

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

**Date:** October 4, 2023  
**Time:** 8:00 am (in person and virtual)  
**Present:** Maribeth Gabert, Jeffrey Beem, Koby Schellenger, Betsy Ellenberger  
**Virtual:** Justin Rust, Basler Flight Service  
**Also Present:** Jim Schell, Airport Director; Cameron Hallock, Deputy Airport Director; Jason Stuker, Airport Maintenance & Operations Manager; Jon Doemel, Winnebago County Executive; Jim Busha, EAA; Tom Gabert, tenant; Sandy Forsgren, tenant; Fred Stadler, tenant; Tricia Rathermel, GO-EDC; Robert Keller, citizen

Meeting was called to order at 8:00 am

1. **Approve Minutes of September 6, 2023:** Supv. Schellenger moved to approve the minutes from September 6, 2023, seconded by Supv. Beem. Motion carried 3/0, 1 abstention. Supv. Gabert stated that Supv. Hinz was excused from today's meeting. Supv. Ellenberger abstained from voting on minutes from last months meeting due to her not being present at that meeting.
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** None
3. **Director's Report:**
  - a. *FY 2024 Draft Budget Overview:* Mr. Schell wanted to discuss some of the high points of the Draft Budget before it goes to the County Board for approval in November. The first page outlines our program list derived from part of the new priority-based budgeting model. Second section on the first page states our accomplishments. A major accomplishment here is the T-Hangar Project, the county owned hangars being completed, which correlates to additional revenue for 2024 and beyond. An expense that we have budgeted for is the replacement of our skid steer. We currently have a 1980 Bobcat that has its shortcomings and is showing its age along with one of our fleet vehicles as well. With that increase we are also decreasing our line-item expense for Capital Improvements which will be the Chiller replacement at the tower. Another project we're looking to do in house is a replacement of some of the floors in the A & B hangars. They were built in the 1970's era, and some of the floors are beyond their useful life. Mr. Stuker has been looking at the hangars that need repair work and we will be doing those repairs in-house primarily through the county Highway Department and offsetting that expense with grant revenue. Ultimately, our levy is projected to remain flat. Page two, department staffing will remain the same. We have nine full time employees, three seasonal workers, and one intern. Page three, the \$57,000.00 increase from the revenue side is the funding from CRRSA that was awarded previously. Building Rental reflects an increase, again, due to the new hangar project. Through the county wide wage study our labor has increased more significantly than it has in past years. That increase is \$87,600. Capital Equipment is the skid-steer replacement, and we are looking to replace a 2003 Ford Expedition, the Deputy Director's vehicle. After reviewing specific line-items and stating past levy amounts to the current amount, Mr. Schell asked if there were any questions or comments. Supv. Gabert had a question on the second page of the packet regarding the bond payment. Mr. Doemel explained that there was a balloon payment set up front for the bond on the hangar project. Supv. Gabert also wanted to discuss the chiller project on page three of the packet. Supv. Gabert questioned that since it was a line item in 2023, what happens to that in the 2024 budget? Mr. Schell answered that we are still planning on encumbering those funds or a carry over for 2024 because we are still in the design phase. Mr. Schell stated that he will be covering this topic when he discusses the Air Traffic Control Tower Project. Supv. Gabert then questioned the \$47,000.00 allotted for vehicle maintenance in our budget. Mr. Schell stated that this allotment has been stable and that there is no dollar amount change from last year. Mr. Schell added that we have a large fleet of

vehicles, snow removal equipment, and specialized equipment and everything is serviced in-house. Supv. Schellenger then enquired if the \$47,000.00 is just getting us by or if more is needed. Mr. Stuker answered that this money is making repairs and keeping our fleet running. It's not doing any more than that. It's not intended to replace a vehicle, it's maintenance and repairs. We have an aging fleet with some vehicles from the late 1970's. Supv. Schellenger wondered if two new vehicles would decrease the cost of maintenance. Mr. Stuker stated that all repairs are done well and the \$47,000.00 is part of keeping up with inflation.

- b. *East GA Hangar Project Update:* Mr. Schell had included a picture of the hangar project which shows that asphalt paving is now complete, 99.8% of the civil project is now complete, we identified a punch list for the civil work that the contractors will come back to finish up. Right now, it is just the building contractor, with Cardinal, to complete the buildings. As the photo depicts, you can see the roof on the east building is now complete. They have started building the hangar doors on one of the buildings and have made good progress there. They are doing electrical wiring within the building and are running piping for gas for the heating units which are very close to being delivered. As of a meeting yesterday, the estimated completion date for the hangars is November 17, 2023.
  - c. *Air Traffic Control Tower Projects Update:* Mr. Schell stated that there are two separate items here. Back in April of this year we were notified of a BIL grant that we were awarded for improvements to the tower. That originally included the chiller unit that we had budgeted for, however the timeline on executing the BIL grant was extremely tight. The FAA needed open bids completed by July 27, 2023. We had enquired with the FAA if this timeline could be flexible, and we were notified that it was not. Moving forward with the BIL grant, the upgrades for the tower will include the access control system and the software associated with that along with some hardware. The installation of some CCTV cameras at the entrances and one other location for the tower. The replacement of shades for the tower cab windows, replacement of chairs, and the phone system. Unfortunately, the chiller was not able to fit into that timeframe. So, we have budgeted \$70,000.00 for the chiller replacement for this year. We have worked with Facilities on this replacement. Facilities suggested we use a redundant system so if there is failure with one, there is a back-up. The preliminary estimate for this was \$266,000.00. Much higher than the budgeted \$70,000.00. Facilities is now going to see what it would cost to replace the current system that is in the tower now, with a modern, comparable option. We're also looking at another possible application for another BIL grant this year. Absent of that, we do have other funding that may be a possibility as well. We're trying to avoid asking the County Board for more money. Mr. Schell stated that he will continue to update the committee as he has a better idea of what our options are.
4. **Discuss & Approve a Hangar Lease renewal between New View Technologies, Inc and Winnebago County:** Mr. Hallock shared that New View Technologies has been a tenant on the airport for over twenty years. They currently lease three county-owned hangars for the purpose of conducting avionics and airframe and powerplant repairs. Hangar K-821 is a one-year lease that is due to be renewed. This hangar is 50'X50' and is located on the north side of the airport off taxiway H. The hangar rate for 2023 – 2024 will increase by 3% from the previous year per the customer lease. The rate for November 1, 2023, through October 31, 2024, will be \$855.67 per month. Supv. Ellenberger made a motion to approve a Hangar Lease renewal between New View Technologies, Inc and Winnebago County. Supv. Beem seconded the motion. Motion carried 3/0. Supv. Schellenger had to leave the meeting earlier.
  5. **Discuss & Approve a Hangar Lease renewal between American Air, LLC and Winnebago County:** Mr. Hallock advised that American Air, LLC has been a tenant for two years and is due for a lease renewal. Hangar I-3 is 2,500 square feet with an office and bathroom. This hangar is located on the north side of the airport. The hangar rate for 2023-2024 will be increased by

3.4% (change in CPI-U) from the previous year. The rate for November 1, 2023, through October 31, 2024, will be \$1,206.35 per month. Supv. Ellenberger made a motion to approve a Hangar Lease renewal between American Air, LLC, and Winnebago County. Supv. Beem seconded this motion. Motion carried 3/0.

6. **Operations & Maintenance Report:** Mr. Stuker advised that his group is getting ready for winter. They plan to have their snow plan meeting at the end of this month. Our mechanic is currently looking at all of our snow equipment to make sure it is ready, and we are doing our last round of mowing that will take about three weeks. Maintenance wise, they are working on a concrete project adjacent to the I Hangar. The I Hangar was getting water intrusion during winter snow melt. They are making it easier to plow and making sure that the water intrusion doesn't happen anymore. Crack sealing is scheduled for today near the Sonex Hangar. Lastly, Mr. Stuker shared that we hired our two-year seasonal employee, Matthew Rausch, into the advertised full-time position.
7. **EAA Report:** None
8. **Chairman's Report:** Supv. Gabert commended our tenant, Fred Stadler, for his dedication to this airport and promoting aviation through his young eagle flights. Mr. Stadler is truly an asset to have at this airport.
9. **Committee Member Statements/Suggestions/Items for Future Agenda:** Mr. Schell shared a couple of events coming up this weekend. This Saturday is Space Day at EAA from 10:00am to 5:00pm which will have activities for younger kids. Wings As Eagles is also having an open hangar day with a variety of activities as well, running about the same hours.
10. **Set Next Meeting Date:** November 8, 2023
11. **Adjourn:** Motion to adjourn was made by Supv. Beem, seconded by Supv. Ellenberger. Motion carried 3 /0. Meeting adjourned at 09:24 a.m.

Respectfully submitted,

Kim Maki  
Administrative Associate  
Wittman Regional Airport