

Approved: October 8, 2026

**EPHRAIM-GIBRALTAR AIRPORT COMMISSION
REGULAR MEETING
THURSDAY, SEPTEMBER 10, 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 8:04 a.m.

Roll call/quorum: Members present: Jeff Drajesk, Tim Halbrook, Gary Glojek, via Zoom, Rich Bierman via Zoom, and Scott Pearson via Zoom. Members absent: Mary Houck, excused. Also present: Travis Thyssen and Theresa Cain-Bieri.

Agenda/proper notice/adopt agenda: Drajesk confirmed agenda had been properly noticed. *Motion (Glojek/Halbrook) to adopt agenda. Carried.*

Approve minutes of previous meeting(s): Commission reviewed August 13, 2026 minutes and amended discussion regarding Airport Master Plan to clarify that responses to Village of Ephraim's comments were provided by Commission members, not solely by Drajesk. *Motion (Halbrook/Pearson) to approve August 13, 2026 minutes as amended. Carried.*

Public comment: None.

Consideration of amendment to June 18, 2026 minutes to correct Hangar F-2 and F-3 lease assignments: Drajesk reported clerical error in hangar site designations for Hangar Sites F-2 and F-3. *Motion (Halbrook/Pearson) to amend and reapprove June 18, 2026 meeting minutes with correct hangar site designations. Carried.*

Consideration of revised Hangar F-1 lease changing lessee from Tom Wilson to Amplatz Left Properties, LLC: Drajesk explained Wilson wanted lease held by LLC. *Motion (Halbrook/Glojek) to approve Hangar F-1 lease with Amplatz Left Properties, LLC. Carried.*

2027 Budget review: Commission reviewed draft 2027 budget. Discussion included parking and fuel revenues, anticipated lease revenue from new hangars, restroom cleaning, fuel purchases, insurance, legal expenses, telephone service and engineering for next hangar expansion area. Commission agreed to reduce winter restroom cleaning to biweekly and discussed tracking gallons of fuel sold in addition to revenue. Hangar lease revenue was increased to reflect new hangars and \$30,000 was included under capital expense for engineering of next hangar area. *Motion (Halbrook/Glojek) to approve draft budget as discussed. Carried.*

Consideration of commercial lease addendum: Commission reviewed proposed addendum to base hangar lease for commercial use. Addendum would apply when a hangar owner operates an aeronautical-related business or rents hangar with an additional commercial rate of \$0.47 per square foot. A three-year initial term followed by five-year renewal terms and personal guarantee provisions were discussed. Draft has been forwarded to attorney for review. *Motion (Halbrook/Glojek) to approve draft addendum to base lease for commercial use, subject to any revisions by attorney. Carried.*

Commission's role for planning and business matters: Drajesk reviewed Commission's authority/responsibilities for airport business matters, particularly hangar leases. Commission reviewed prior Bureau of Aeronautics correspondence regarding Commission's authority under Wis. Stat. §114.14 and discussed provisions of Airport Ordinance and Operating and Maintenance Agreement. Airport Ordinance places responsibility for initiating and enforcing leases with Airport Manager under supervision of Commission. Current practice of obtaining Town and Village Board approval of leases was discussed in relation to Commission's statutory authority and governing airport documents. Commission discussed bringing lease process into compliance with State statute while continuing to keep both municipalities informed regarding lease activity. Airport's use of Town's EIN was discussed. Commission discussed confirming Bureau of Aeronautics prior position remains unchanged and obtaining legal review regarding proposed change in lease responsibility and compliance with State statute. *Motion (Drajesk/Bierman) to proceed with evaluating proposal to transfer lease responsibility to Commission to become compliant with State statute, including confirming Bureau of Aeronautics' position, obtaining legal review and investigating whether airport should obtain its own EIN. Carried.* Commission also discussed status of revisions to Airport Ordinance and Operating and Maintenance Agreement. Town previously approved draft revisions and forwarded them to Village for consideration. Pearson will contact Village regarding status of its review.

Hangar expansion update: Drajesk and Biermann reported on status of hangar builds. Three hangar buildings are up and five foundations have been poured. C-7 foundation is anticipated to be completed in mid-October, and remaining building shells are expected to be completed by year-end. Electrical service connection with WPS remains outstanding; Bierman will follow up. Bierman reported three hangar owners are working on plans and permitting for individual wells and septic systems. Commission discussed prior practice regarding additional lease charges associated with use of airport property for propane tanks, wells and septic systems. Commission was uncertain whether charges had previously been established for each of these uses and whether any such charges were one-time or ongoing. Prior records will be reviewed to determine established practice so information can be provided to new hangar owners.

Airport Manager Report: Thyssen reported airport has been relatively quiet and noted calls to Town office with questions regarding rental cars and tie-downs etc. Camping inquiries and availability of information for visiting pilots were discussed. Commission discussed development of an airport website or QR-code-based resource providing information on transportation, lodging, dining, tie-downs and other airport services. Cain-Bieri reported changes in hangar property assessments and upcoming Board of Review. Thyssen advised Town was awarded CMAQ grant for a paved trail between Ephraim and Fish Creek which was noted as a potential future benefit for airport.

Airport report: Drajesk advised he has added 4/5 new people to hangar waiting list. ACIP list of funded projects was provided to Commission. Rotating beacon was discussed. Based on previously established \$5,000 threshold for repairs and an estimated cost of at least \$15,000 for conversion to LED, airport will proceed with replacement of transformer. Action Electric is expected to replace transformer by Monday. Two runway lights also require attention.

Friends Report/maintenance update: A Friends workday is being planned for September to paint shed and address smaller maintenance items. Replacement fuel price sign has been painted and

still needs to be installed. Friends group is also investigating options for providing Wi-Fi coverage to hangar owners.

Review Payables (monthly-year-end) No new payables were presented. Routine WPS, Frontier and Spectrum bills are anticipated. The outstanding DOT amount of approximately \$293,000 associated with the parcels remains unresolved.

Set next meeting date: Thursday, October 8, 2026 at 8:00 a.m.

Adjourn: *Motion (Glojek/Halbrook) to adjourn at 9:38 a.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk