

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: November 8, 2023
Time: 8:00 am (in person and virtual)
Present: Maribeth Gabert, Koby Schellenger, Betsy Ellenberger
Virtual: Jim Schell, Airport Director
Also Present: Cameron Hallock, Deputy Airport Director; Paul Kaiser, Winnebago County Finance Director; Jim Busha & Sean Elliott, EAA; Justin Rust, Basler Flight Service; Tom Gabert, tenant; Fred Stadler, tenant

Meeting was called to order at 8:00 am

1. **Approve Minutes of October 4, 2023:** Supv. Ellenberger moved to approve the minutes from October 4, 2023, seconded by Supv. Schellenger. Motion carried 3/0
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** None
3. **Director's Report:**
 - a. *East GA Hangar Project Update:* Mr. Hallock advised that there was a construction progress meeting with the contractors and engineers last week. Their best estimate is that the west building, building E will be done the last week of November. The east building, building F will be done the week after that. Mr. Hallock stated that there will be an email sent out to the tenants regarding the timeframes. When we email the tenants, Mr. Hallock said that he will add in a week buffer since the contractor has been wrong with completion dates multiple times.
 - b. *Self-Serve Fuel Update:* Mr. Rust spoke on this project. He stated that after this has been a two-year project, the install was complete on July 15, 2023. After the airshow, they were able to review the system and found that it wasn't beneficial to the end user. It wasn't really what they had asked for. There were an additional three to four steps that the user has to complete for the pump to flow fuel. This includes turning the pump on themselves, resetting meters, and not only is that inconvenient to the end user, it's also a safety issue. Basler went back to the installer, and they are currently in the process of redesigning the system. The goal is for the user to be able to put in their credit card, the pump turns on, resets, they pump their fuel, the system shuts off, they get their receipt, and they can go. Mr. Rust requested an update from the installer last week and has not heard back from them yet as of this morning. As soon as Mr. Rust has an update, he will pass that along.
4. **Discuss & Approve a FY 2023 Budget Amendment for capital asset depreciation expense:** Mr. Kaiser spoke to what he noticed with the county budget last year. He noticed that there were still some CIP projects still open from 2017. There were five capital projects that were not put into service that the Bureau of Aeronautics had not closed out. Due to the slow process of closing out projects, Finance did not add them to the yearly depreciation schedule. The asset values that were added at the end of 2022 were \$27,447,989.55. Based on their depreciation life, this added \$1.5M to their annual depreciation cost. With a few current projects not being fully completed and capitalized and two more assets fully depreciated and disposed of, this did bring about a cost savings. The additional depreciation amount for FY 2023 needed by a budget amendment is \$1,409,050.00. Supv. Schellenger made a motion to approve a FY 2023 Budget Amendment for capital asset depreciation expense. Supv. Ellenberger seconded the motion. Motion carried 3/0
5. **Discuss & Approve a T-hangar lease agreement between Young Aviation, LLC and Winnebago County:** Mr. Hallock advised that this is an agreement for one of the new tenants, Steve Young. Mr. Young has requested a name change from Steve Young to Young Aviation LLC. Mr. Young is the principal of Young Aviation LLC. This aligns the insurance name with the lease name and keeps everything under one name. Mr. Hallock stated that this is for hangar F-7. All the terms are the same, and the rent is the same as before. Supv. Ellenberger made a motion to approve

a T-hangar lease agreement between Young Aviation, LLC, and Winnebago County. Supv. Schellenger seconded this motion. Motion carried 3/0.

6. **Discuss & Approve a hangar lease renewal between United Financial Group, Inc. and Winnebago County:** Mr. Hallock stated that United Financial Group has been a tenant in hangar I-1 for over fifteen years and their one-year lease is due for renewal. This is a 3,000 square foot hangar located on the north side of the airport near Knapp Street. The hangar rate for 2023 – 2024 will be increased by 3.3% (change in CPI-U) from the previous year. The rate for December 1, 2023, through November 30, 2024 will be \$1,269.17 per month plus tax. Supv. Ellenberger made a motion to approve a hangar lease renewal between United Financial Group, Inc., and Winnebago County. Supv. Schellenger seconded the motion. Motion carried 3/0
7. **Discuss & Approve a hangar lease renewal between Cassui Too, LLC and Winnebago County:** Mr. Hallock shared that Cassui Too, hangar I-2, is right next door to Hangar I-1, the hangar we just discussed. This is the second year for this tenant to be in the I-2 hangar. I-2 is 2,500 square feet and has an office and a bathroom. The location of the hangar is on the north side of the airport. The rate for 2024 will be increased by 3.3% (CPI-U for the previous year). The rate for December 1, 2023 through November 30, 2024 will be \$1,205.18 per month plus tax. Supv. Ellenberger made a motion to approve a hangar lease renewal between Cassui Too, LLC and Winnebago County. Supv. Schellenger seconded the motion. Motion carried 3/0
8. **Discuss & Approve a lease renewal between Basler Flight Service and Winnebago County:** Mr. Hallock stated that this is another yearly lease we have with Basler Flight Service. It is a single car garage on the northwest side of the terminal building that Basler uses for the storage of equipment and supplies. This lease is separate from the Basler Flight Service master lease to provide the airport flexibility in the future for a rental car tenant. This is a renewal of the one-year lease with the term set for December 1, 2023 through November 30, 2024. The rent per square foot of the garage is increasing by 3.3% (change in CPI-U). The garage is 588 square feet. The new rental rate is \$325.36 per month. Supv. Ellenberger made a motion to approve a lease renewal between Basler Flight Service and Winnebago County. Supv. Schellenger seconded the motion. Motion carried 3/0
9. **Operations & Maintenance Report:**
 - a. *OSH Aviation Heritage Project:* Mr. Schell referenced pictures of rotating beacons from other airports/towers sent in the committee packets that have been refurbished and put on display. We have a rotating beacon from the old tower that was demolished in 2008 that has been sitting in storage. We have taken the first step with this beacon. It has been cleaned up and painted. Mr. Schell stated that his staff is putting together a plan to place this beacon on display in front of the terminal building.
10. **EAA Report:** Mr. Busha provided an update regarding the Festival of Lights being at the EAA location this year. He stated that the route will be a little bit longer and begins this month on the 24th. Santa will be at the lodge, and they will be handing out flyers for visitors to also visit the museum. This event will last through early January 2024. On December 2nd will be Christmas in the Air. Mr. Busha stated that last year they had 5,000 people there. Santa will arrive by helicopter if the weather is good. Admission to this event continues to be free of charge to everyone. Mr. Busha concluded with noting the Wright Brothers Banquet that takes place on December 8th. There is only a handful of tickets remaining to this speaker and dinner event. Mr. Elliott then spoke about updates regarding AirVenture for 2024. The Snowbirds will be coming to AirVenture this year. It has not been officially announced yet. Mr. Busha needs to get together with Mr. Schell to discuss the hospitality tent location. Also, it has been thirty plus years since the appearance of the Italian Jet Team and they may be attending AirVenture in 2024 as well.
11. **Chairman's Report:** Supv. Gabert stated that she didn't have a report but wanted to recognize Jeff Beem's service on the Aviation Committee. Supv. Gabert shared that Supv. Beem felt honored to be on the Aviation Committee and we appreciated his service.

12. **Committee Member Statements/Suggestions/Items for Future Agenda**: Supv. Gabert stated that the only thing she wanted to follow up on is the status of the new self-serve fuel.
13. **Set Next Meeting Date**: December 6, 2023
14. **Adjourn**: Motion to adjourn was made by Supv. Ellenberger, seconded by Supv. Schellenger. Motion carried 3/0. Meeting adjourned at 08:26 a.m.

Respectfully submitted,

Kim Maki
Administrative Associate
Wittman Regional Airport