



AIRPORT COMMISSION AGENDA

Menomonie City Hall
800 Wilson Avenue
City Council Chambers

6:00pm

Wednesday – July 16, 2025

1. Roll Call
2. Approval of Minutes from June 18, 2025 Meeting
3. Public Comments.
4. Discuss Meeting with new WisBOA Project Manager, Dan Minarcik.
5. Discuss CTAF/UNICOM frequency change.
6. Discuss Courtesy Car Use.
7. Discuss Airport Managers Report.
8. Set Next Meeting Date – August 20, 2025 @ 6:00pm
9. Adjourn

“PUBLIC ACCESS”

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. For additional information or to request the service, contact the City Clerk or the City Administrator at 715-232-2221.

Menomonie Airport Commission
Meeting Minutes
June 18, 2025

The Menomonie Airport Commission was called to order by Chairman Dr. Dan Johnson at 6:00 pm on Wednesday, June 18, 2025 in the Council Chambers at City Hall. Commission Members present included: Dr. Dan Johnson, Randy Sommerfeld, Earl Wildenberg and Kerry McCauley. Steven Lee was absent. Others in attendance included: Eric Atkinson (City of Menomonie), David Schofield (City of Menomonie) and Jason Frank.

Johnson asked for public comments. No public comments were received.

Johnson asked for corrections to the May 21, 2025 Minutes. No corrections were noted. Johnson declared the May 21, 2025 Minutes approved by acclamation.

Johnson indicated that the CTAF/UNICOM frequency change from 122.7 MHz to 123.075 MHz went into effect on June 12, 2025 and that he was not aware of significant issues. McCauley indicated that he had flown recently and forgot to use the new frequency. No action taken.

Schofield indicated that 24/7 Telecom is in the process of terminating all copper phone lines throughout their network. Consequently, the telephone dial-in to the AWOS was terminated on April 23, 2025. Between January 1, 2025 and April 23, 2025 there were a total of 585 phone calls to the dial-in, or approximately 5.2 per day. FAA does not require a phone dial-in. Johnson noted that the AWOS information is easily obtainable through other means. No action taken.

Schofield indicated that WisBOA has issued a request for proposals for engineering design for the PAPI replacement. Schofield also indicated that the PAPI replacement appears to be eligible for IIJA funding. No action taken.

Johnson indicated that he has received no response to recent inquiries regarding the Runway 18/36 approaches. No action taken.

Schofield noted that KLUM has been reassigned to WisBOA Project Manager Dan Minarcik due to recent departures. No action taken.

Johnson noted that the Airport Manager's Report was included in the packet. Johnson asked for an update regarding his request for a legal opinion regarding e-mails. Atkinson summarized Atty. Ludeman's legal opinion. No action taken.

Schofield suggested Wednesday July 16 at 6:00pm at City Hall for the next meeting.

Wildenberg moved to adjourn at 6:19pm. Seconded by Sommerfeld. Motion carried.

Submitted by: David Schofield, Recording Secretary



David Schofield <dschofield@menomonie-wi.gov>

The Airport Courtesy Car

drdan <drdan@wwt.net>

Thu, Jul 3, 2025 at 11:57 AM

To: David Schofield <dschofield@menomonie-wi.gov>

Dear Darrel,

Attached is the present rental agreement.

There are no rules; the expectation, the guys say, is 4 hours.

I think that we should post taxi and car rental options in the terminal and put a small clear notice in the car.

BTW, it needs service.

TAXI

Town & Country Taxi

Phone: (715) 309-9619

Alt Phone: (715) 563-7272

Hours: Open 24 hours

Web:

townandcountrytaxillc.com

Email:

townandcountrytaxillc@outlook.com

Menomonie Car Rentals

Enterprise

[1821 Talen St](#)

[Menomonie, WI, US, 54751](#)

<https://www.enterprise.com/en/car-rental-locations/us/wi/menomonie-445b.html>

+1 715-619-3269 #4 for a person, then #2, then wait

Northtown Ford

715-232-6353 #2 for rentals

Mo - Sa

Do not deliver rental vehicles

Keyes Chevrolet via Oscar online

<https://www.chevytownusa.com> -> Rental

Mo-Sa

Do not deliver rentals

Menomonie Municipal Airport Courtesy Car Agreement

Driver to Complete (Please Print Neatly):

Driver Name (First, Last)

Driver Date of Birth

Mobile Telephone Number

Aircraft Tail Number

Driver's License State of Issue

Insurance Company

By utilizing the Menomonie Municipal Airport courtesy car (hereafter referred to as "the car"), Driver hereby affirms and agrees to the following:

1. Licensed Driver and Valid Insurance.
 - a. By your signature below, Driver affirms that he/she holds a valid and current driver's license issued by the state named above. Driver also affirms that he/she has a current and valid insurance policy in place, and that said insurance provides coverage for the use of the courtesy car.
2. Fuel
 - a. Driver is encouraged to put fuel in the car or leave a small donation in the envelope of the glove box. Donations are always greatly appreciated.
3. Damage
 - a. Driver is responsible for any damage while using the car.
4. Sole Driver & Laws
 - a. Driver named above is the only authorized driver of the car. No other unnamed person shall drive the car while in your possession. Driver also agrees to comply with all applicable traffic laws while using the car.
5. Indemnification
 - a. Driver shall defend, save, and hold harmless the City of Menomonie, its elected officials, officers, employees, commissions or authorized representatives/volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, penalties, liabilities, interest, decrees, costs, charges and expenses of whatsoever kind or nature, including reasonable attorney's fees, whether arising out of or in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, which may arise out of or in connection with the rights, responsibilities and obligations of Driver under this agreement and by driver operating the car.

In consideration of utilizing the car, Driver reaffirms and agrees to the foregoing conditions on this _____ day of _____, 20__ at _____ (local time)

Driver's Signature