Approved: November 12, 2026

EPHRAIM-GIBRALTAR AIRPORT COMMISSION
SPECIAL MEETING
THURSDAY, NOVEMBER 5, 2026
GIBRALTAR TOWN CENTER, 4097 MAIN STREET, FISH CREEK WI 54212
2:30 P.M.

Call to order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Chair Drajesk at 2:30 p.m.

Roll call/quorum: Members present: Jeff Drajesk, Gary Glojek, Rich Bierman, Scott Pearson (arrived at 2:31 p.m.) and Tim Halbrook all via Zoom. Members absent: Mary Houck, excused. Also present: Travis Thyssen.

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

Approve minutes of previous meeting(s): *Motion (Bierman/Glojek) to approve minutes from October 8, 2026 meeting. Carried.*

Public comment: None.

Update on Ephraim's position on lease management: Drajesk recapped previous discussions regarding Commission's authority to approve hangar leases under Wis. Stats. §114.14, including correspondence from BOA supporting statutory authority. Commission's decision to assume sole responsibility for lease approvals was communicated to Town and Village. Ephraim responded by letter disagreeing with Commission's interpretation of its authority. Drajesk indicated pending leases and addendums would be submitted to Village for approval to avoid delays, with broader question of authority to be addressed separately.

Approval of lease addendum template: Drajesk reviewed proposed lease mortgage addendum template developed in response to a lender's requirements for financing construction of a new hangar. Addendum would be used as needed rather than incorporated into all leases. Addendum has been reviewed and approved by Town Attorney, requesting lessee's attorney, and lender. Bierman requested minor formatting corrections. *Motion (Bierman/Pearson) to approve lease mortgage addendum template with formatting changes requested. Carried.*

Approval of updated lease language: Commission reviewed proposed addition to standard hangar lease template providing for recovery of reasonable administrative and legal expenses incurred by Airport in connection with lease changes requested by a lessee, including requests made on behalf of a lessee by a lender or other third party. *Motion (Glojek/Pearson) to approve additional language. Carried.*

Right of first refusal hangar C-1: Drajesk reviewed proposed sale of Hangar C-1 from K-Air Inc. to Adrian Allen for $190,000, including Town's right of first refusal and proposed new lease with Allen, with lease mortgage addendum. Commission considered the three related agenda items together. *Motion (Bierman/Pearson) to waive right of first refusal for Hangar C-1, approve sale of K-Air Inc.'s interest in Hangar C-1 to Adrian Allen, and approve a new lease agreement with Adrian Allen with mortgage lease addendum. Carried.*

Sale of hangar C-1 from K-Air Inc. to Adrian Allen: Approved as part of the combined motion under the preceding agenda item.

Recommendation to enter into lease with Adrian Allen for Hangar C-1: Approved as part of the combined motion under right of first refusal.

Consideration of lease mortgage addendum for Hangar C-1, Adrian Allen: Approved as part of the combined motion under right of first refusal.

Consideration of lease mortgage addendum for Hangar F-1, Amplatz Left Properties LLC: Commission reviewed requested lease mortgage addendum for Hangar F-1 to accommodate construction financing. Lease had previously been approved by Town and Village. *Motion (Bierman/Pearson) to approve lease mortgage addendum for Hangar F-1, Amplatz Left Properties LLC. Carried.*

Consideration of administrative and legal fees associated with hangar lease mortgage addendum: Drajesk reviewed draft invoice from Town Attorney reflecting $285.80 in legal fees associated with preparation and review of lease mortgage addendum. He noted the administrative time incurred by Commission Chair, Treasurer, and Clerk in processing addendum. Commission discussed establishing a fee to recover these expenses rather than having Airport absorb the costs. *Motion (Halbrook/Glojek) to establish a $500 fee for lease mortgage addendums. Carried.*

Approval of funding for legal advice on the role/responsibility/authority of the Commission: Drajesk outlined inconsistencies between Airport Operating Agreement, Airport Ordinance, and Wisconsin Statutes and reviewed Commission's previously proposed revisions, which had been forwarded to Ephraim for review. Drajesk expressed concern regarding Ephraim's challenges to Commission's authority over certain airport matters, including hangar lease approvals and Master Plan. He requested authorization to obtain an independent legal opinion clarifying Commission's authority and responsibilities at an estimated cost of $5,000 to $6,000. Pearson reported Village President contacted him expressing concern the Commission was overreaching by seeking an independent legal opinion. Discussion included Ephraim's objection to hangar expansion alternative in Master Plan, Commission's authority to approve plan, and potential liability associated with proceeding without agreement from both municipalities. Drajesk emphasized purpose of obtaining legal advice was to clarify Commission's authority rather than challenge either municipality. Glojek suggested discussions between Commission leadership and representatives of both municipalities before incurring additional legal expenses. Town Chair Sohns noted the operating agreement is between Town and Village and resolving disagreements over its provisions is responsibility of the municipal owners, not Commission. Commission should not incur separate legal expenses at this time. Once Ephraim's proposed revisions are received, Town can review them and work toward an agreement. Any unresolved disputes and associated legal expenses would be responsibility of owners. No action was taken.

Adjourn: *Motion (Glojek/Bierman) to adjourn at 3:18 p.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk