

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**  
**AVIATION COMMITTEE**

**Date:** March 6, 2024  
**Time:** 8:00 am (in person and virtual)  
**Present:** Betsy Ellenberger; Koby Schellenger; John Hinz; Ed Jeziorny; Maribeth Gabert  
**Virtual:** District 26 Supv. Hanson; Jared Huss, Fox Valley Technical College; Larry Last, tenant  
**Also Present:** Jim Schell, Airport Director; Cameron Hallock, Deputy Airport Director; Fred Stadler, tenant; Terry Rushing, Wings As Eagles; Jim Busha, EAA

Meeting was called to order at 8:00 am

1. **Approve Minutes of February 7, 2023:** Supv. Schellenger moved to approve the minutes from February 7, 2023, seconded by Supv.Hinz. Motion carried 5/0
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** Supv. Hanson from District 26 mentioned that he is interested in items 3, 8, and 9 on the agenda today.
3. **Director's Report:**
  - a. *2024 Airport CIP Requests Update:* Mr. Schell stated that after last month's meeting, he has done further research regarding a new fire truck and the design of a new fire station. Staff has been looking for a used ARFF truck replacement and has not been able to find anything viable yet. If we were to pursue a used ARFF truck, we would like to find something in the 2008 to 2010 range so it's not so old and it would have some commonalities with our 2009 Striker. We also want to make sure that any environmental concerns have been remediated with a used ARFF truck as has been retrofitted to be able to utilize the new foams that have been certified by the FAA. As far as the fire station is concerned, we have been having some conversations with the Bureau of Aeronautics (BOA) about possible grant funding for the construction of a new fire station. Federal grant funding is unlikely. The state may be a source for grant funding on a new facility. We will continue to explore grant opportunities out there. Supv. Gabert and Supv. Hinz both want the Winnebago County Board to remember that this fire station serves the City of Oshkosh too, not just the airport. Supv. Schellenger is against buying a used fire truck since we won't really know any environmental safety hazards and he also does not like the idea of having two trucks that are older at the same time posing the risk of both needing to be replaced at or around the same time as well as keeps us behind in technology. Supv. Ellenberger looks at this as a safety concern. She believes that this is an integral part of our county and is surprised that there is even debate over this. Supv. Jeziorny agrees with the statements made by the previous supervisors and believes that this is something that just needs to be done. As Supv. Jeziorny was going into further reasons that he supports our fire station, Mr. Larry Last interrupted with the comment of "that's a hell of an attitude". Supv. Ellenberger proceeded to advise Mr. Last that his comment was out of order, however Mr. Last disconnected from the meeting.
  - b. *ATCT BIL Grant Project Update:* Mr. Schell stated that in 2023 we received a BIL Grant through the FAA. We are utilizing that to make some upgrades to the tower. A new security system, CCTV cameras, the window shades up in the tower CAB, the phone system, and several other things. This BIL Grant was originally intended for replacing the chiller system in the tower. Due to the tight turn-around time between grant award and bid opening mandated by FAA, we couldn't get everything completed in time. We have applied again this year for another grant and we should know late March, early April if we are successful in receiving another BIL Grant for the tower and that would be dedicated to replacing the chiller system. We are looking to replace the system that we have now. If we get the BIL Grant, we can install a redundant system, so we have a back up in case one goes down. Mr. Schell also added that the boiler system in the tower has

also been giving us some problems lately as well. The chiller system is the higher priority though.

4. **Deputy Director's Report:** Mr. Hallock announced that this is his final Aviation Committee meeting. He has accepted a position at the airport in Reno, Nevada. Mr. Hallock leaves the county at the end of this month.
5. **Discuss & Approve a lease renewal between Aviation Services LLC and Winnebago County:** Aviation Services LLC is a flight training provider and has been a Wittman hangar tenant for over thirty (30) years. They currently occupy Hangar 7 and wish to renew their lease for another year. Hangar 7 is located on the east side of the airport adjacent to Myers Aviation. Hangar 7 is 2,854 square feet. Aviation Services LLC will also continue to lease 2400 sq. ft. of adjacent apron space. The CPI increase from last year is 2.5% on the hangar and the apron space is \$0.29/sq ft/year per ordinance. This brings the monthly payment to: \$643.94 (hangar) plus \$58.00 (apron) = \$701.94 per month. The term of this lease is May 1, 2024 – April 30, 2025. Supv. Ellenberger made a motion to approve a lease renewal between Aviation Services LLC and Winnebago County. Supv. Jeziorny seconded the motion. Motion carried 5/0
6. **Discuss & Approve a hangar lease between Winnebago Flying Club Inc. and Winnebago County:** E-4 is one of the new hangar units on the east side of the airport. This hangar became available after the prospective tenant decided to move into a different hangar on the airfield. The Winnebago Flying Club has been a tenant at the airport for over twenty-five (25) years in the C hangar and would like to relocate to E-4. With the club vacating hangar C-5, this will open up a hangar to the next person on the waiting list. The Winnebago Flying Club is an affordable option for rental pilots and student pilots training for their certificates. Approximately forty (40) members share the expenses of operating one leased airplane. The lease for the new hangar units includes a clause that requires tenants to pay their own gas utility bill, and to keep their hangar at a minimum of 40F degrees. This T-hangar rent is \$350.00 per month plus tax and utilities. Supv. Jeziorny made a motion to approve a hangar lease between Winnebago Flying Club and Winnebago County. Supv. Ellenberger seconded this motion. Motion carried 5/0
7. **Discuss & Approve an Easement Agreement with Wisconsin Public Service Corporation:** Mr. Schell advised that Wisconsin Public Service is installing a new electrical line to an FAA owned building on the airport, near the air traffic control tower. The FAA owns a small storage building which is used to store Technical Operations equipment. This easement underneath our property will allow a new electrical line to be run to that building. There is no cost associated with the granting of the easement. The installation of the new electrical service is the responsibility of the building owner (FAA). Supv. Ellenberger made a motion to approve the Easement Agreement #3309375 with Wisconsin Public Service Corporation, seconded by Supv. Jeziorny. Motion carried 5/0
8. **Operations & Maintenance Report:** Mr. Hallock advised that Mr. Shaffer is out sick today. Mr. Hallock stated how well Mr. Shaffer has fit into his new position and is happy to report how well he is doing. Some recent maintenance activities and projects:
  - a. We will be receiving a new Kubota skid steer provided by Powersports in Beaver Dam. The new skid steer will be crucial in assisting in the winter months along with landscape and construction projects in the future. With the new skid steer will come three attachments which include a toothed bucket, a snow pusher with hydraulic end wing, and a concrete breaker.
  - b. Plans are being drawn up to complete the beacon display that will be in the front of the terminal.
  - c. Hangar inspections will be conducted toward the end of March. This will include door rollers, locks, lights, and safety items. All motorized door openers will also be inspected to ensure smooth operation.
  - d. New truck #8 replacement. This truck is currently in production and will be outfitted with radios, and lights towards the end of the year.

- e. Interviews will begin soon to fill the open Equipment Operator position which is vacant due to the promotion of Mr. Shaffer.
9. **EAA Report:** Mr. Busha reported that ticket sales are up by 13-15% for AirVenture 2024 and they are adding more electrical sites to their campgrounds in preparation for this year's event. Mr. Schell added that with the Snowbirds coming this year, the aerobatic box will be expanded to larger than typical in past years effecting the east side. EAA will put up a tent for the tenants effected by this. Communication was sent out to our tenants from Airport Admin and EAA will also follow up with communication to those tenants/businesses that will need to relocate during the Snowbird performances.
10. **Chairman's Report:** None
11. **Committee Member Statements/Suggestions/Items for Future Agenda:** None
12. **Set Next Meeting Date:** April 3, 2024
13. **Adjourn:** Motion to adjourn was made by Supv. Ellenberger, seconded by Supv. Hinz. Motion carried 5/0. Meeting adjourned at 08:58 a.m.

Respectfully submitted,

Kim Maki  
Administrative Associate  
Wittman Regional Airport