

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: September 8, 2022
Time: 8:00 am (in person and virtual)
Present: Koby Schellenger, John Hinz, Betsy Ellenberger, Jeffrey Beem, Maribeth Gabert
Virtual:
Also Present: Jim Schell, Airport Director; Cameron Hallock, Deputy Airport Director; Jason Stuker, Maintenance & Operations Manager; Fred Stadler, tenant; Sandy Forsgren, tenant; Sean Elliott, EAA; Jared Huss, Fox Valley Technical College

Meeting was called to order at 8:00 am

1. **Approve Minutes of August 10, 2022:** Supv. Ellenberger moved to approve the minutes from August 10, 2022, seconded by Supv. Hinz. Motion carried 5/0
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** Mr. Stadler spoke to remind everyone about the pancake breakfast that EAA Chapter 252 is having this Saturday, September 10, 2022. Pancake breakfast and free Young Eagles airplane rides will take place from 7:30 am – 11:00 am right here at the Wittman Airport Terminal.
3. **Airport Director's Report:**
 - a) *East GA Hangar Project Update:* Mr. Schell advised that bidding on this project will close on September 15, 2022. We have quite a few interested contractors. A pre-bid meeting has been held along with a site tour with the contractors present. Mr. Schell added that we may need push the bid deadline back by a week. We are still waiting on the FAA to sign our updated ALP sheets. We should have an answer back in the next couple of days letting us know if the bid deadline needs to be pushed back.
 - b) *FY 2023 Budget Preview:* Mr. Schell provided a packet of the 2023 Budget Review for the Airport to the Aviation Committee. Mr. Schell reviewed each page for committee members to be familiar with the budget now that the executive review meeting took place in mid-August. On the second page of the packet, Mr. Schell elaborated more on a few of the 2023 Goals. One goal is to re-develop the former commercial service terminal site. Another goal Mr. Schell mentioned is to continue with the development of the Aviation Business Park land and other parcels of land with our economic development partners. A goal for 2023 that is currently in the process of getting worked on is to construct new t-hangar facilities and lease each unit. Our County Levy Target was met and came in just below the levy amount for FY 2022. Supv. Schellenger asked about the city stormwater rate. Mr. Schell answered that the city averages a six (6) to seven (7) percent increase yearly. Supv. Schellenger also questioned the janitorial services account and was wondering about the increase in that account. Mr. Schell answered that we are anticipating an increase due to the upcoming renewal of the contract in late 2022. Supv. Schellenger asked if this was due to Facilities. Mr. Schell answered that Facilities does not clean this building due to their staffing issues. We now contract those services. Supv. Schellenger also wondered what caused the increase in the Maintenance Grounds account. Mr. Schell explained that account is primarily used for Highway Department to perform crack sealing and other repair work needed on the airport. Highway has certain equipment that we don't, so we outsource to Highway for some of that work.

4. **Deputy Directors Report:**
 - a) *Hangar Painting Project Update:* Mr. Hallock gave an update to this project. Low bidder was Johnson Painting. Mr. Hallock received the signed contract yesterday and will start this project with the anticipation of completing it in October.
5. **Discuss & Approve Amendment #1 to Hangar Lease agreement with NewView Technologies, Inc:** Mr. Hallock gave some history on NewView Technologies, Inc being a tenant on the airport for over 20 years. They lease three hangars for the purpose of conducting avionics and airframe and powerplant repair work. Adjustments to their leasehold space have necessitated a lease amendment. In addition to leasing the 2,500 sq. ft. county-owned hangar K-819, NewView Technologies has historically ground leased 4,500 sq. ft. of green space on the north side of the K-819 hangar for potential future expansion of the facility. NewView is looking into other options for expansion and no longer desires to lease the 4,500 sq. ft. A 9,500 sq. ft. first right of refusal is also being vacated by NewView as part of this amendment. Only 5,750 sq. ft. of ground lease remains on this amendment and this is the paved apron area in front of their hangars. The lease remains set to expire June 30, 2023 with one additional three-year option period remaining. Supv. Schellenger moved to Approve Amendment #1 to Hangar Lease agreement with New View Technologies, Inc. Supv. Hinz seconded the motion. Motion carried 5/0
6. **Discuss & Approve an Intergovernmental Agreement for Fire Protection Services at Wittman Regional Airport:** Mr. Schell provided some background information regarding the Fire Station located on the airport grounds. It was constructed in 1974 and has been jointly operated between Winnebago County and the City of Oshkosh. The most current agreement for joint operation of the fire station was executed in October of 1987. It was identified by management staff of the Airport and also the City Fire Chief that the agreement should be updated. We now have a suitable agreement to continue the partnership of jointly operating the Airport Fire Station for the foreseeable future. Winnebago County will maintain the facility along with the county-owned Aircraft Rescue and Fire Fighting (ARFF) trucks. The City of Oshkosh will provide staffing year-round for the Airport's ARFF trucks as well as the city-owned structural units co-located at the station. Supv. Ellenberger questioned if there was a need for a new ARFF truck. Mr. Schell stated that there are a couple trucks that are on the list for replacement. Supv. Schellenger questioned if the building, Fire Station 14, will need to be replaced in the future. Mr. Schell advised that the City has recently conducted a study of all OFD fire stations and their recommendation is a future replacement facility. Supv. Schellenger also questioned the reports required by law, including but not limited to PFAS, are timely and properly filed with both parties working collaboratively. Mr. Schell stated that this is now standard procedure when discharging fire-fighting foam due to State regulation. Supv. Hinz made a motion to Approve an Intergovernmental Agreement for Fire Protection Services at Wittman Regional Airport, seconded by Supv. Ellenberger. Motion carried 5/0
7. **Operations & Maintenance Update:**
 - a) *Airfield Painting:* Mr. Stuker advised the committee that Taxiway C and the connecting taxiways have all been repainted as well as all of the North Ramp.
 - b) *Self-Serve Fuel:* Next week we will be using the Winnebago County Parks' skid steer to auger the hole for the light pole base. Basler is working on the remaining components to get their new self-serve operational.
 - c) *LED Sign Upgrade:* There are only two to three signs left to be upgraded. We will then have all lighted airfield signs completely upgraded to LED.

- d) *Snow Removal*: The snow removal equipment is out of storage and is being prepared for the upcoming season.
8. **EAA Report**: Mr. Elliott stated that last week they started planning for the next AirVenture. Next AirVenture will be a milestone of seventy (70) years of the event. Mr. Elliott advised that the re-development of the ultralight aircraft strip is still four to five years out. He said that they are also working on more space for aircraft camping. Fortunately, they didn't have to turn anyone away this year. They want to be able to accommodate all those that want to be here for AirVenture.
 9. **Chairman's Report**: None
 10. **Committee Member Statements/Suggestions/Items for Future Agenda**: Supv. Ellenberger inquired about an update on the tower windows. Mr. Schell advised that on October 17 the two windows in the tower cab are scheduled to be replaced.
 11. **Set Next Meeting Date**: October 5, 2022
 12. **Adjourn**: Motion to adjourn was made by Supv. Hinz, seconded by Supv. Ellenberger. Motion carried 5/0. Meeting adjourned at 08:58 a.m.

Respectfully submitted,

Kim Maki
Administrative Associate
Wittman Regional Airport