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**INTEROFFICE MEMORANDUM**

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**TO:** TOWN OF LA POINTE BOARD OF SUPERVISORS  
**FROM:** MICHAEL DALZELL – AIRPORT MANAGER  
**SUBJECT:** MONTHLY REPORT  
**DATE:** 26 MAY 2014  
**CC:** TOWN OF LA POINTE CLERK

On May 2<sup>nd</sup>, Kristian, Pete and I met to discuss Pilot Lounge maintenance. We clarified responsibilities and established a maintenance log to be posted in the building. Any time anything is done there it is to be noted. This provides a paper trail should there be any questions raised.

On May 22<sup>nd</sup> the AWOS system bids were received by the BOA in Madison. Our cost for the entire project should be \$8,333.35. The Airport Improvement designated fund had a balance of \$22,627.00 at the end of 2013. If Peter Clark's recommendation to take \$20,000.00 from the fund in 2014 (which was **not** discussed at the budget workshop) happens, we will not be able to fund our portion. In addition, there will be no funds for future capital improvement projects.

On May 9<sup>th</sup> – 13<sup>th</sup> I placed a copy of the long term parking permit and a note on seven vehicles parked at the Airport advising the owners to renew. (John Stephens already has a current permit.) I posted the same notice on three additional vehicles today. So far none have applied. I am giving a list of license plate number to Bill DeFoe for information in order to contact owners directly by the beginning of June.

Sometime on or around June 3<sup>rd</sup>, the new emergency generator will be delivered and installed at the Airport. This is being coordinated with Kristian Larsen.

On May 24<sup>th</sup> a Piper Cherokee Arrow departed the runway while landing on Rwy 22. It subsequently collided with trees well off the runway and sheared off its right wing. All three passenger were examined by our Ambulance Service and refused medical care. Our Fire Department checkout the scene for fire hazard. On the 25<sup>th</sup>, Raymond A. Peterson, Principal Maintenance Inspector from the Milwaukee FSDO office examined the aircraft signing off the wreckage to the owner, the Prescott Flying Club of South St. Paul or their insurance company. On the 26<sup>th</sup>, Eric Schultz from the flying club arrived to remove the GPS and radios.

Respectfully,