at 8:00 a.m.

Roll call/quorum: Members present: Jeff Drajesk, Rich Bierman, via Zoom, Gary Glojek via Zoom, Scott Pearson via Zoom, Tim Halbrook (excused at 9:27 a.m.) and Mary Houck (excused at 9:27 a.m.). Members absent: None. **Also present:** Travis Thyssen.

Agenda/proper notice/adopt agenda: Drajesk amended order of agenda, moving approval of minutes to after closed session. *Motion(Houck/Glojek) to adopt agenda as amended. Carried.*

Public comment: None.

Update on lot prep for hangar construction: Bierman reported on status of lot preparation for hangar construction. Construction meeting is scheduled for today. Taxiways and pads are substantially complete, with work continuing on compaction and retention pond liner installation. Bierman reported four hangars are moving forward, with a potential fifth hangar under discussion. Permit applications are anticipated this week or next week, with concrete expected to be poured by end of May or early June and building construction anticipated through October.

Consideration of updated lease template: Drajesk reviewed proposed updates to airport hangar lease template related to new hangar development. Existing lease language regarding impact fees and one-time fees was specific to the E-row hangars and did not clearly address timing of lease commencement, lease payments, or payment of impact fees for future development areas. Revised language was added to Sections 4 and 24 to clarify that lease payments for newly constructed hangars commence upon initiation of physical improvements to the lease premises, with initial lease payments prorated for the remainder of the calendar year. Updated language also clarifies that owners of new hangars may be required to pay one-time impact fees associated with infrastructure improvements serving the development area, including electrical service and pavement connections extending from hangar pads to the taxiway. Drajesk noted FAA participation in future infrastructure costs remains uncertain and current FAA funding does not cover all pavement and electrical improvements associated with new hangar construction. *Motion (Glojek/Halbrook) to approve new lease template. Carried.*

Airport fuel inventory and prior year fuel sales comparison: Drajesk reviewed fuel sales comparisons from 2024 to present and current fuel inventory levels. Commission discussed timing of future fuel purchases, current pricing trends, and options for partial or split fuel loads with neighboring airports. Potential increased fuel demand related to temporary closure of the Sturgeon Bay airport was also discussed. Additional fuel pricing and purchase options will be reviewed at a future meeting.

Discussion of Airport Master Plan option selections: Drajesk reported Village Board requested presentation of Airport Master Plan option selections previously discussed by Commission at the April meeting. Drajesk reviewed Commission preferences related to runway configurations, taxiway orientation, hangar layout, and future development areas. Commission had also discussed future hangar development options, including development on existing airport property and other potential future development areas. Drajesk reviewed financial projections related to future hangar development and infrastructure improvements. Discussion also included sequencing of future development, costs associated with taxiway and apron improvements, and uncertainty regarding future FAA participation in infrastructure funding.

Airport 80th anniversary preparation update: Houck provided update on planning for June 6, 2026 airport 80th anniversary celebration and Young Eagles event. She shared a sample gift bag and copy of VIP invitation, noting invitation includes QR code link to airport history information. VIP invitations were distributed to neighboring property owners. Posters and promotional materials are being prepared for distribution throughout Ephraim and Fish Creek. Food arrangements, volunteer coordination, musical entertainment, commemorative merchandise, and open hangar participation were discussed. Fire departments, law enforcement, and emergency services, including Flight for Life, have been invited to participate. Static aircraft displays and participation from hangar owners continue to be coordinated.

Airport Manager Report: Thyssen reported construction project remains underway and construction meeting is scheduled for today. He reported on attendance at Airport Managers Conference and discussed BOA staffing changes and updated project administration requirements. It was noted BOA is placing greater emphasis on compliance with project timelines and building requirements. Thyssen reported environmental and species assessments will likely be required for future runway modifications. Thyssen reported Gibraltar Airport received positive feedback from airport representatives throughout the state.

Airport Report: Status of construction on Hangar C-7 was discussed.

Friends Report/maintenance update: Halbrook reported airport fuel price sign requires repair and volunteered to coordinate repairs. Fire extinguisher inspection and compliance requirements for hangar owners were also discussed. It was noted fire extinguishers are required under airport lease agreements.

Review Payables (monthly-year-end): Commission discussed limited payables due to short time period since previous meeting, including Viking Electric expenses related to beacon light replacement and telephone expenses. *Motion (Halbrook/Houck) to approve payables. Carried.*

Set Next Meeting date: Thursday, June 18, 2026 at 8:00 a.m.

Adjourn to closed session according to Wisconsin State Statutes 19.85(1)(e): *Motion (Houck/Glojek) to adjourn to closed session at 9:05 a.m. via roll call vote. Drajesk aye, Houck aye, Glojek aye, Bierman aye, Halbrook aye, Pearson aye. Carried.*

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session—land acquisition.

Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt resolution on issues discussed in closed session: *Motion (Houck/Halbrook) to reconvene to open session at 9:26 a.m. Carried.*

Approve action taken in closed session: None.

Approve minutes of previous meeting(s): *Motion (Drajesk/Bierman) to approve minutes of April 23, 2026 meeting as amended under agenda item 8. to add that Commission agreed not to pursue acquisition of property; however, would entertain any property that comes available and is offered to the airport. Carried.*

Adjourn: *Motion (Glojek/Pearson) to adjourn at 9:30 a.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk