

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: December 6, 2023
Time: 8:00 am (in person and virtual)
Present: Koby Schellenger, Betsy Ellenberger; John Hinz; Ed Jeziorny
Virtual: Tricia Rathermel, GO-EDC
Also Present: Jim Schell, Airport Director; Jim Busha, EAA; Jared Huss, Fox Valley Technical College; Wayne Daniels, tenant; Fred Stadler, tenant

Meeting was called to order at 8:00 am

1. **Approve Minutes of November 8, 2023:** Supv. Ellenberger moved to approve the minutes from October 4, 2023, seconded by Supv. Jeziorny. Motion carried 4/0
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. Schell shared a photo from the end of November in the committee member packets to show the progress that has been made on the new hangars. Roofs, walls, hangar doors are all installed, the door motors are installed in all the units as well. The west building is further along than the east building. The west building just has a couple of heater units left to install. East building still needs all electrical to be run and all the heating units still need to be installed. There are meetings every other week with the contractor and this week we will meet with the contractor regarding the west building to begin getting a punch list identified. Mr. Schell added that we are in contact with the city regarding fulfilling the requirements for an occupancy permit. We are aiming for the west building before the east building since it is further along. Overall, we are on track for a mid-January completion of both buildings.
 - b. *Maintenance & Operations Manager Recruitment:* Mr. Schell shared that Jason Stuker, our Maintenance & Operations Manager, resigned his position at the end of November. We are currently posting this job position through the county and through AAAE, which is a national recruitment. Mr. Schell plans on closing recruitment on December 11th and are looking to fill the position by late December.
 - c. *Self-Serve Fuel Update:* Mr. Schell did reach out to Mr. Rust from Basler Flight Service regarding an update on this but has not heard back from him. Mr. Schell advised that he will keep this on the agenda for follow up.
4. **Discuss & Approve a hangar lease renewal between Kevin Green and Winnebago County:**

Mr. Schell advised that Kevin Green is a non-commercial tenant that has been in hangar L-809A for 25 years. This three-year lease is due for renewal. The 1,386 square foot county-owned hangar is located on the north side of the airport near Knapp Street. The hangar rate for 2024 will increase by the CPI-U for the previous year (3.3%). Each year after the rate will increase by the change in CPI-U. The term is February 1, 2024, to January 31, 2027. The rental rate is \$415.73 per month plus tax. Supv. Ellenberger made a motion to approve a hangar lease renewal between Kevin Green and Winnebago County. Supv. Jeziorny seconded the motion. Motion carried 4/0.
5. **Discuss & Approve a hangar lease renewal between Katherine Stanis and Winnebago County:**

Mr. Schell stated that this lease is similar to the previous once discussed. Katherine Stanis is a non-commercial tenant that has been in hangar L-809B for 25 years. This three-year lease is due for renewal. The 1,386 square foot county-owned hangar is also located on the north side of the airport near Knapp Street. Again, the same as the previous, the hangar rate for 2024 will increase by the CPI-U for the previous year (3.3%). Each year after the rate will increase by the change in CPI-U. The term is February 1, 2024, to January 31, 2027. The hangar rental rate is \$415.73 per month plus tax. Supv. Ellenberger moved to approve a hangar lease renewal

between Katherine Stanis and Winnebago County. Supv. Hinz seconded the motion. Motion carried 4/0.

6. **Discuss & Approve a hangar lease renewal between Michael J. Hoy and Winnebago County:** Mr. Schell shared that Michael Hoy is a non-commercial tenant that has been in hangar I-4 for many years. Mr. Hoy's 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 2024 will remain the same as the previous year. Hangar I-1 (also 3,000 square feet) is currently at \$1,269.17 per month. We are letting the rate for the I-1 hangar to catch up to this rate, most likely by next year. This is an effort to provide equal and fair pricing for similar hangars. The term of this agreement is January 1, 2024, to December 31, 2024. This hangar rental remains the same at \$1,305.47 per month plus tax. Supv. Ellenberger made a motion to approve a hangar lease renewal between Michael J. Hoy and Winnebago County. Supv. Hinz seconded the motion. Motion carried 4/0.
7. **Discuss & Approve an agricultural lease between Brennand Farming LLC and Winnebago County:** Mr. Schell explained that each year the county posts an agricultural cultivation RFP for leasing 33 acres of land at the Aviation Business Park. This is a one-year lease to give the airport flexibility for when an aviation tenant leases land in the future. The land is located between the airport perimeter fence and Aeroinnovate Way. An RFP was issued in October seeking lessees to farm the agricultural land in the Aviation Business Park. There were two bidders. Both bids came in at \$150.00 per acre for the full year. The lease was awarded to the incumbent farmer, Brennand Farming, LLC. At \$150.00 per acre, this lease is \$4,950.00 for the full year. Supv. Ellenberger made a motion to approve an agricultural lease between Brennand Farming, LLC and Winnebago County. Supv. Hinz seconded the motion. Motion carried 4/0.
8. **EAA Report:** None
9. **Chairman's Report:** None
10. **Committee Member Statements/Suggestions/Items for Future Agenda:** None
11. **Set Next Meeting Date:** January 10, 2024
12. **Adjourn:** Motion to adjourn was made by Supv. Hinz, seconded by Supv. Jeziorny. Motion carried 4/0. Meeting adjourned at 08:22 a.m.

Respectfully submitted,

Kim Maki
Administrative Associate
Wittman Regional Airport