

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

**Date:** November 9, 2022  
**Time:** 8:00 am (in person and virtual)  
**Present:** John Hinz, Maribeth Gabert, Jeffrey Beem, Betsy Ellenberger  
**Virtual:** Jim Schell, Airport Director; Justin Rust, Basler Flight Service; Stephanie Ward, Mead & Hunt; Kelly Nieforth, City of Oshkosh; Mike Norton, Winnebago County Supervisor District 20  
**Also Present:** Cameron Hallock, Deputy Airport Director; Jason Stuker, Maintenance & Operations Manager; Jim Busha, EAA; Chip Dyni, ATC; Kathy Griese, GO-EDC; Fred Stadler, tenant; Tom Gabert, tenant

Meeting was called to order at 8:00 am

1. **Approve Minutes of October 5, 2022:** Supv. Hinz moved to approve the minutes from October 5, 2022, seconded by Supv. Beem. Motion carried 3/0 Supv. Ellenberger abstained; Supv. Schellenger is excused this morning.
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** None
3. **Deputy Director's Report:**
  - a) *East GA Hangar Project Update:* Mr. Hallock reported back to the committee regarding the issue that was had with the low bidder on the building project. The decision was made to move forward with awarding the project with the low bid submitted. We have R&R Wash Materials for the civil work and Cardinal Construction for the building work. The award of the contracts are in process, and BOA has until November 22, 2022 to make the awards. We've been advised that everything is on schedule. Right now, it is anticipated for demolition to begin late February of 2023 with an end date expected to be in Summer 2023. Supv. Ellenberger asked about current tenants having to be moved due to the new hangar project. Mr. Hallock advised that we kept a few hangar spaces open this past summer to be able to accommodate the five tenants that need to be relocated into different hangars. These moves are currently in process and each existing tenant, displaced by the project, with an aircraft has a hangar to move into.
  - b) *Hangar Painting Project Update:* Mr. Hallock reminded the committee that the last day we met was the first day this painting project was starting. This project was finished about a week ago and Mr. Hallock and Mr. Stuker had a punch list for the painter to address. That punch list was completed two days ago. Mr. Hallock shared pictures of this painting project to compare the before and after look of the hangars. The hangars look much better and the painting is under a one-year warranty.
4. **Airport Zoning Code Presentation – Mead & Hunt:** Supv. Gabert stated that this is the third presentation for her. She saw the presentation last March and recently at City Hall and stated that Ms. Ward does a great job with this presentation and encouraged the committee to ask questions. Ms. Ward proceeded with her presentation to update the committee on the proposed changes to the current zoning ordinance. This project started with the city taking a look at a number of questions and concerns that have come up over the past decade. The presentation started with showing the current ordinance established in 2012 and described current inconsistencies that needed to be addressed. Four recommendations were established once this current ordinance was reviewed in more detail. Ms. Ward proceeded to explain the recommendations and show the current ordinance compared to what is being proposed.

Questions and comments were taken from the Aviation Committee which Ms. Ward was able to answer by using her presentation for examples.

5. **Discuss & Approve modifications to Winnebago County Code, Chapter 24, Wittman Regional Airport Zoning:** Supv. Ellenberger made a motion to approve modifications to Winnebago County Code, Chapter 24, Wittman Regional Airport Zoning, seconded by Supv. Hinz. Motion carried 4/0
6. **Discuss & Approve a hangar lease renewal (I-1) between Winnebago County and United Financial Group, Inc.:** Mr. Hallock advised that this I hangar is a larger hangar, 3,000 square feet with an office and a bathroom. The monthly rent is being increased by 7.3% to meet annual CPI-U adjustments. The new rate will be \$1,228.63 per month plus tax. Supv. Ellenberger made a motion to approve a hangar lease renewal (I-1) between Winnebago County and United Financial Group, Inc. Supv. Hinz seconded this motion. Motion carried 4/0
7. **Discuss & Approve a hangar lease renewal (I-3) between Winnebago County and American Air LLC:** Mr. Hallock stated that this will be American Air's second year with us. They are a great tenant. I-3 is a little bit smaller of a hangar near I-1, with an office and bathroom as well. The increase for American Air is also 7.3% to meet CPI-U adjustments. Supv. Ellenberger made a motion to approve a hangar lease renewal (i-3) between Winnebago County and American Air LLC, Supv. Hinz seconded this motion. Motion carried 4/0
8. **Discuss & Approve a hangar lease renewal (K-821) between Winnebago County and New View Technologies:** Mr. Hallock advised that New View Technologies does aircraft maintenance and avionics here at the airport. They have several rental facilities from us, this is just one of them. New View has been on the airport for twenty years now and it's great to have them here. Hangar K-821 is a 2,500 square feet hangar that is fairly basic. Their lease states that we increase their rent by 3% from the previous year bringing their new rate to \$830.75 per month. Supv. Ellenberger moved to approve a hangar lease renewal (K-821) between Winnebago County and New View Technologies, seconded by Supv. Hinz. Motion carried 4/0
9. **Operations & Maintenance Report:** Mr. Stuker advised that the day of the last Aviation Committee meeting, two windows were being replaced in the tower. The work was completed that same day without any problems. The 24-hour fuel pump has the light pole up, we are just waiting on electricians to wire the lights. Mr. Stuker then shared that a Pre-Snow Season Meeting was held on October 26. Most corporate users were able to attend this meeting and Mr. Stuker followed up with those who weren't able to attend. The big take away from this meeting was the increase in the cost of liquid E-36 (Potassium Acetate); de-icing agent. This has increased from \$4,000.00 per application to \$10,500.00 per application. Lastly, Mr. Stuker has worked with Facilities and a couple other agencies to integrate the generators at the tower and the vault into the fire alarm system. Supv. Ellenberger questioned what caused the huge increase in price for the E-36. Mr. Stuker advised that he wasn't able to get a direct answer from the company that sells this to us. Mr. Stuker added that we still have solid deicer to use, we still have sand to use, so the E-36 is used very infrequently only as a last resort to keep a runway safe and operational. Supv. Ellenberger also wondered if this was able to get billed to the agent who needed the use of E-36 or if the airport absorbed this expense. Mr. Stuker answered that this expense is absorbed by the airport and used at his discretion when it is believed to be the best option to keep the airport running. Supv. Gabert then questioned when the 24-hour fuel pump would be operational. Mr. Stuker answered that he believes Mr. Rust with Basler Flight Service is still waiting on a few parts to arrive. In terms of the light pole, that will light up that area as well as portions of the ramp. Mr. Rust with Basler Flight Service added that the original company that engineered this project starting back during COVID has

since been bought out by another company about four to five months ago. The original engineer on our design was left and left notes for the new engineer. The new engineer went through the design and determined that there are some needed components missing. It took about three months for that to be figured out, so those valves were just ordered about two weeks ago. Unfortunately, those valves are about twelve (12) weeks out, so we are looking at a timeframe for installation to be about March or April of 2023. Supv. Gabert then questioned if this building would be able to be used in an emergency situation. Mr. Hallock answered that he Mr. Schell have discussed a disaster situation and have decided that the large conference room could be used for keeping people here, keeping people warm in the middle of winter. Supv. Gabert added that it would have to be a pretty bad situation, but wanted to ask the question. Mr. Hallock added that we definitely would work with Emergency Management.

10. **EAA Report:** Mr. Busha stated that there is free admission for veterans to the museum on Veteran's Day this week and added that they are also preparing for their Christmas In the Air event when Santa arrives in a helicopter.
11. **Chairman's Report:** None
12. **Committee Member Statements/Suggestions/Items for Future Agenda:** None
13. **Set Next Meeting Date:** December 7, 2022
14. **Adjourn:** Motion to adjourn was made by Supv. Hinz, seconded by Supv. Ellenberger. Motion carried 4/0. Meeting adjourned at 09:06 a.m.

Respectfully submitted,

Kim Maki  
Administrative Associate  
Wittman Regional Airport