

MINUTES Monday, March 9, 2020 10:00 a.m.	HIGHWAY AND AIRPORT COMMITTEE	<i>Door County Highway Department</i> <i>Conference Room, 1001 S. Duluth</i> <i>Ave. Sturgeon Bay, WI 54235</i>
<i>Oversight for Door County Highway & Cherryland Airport</i>		

These minutes have **not** been reviewed by the oversight committee and are subject to approval at the next regular committee meeting

1. **Call Meeting to Order** – Chairman Neinas called the Highway and Airport Committee meeting to order at 10:00 a.m.
2. **Roll Call** – Members John Neinas, Ken Fisher, Roy Englebert, Joel Gunnlaugsson and Randy Halstead were present. Also present were John Kolodziej, Jennifer Lenius, Keith Kasbohm, Ken Pabich, Brenda Hawkey and Ron Marto.
3. **Adopt Agenda** – *Motion by Halstead, second by Englebert to adopt the agenda moving item 8A to be discussed prior to item 7. All in favor. Carried.*
4. **Approve Minutes** – *Motion by Fisher, second by Gunnlaugsson to approve the minutes from the February 9, 2020 Highway and Airport Committee Meeting. All in favor. Carried.*
5. **Correspondence** – None
6. **Public Comment** – None
- 8.A. **Citizen concerns regarding no parking on CTH C (Duluth Ave) – STH 42/57 to Elm Road** – Tina Reeths, 441 N. Duluth Avenue addressed her concern that no parking is allowed on Duluth Avenue and that the bike lanes are not frequently used. Mr. Kolodziej stated the bike lanes and no parking were decided on during the design phase of the project and since state and federal funds were received to complete the project, the decision to change it would be up to the state. He also noted the parking restriction would be enforced by the City of Sturgeon Bay Police Department.
7. **Airport Division**
 - A. **Civil Air Patrol Report** – Ron Marto informed the committee that Mary Ellen Merk will be taking over as the Civil Air Patrol Squadron Commander. A safety training day is scheduled for March 25th.
 - B. **Tailwinds Flight Center Report** – Mr. Kasbohm reported there were 115 aircraft in February of which 2 were jets.
 - C. **Update – Airport Manager Position** – Mr. Kolodziej noted the job description was modified and re-advertised with the application period closing on Wednesday.
 - D. **Addendum Avis Car Rental Agreement** – *Motion by Gunnlaugsson, second by Fisher to recommend to County Board to approve the addendum to the Avis Lease Agreement. All in Favor. Carried.*
 - E. **Door County Code Chapter 13 Revisions**– Mr. Kasbohm stated during the FAA inspection it was noticed that wording within Chapter 13 needed to be modified to account for the move from being overseen by the Airport and Parks Committee to the Highway and Airport Committee. It was also noted that the title of Airport Manager needs to be changed to Airport Superintendent. *Motion by Gunnlaugsson, second by Englebert to approve the changes to Chapter 13 as presented to change the wording of Airport Manager to Airport Superintendent. All in favor. Carried.*
 - F. **County Hangar #45 Rental Agreement** – Mr. Kasbohm is waiting for the signed agreement to be returned and will present it at the next meeting.
 - G. **FAA Inspection – Boundary Survey (8-H of attached)** – Mr. Kasbohm explained that Omni has been selected to complete a survey to establish the boundary line.

H. FAA Basement Room Space Lease Renewal – *Motion by Gunnlaugsson, second by Englebert to recommend to County Board to approve the 10-year room space lease with the FAA. All in favor. Carried.*

I. Dept of Transportation – Bureau of Aeronautics Workshop (March 31 – April 2) – Keith notified the committee of the upcoming Aeronautic Workshop.

J. Review Vouchers, Claims and Bills – Airport – The committee reviewed the Airport Department vouchers.

8. Highway and Solid Waste Division

B. Letter of Resignation, John Kolodziej, Highway Commissioner – John Kolodziej notified the committee of his retirement with an expected last of work to be October 5, 2020.

C. Snow and Ice Control Operations – Mr. Pabich noted he had received some complaints on snowplowing from the snow event that occurred on February 10th. Mr. Kolodziej reviewed the standard procedures for plowing for snow and ice events.

D. Proposals for North Shop Roof Repairs – Mr. Kolodziej stated \$90,000 was budgeted for roof repairs at the north shop. *Motion by Halstead, second by Fisher to accept the proposal for roof repairs at the North Highway Shop from Crafts, Inc. for \$54,932. All in favor. Carried.*

E. Update of Salt Brine Production System – Mr. Kolodziej informed the committee the county received a salt brine machine from Fond Du Lac County, but since it is too large to fit the planned area, he is looking into another solution and will continue to haul brine from Green Bay for the time being.

F. WisDOT Supplemental Multi-Modal Selected Projects Announcement – Mr. Kolodziej notified the committee of being awarded \$450,100 in grant funding for the CTH J Bridge project.

G. Request by Town of Nasewaupée to acquire approximately 2 acres of land from Door County on CTH M – Mr. Kolodziej was contacted by the town of Nasewaupée looking to purchase approximately 2 acres of land from the County on CTH M to put up a fire station to allow for better response time since they currently share with three other municipalities. Mr. Englebert suggested Nasewaupée discuss the idea with the other municipalities that are part of the Southern Door Fire Department.

H. Motion by Fisher, second by Englebert to move into closed session. All in Favor. Carried. The meeting moved into closed session at 11:10 a.m.

Motion by Gunnlaugsson, second by Fisher to reconvene in open session. All in Favor. The meeting reconvened in open session at 11:28 a.m.

Motion by Fisher, second by Gunnlaugsson to have staff proceed with the process as discussed in closed session. All in favor. Carried.

I. Budget Operations Report, March 2020 – Mr. Pabich presented the committee with a report noting the summary of Fund 205 – County Roads and Bridges. The revenues received in 2019 were \$323,138.35 less than expenses incurred which were a result of the additional cost of snow maintenance. Mr. Pabich noted the fund balance in 205 is \$1,002,628.98 and suggested the money could be transferred from this fund to cover the additional expenses instead of utilizing the Undesignated Fund 100 Account. He also suggested it would be appropriate to leave a balance of \$500,000 in Fund 205 to cover unexpected expenses and transfer the additional \$179,490.63 to the Undesignated Fund 100 Account.

Motion by Neinas, second by Gunnlaugsson to recommend to the Finance Committee to transfer \$323,138.35 from 205.33104 to cover the additional costs of snow maintenance. All in favor. Carried.

J. Review Vouchers, Claims and Bills – Highway – The committee reviewed the Highway Department vouchers.

9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee.

10. Meeting Per Diem Code – Neinas reported the meeting code is 333

11. Next meeting, April 13, 2020 at 9:00 a.m.

12. Adjourn – Motion by Fisher, second by Halstead to adjourn. All in favor. Carried. Meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Jennifer Lenius

Administrative Assistant, Door County Highway Department