

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

**Date:** June 7, 2023  
**Time:** 8:00 am (in person and virtual)  
**Present:** John Hinz, Maribeth Gabert, Jeffrey Beem, Betsy Ellenberger, Koby Schellenger  
**Virtual:** Justin Rust, Basler Flight Service  
**Also Present:** Jim Schell, Airport Director; Cameron Hallock, Deputy Airport Director; Jason Stuker, Maintenance & Operations Manager; Nicoletta Salvatore, Airport Intern; Jim Busha, EAA; Fred Stadler, tenant; Wayne Daniels, tenant; Tricia Rathermel, GO-EDC

Meeting was called to order at 8:00 am

1. **Approve Minutes of May 3, 2023:** Supv. Ellenberger moved to approve the minutes from May 3, 2023, seconded by Supv. Hinz. Motion carried 5/0
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** None
3. **Airport Director's Report:**
  - a) ***East GA Hangar Project Update:*** Mr. Schell advised that both building pads are complete to varying degrees. The west pad is scheduled to have the concrete poured this week. The east pad is a little behind the west pad since they decided to focus on the west pad first. We anticipate the building slab for the east pad to be done either late next week or the beginning of the following week. First delivery of steel building materials should be today. With the hangars themselves, we are still on track for a September 1<sup>st</sup> occupancy date. We have eighteen (18) hangars spoken for and are working down the waiting list to secure the last two hangars available. Any current tenants moving into the new hangars and vacating their current hangar will also be filled by going down our waiting list. In the next thirty (30) days we will start working on all the necessary paperwork needed for leasing the hangars. Mr. Schell is planning to bring all the new hangar leases to the Aviation Committee for approval at our August meeting.
  - b) ***NIFA Safecon Recap:*** Mr. Schell had taken some pictures of the event and reviewed the pictures with the Aviation Committee. One of the pictures showed Oshkosh Corp taxiing out while many of the NIFA planes are parked, depicting the fact that we were able to keep our normal traffic flowing as best as possible with the event going on. In total we had twenty-eight (28) flight teams show up, over four hundred competitors, and including competitors, judges, volunteers for the event, more than seven hundred people were here. Mr. Schell did put together numbers from April 24<sup>th</sup>, when the first schools started showing up for this event to May 12<sup>th</sup>, in the span of eighteen days we had 10,701 operations. For May 1<sup>st</sup> through the end of May, we had 12,140 operations. A typical May for us is somewhere around 5,000 operations, so it was a much busier month. Our maintenance and operations staff did a fantastic job with helping prepare for the event. Our Air Traffic Control Tower: during AirVenture, 65 – 70 Air Traffic Controllers are brought in from all over the country to facilitate the event. During this event we had four full time staff and one temporary staff for a total of five controllers to handle the entire event. Our tower staff did an outstanding job. They kept everyone safe during this event while also keeping our normal operations running. Supv. Hinz asked if this event is something that is moved around the country, or would this be returning in the future? Mr. Schell answered that they typically have had this event at the Ohio State Airport in Columbus, Ohio. Next year they have chosen to have the event in Janesville. We've shown that the event goes well

here. EAA hosted at their facilities the ground events and Mr. Schell believes that went very well. There is a strong possibility of this event returning to Oshkosh.

4. **Deputy Director's Report:**

a) *Intern Introduction:* Mr. Hallock introduced Nicoletta Salvatore. She's from the Chicago area and is a senior at Lewis University in Aviation Management. She will be with Wittman Airport through the end of August. Nicoletta will be assisting during AirVenture, working on our Lease Database, putting together an Aircraft Recognition Guide for our Fire Department, which they requested. Those are just a few projects that Nicoletta will be working on in addition to shadowing to Mr. Hallock, Mr. Schell, and Mr. Stuker. We look forward to having her here. Mr. Hallock advised that Ms. Salvatore will be reporting to the Aviation Committee in July and August, so they can expect to be hearing from her.

5. **Discuss & Approve a ground lease renewal between Winnebago County and Badger Works, LLC:** Mr. Hallock stated that Badger Works, LLC has been a lessee in a privately built and owned hangar for 20 years and is due for a renewal of their ground lease. The Badger Works, LLC hangar is 60'X60' and the leased area contains a five foot buffer around the perimeter. The original lease did not include the exclusive-use apron in the total square footage. With all new and recently renewed ground leases, the privately built apron is included in the leased space calculation. Therefore, this space has been added to the square footage calculation. This hangar is located along Taxiway K near Sonex Aircraft. The ground lease rent will begin at the current ordinance rate of \$.19 per square foot per year and be adjusted on every third anniversary of this agreement equal to the increase in CPI-U over the previous three years. This equals \$1,263.50 per year; increased each three-year interval thereafter. The term of the agreement will be twenty (20) years; July 1, 2023 through June 30, 2043. Supv. Ellenberger made a motion to approve a ground lease renewal between Winnebago County and Badger Works, LLC. Supv. Hinz seconded this motion. Motion carried 5/0.

6. **Discuss and Approve an Airport Office lease between Winnebago County and NextJen Studios, LLC:** Mr. Hallock advised that NextJen Studios, LLC is a long-time tenant of airport office space. NextJen Studios, LLC has been leasing space in the General Aviation Terminal since we opened and wishes to renew their lease for another year. The leased office is located on the north side of the building near the entrance. Total leased area is 139 square feet of office space. The lease rent has been increased by 3.8% - the change in the CPI-U over the previous year. The new terms of the agreement will be one year; July 1, 2023 through June 30, 2024 at the rate of \$181.05 per month. Supv. Ellenberger made a motion to approve an Airport Office lease between Winnebago County and NextJen Studios, LLC. Supv. Beem seconded the motion. Motion carried 5/0.

7. **Operations & Maintenance Report:** Mr. Stuker updated the Aviation Committee on the following:

a) *Herbicide Spraying:* Fence line and airfield lights and signs have been sprayed.

b) *AirVenture 2023:* All paint has been received and staff will start painting for AirVenture around the 5<sup>th</sup> or 6<sup>th</sup> of July. With the B-52 expected, there are plans to remove 1/3 of the runway lights for its arrival.

c) *Seasonal Employees:* We have three (3) full time seasonal employees trained and working.

d) *Airfield Painting:* Staff is currently working on the northside of the airport.

e) *NIFA Safecon 2023:* All temporary markings have been removed and staff will begin preparing for AirVenture.

8. **EAA Report:** Mr. Busha reported that advanced tickets sales are 30% higher than last year at this time. They are anticipating large crowds and look forward to the unique aircraft coming in this year.

9. **Chairman's Report:** None
10. **Committee Member Statements/Suggestions/Items for Future Agenda:** Mr. Schell brought up the twenty new t-hangar leases that will be brought to the committee in August. He wondered if the Aviation Committee wanted those all as individual action items or consolidated into one consent agenda type item. The Aviation Committee agreed to have the new monthly t-hangar leases brought to them as a single item for approval.
11. **Set Next Meeting Date:** July 5, 2023
12. **Adjourn:** Motion to adjourn was made by Supv. Ellenberger, seconded by Supv. Hinz. Motion carried 5/0. Meeting adjourned at 08:26 a.m.

Respectfully submitted,

Kim Maki  
Administrative Associate  
Wittman Regional Airport