

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: December 7, 2022
Time: 8:00 am (in person and virtual)
Present: John Hinz, Maribeth Gabert, Jeffrey Beem, Betsy Ellenberger, Koby Schellenger
Virtual: Justin Rust, Basler Flight Service
Also Present: Jim Schell, Airport Director; Cameron Hallock, Deputy Airport Director; Jason Stuker, Maintenance & Operations Manager; Jim Busha, EAA; Chip Dyni, ATC; Fred Stadler, tenant; Tom Gabert, tenant; Wayne Daniels, tenant

Meeting was called to order at 8:00 am

1. **Approve Minutes of November 9, 2022:** Supv. Ellenberger moved to approve the minutes from November 9, 2022, seconded by Supv. Hinz. Motion carried 5/0
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** None
3. **Airport Director's Report:**
 - a) *East GA Hangar Project Update:* Mr. Schell advised that the Bureau of Aeronautics officially awarded both contracts on the project. The civil work and the building work have been split into two different contracts. The first one has been awarded to R&R Wash Materials out of Ripon for the civil work. The second one for the T-Hangar buildings has been awarded to Cardinal Construction. Both are in the process of execution for the contract documents. Once that is complete, we will start working with the contractors on a timeline for the project. Anticipate the project kicking off late February of 2023. Mr. Schell added that we have relocated three (3) of the five (5) hangar tenants that will need to move for this project. The other two (2) are in the moving process currently. Mr. Schell would like to get all contractual documents completed before an email is sent out to our current tenants regarding the hangar project. Supv. Gabert asked about the estimated time of completion for this project. Mr. Schell answered that late summer of next year is his best estimate since we don't currently have the contract documents completed.
 - b) *Aviation Park Marketing Update:* Mr. Schell spoke to the rebranding of the Aviation Park. With that, there are a couple of promotional boxes that are being put together. These boxes are for prospects for the park as well as site selectors that identify sites for businesses to expand around the country. Mr. Schell put together a couple of the boxes for the Aviation Board to look at after the meeting. The smaller box is for the initial contact with the prospect or site selector and the larger box is for the follow up to keep the conversation going. We have identified a number of good prospects for the park over the years. Ones that we've previously had multiple contacts with. Mr. Schell would like to get the smaller box into their hands prior to Christmas with marketing materials and items that get their attention. It's very easy to delete an email or not take a phone call. This is a way to step up our efforts for the park. Mr. Schell wants to get the New Year started off right with our marketing efforts for the business park.
4. **Discuss & Approve a hangar lease (G-3) between Winnebago County and Myers Aviation, Inc:**

Mr. Hallock shared that Myers Aviation is currently occupying a hangar that will be demolished as part of the new T-Hangar project on the East General Aviation Ramp. They are being moved to hangar G-3, which is a Port-a-Port hangar southeast of the Myers Aviation main hangar. This is a standard month-to-month T-Hangar lease at the ordinance rate for the G Hangars; \$163.73 per month. Supv. Ellenberger made a motion to approve a hangar lease (G-3) between

Winnebago County and Myers Aviation, Inc. Supv. Beem seconded this motion. Motion carried 5/0

5. **Discuss & Approve a hangar lease (M-863) between Winnebago County and Doug Milius:** Mr. Hallock advised that this tenant, Doug Milius, is currently occupying a hangar that will be demolished as part of the new T-Hangar project on the East General Aviation Ramp. Mr. Milius is being moved to hangar M-863 on the north side of the airport. This is a standard month-to-month T-Hangar lease at the ordinance rate for the M Hangars; \$216.12 per month. Supv. Ellenberger made a motion to approve a hangar lease (M-863) between Winnebago County and Doug Milius. Supv. Beem seconded this motion. Motion carried 5/0
6. **Discuss & Approve a hangar lease (M-869) between Winnebago County and Geoff Downey:** Mr. Hallock stated that this is similar to Doug Milius. Geoff Downey is currently occupying a hangar that will be demolished as part of the new T-Hangar project on the East General Aviation Ramp. Mr. Downey is being moved to hangar M-869 on the north side of the airport. This month-to-month T-Hangar lease ordinance rate for the M Hangars is \$216.12 per month. Supv. Ellenberger made a motion to approve a hangar lease (M-869) between Winnebago County and Geoff Downey. Supv. Schellenger seconded this motion. Motion carried 5/0
7. **Discuss & Approve a hangar lease (I-4) between Winnebago County and Michael Hoy:** Mr. Hallock shared that Michael Hoy has been a tenant for over eight (8) years and is due for an annual renewal. Hangar I-4 is three thousand (3,000) square feet with an office and bathroom, located on the north side of the airport. The hangar rate for 2023 will be increased by 7.2% (change in CPI-U) from the previous year. The rate for January 1, 2023 through December 31, 2023 will be \$1,305.47 per month. Supv. Ellenberger made a motion to approve a hangar lease (I-4) between Winnebago County and Michael Hoy. Supv. Hinz seconded the motion. Motion carried 5/0
8. **Discuss & Approve a hangar lease (I-2) between Winnebago County and Cassui Too, LLC:** Mr. Hallock stated that the current tenant in I-2 vacated the hangar as of November 30, 2022. Tim Williams with Cassui Too, LLC was the next interested part on the waiting list for an "I" hangar. Hangar I-2 is two thousand, five hundred (2,500) square feet with an office and bathroom located on the north side of the airport. The hangar rate for 2023 will match the current I-3 hangar rate (a twin of the I-2 hangar) at \$1,166.68 per month. Supv. Ellenberger made a motion to approve a hangar lease (I-2) between Winnebago County and Cassui Too, LLC. Supv. Schellenger seconded the motion. Motion carried 5/0
9. **Discuss & Approve a lease renewal between Winnebago County and Basler Flight Service:** Mr. Hallock advised that Basler Flight Service leases the small garage space on the northwest side of the terminal for 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 service tenant. This is a renewal of the one-year lease with the term set for December 1, 2022 through November 30, 2023. The rent per square foot of the garage is increasing by 7.2% (change in CPI-U). The new rate is \$6.43 per square foot annually. With the garage being 588 square feet, the rental rate is \$315.07 per month. Supv. Ellenberger made a motion to approve a lease renewal between Winnebago County and Basler Flight Service. Supv. Beem seconded the motion. Motion carried 5/0
10. **Operations & Maintenance Report:** Mr. Stuker stated that since the I-2 hangar had the same lessee for the last twenty (20) years, the hangar is currently being repainted and new flooring is going in. He made note of Airport snow equipment vehicles being in both the Oshkosh and Omro Holiday parades. Mr. Stuker is also getting the staging area ready for the East T-Hangar Project. There have been about thirty loads of dirt moved so the construction contractors can

come in and stage their equipment there. Also, all snow equipment has been worked on and is ready to go.

11. **EAA Report:** Mr. Busha spoke to EAA having their Christmas In the Air event. He stated that they had over 5,500 attendees, 3,000 vehicles were parked, 3,000 mini cupcakes, 2,800 total cookies, 2,000 letters written to Santa and 1 arrival of Santa Claus in a helicopter at Pioneer. Airshow planning is currently underway. They have hired two contractors to work with them. Mr. Schell spoke to attending their Christmas In the Air event. Mr. Schell said that he never saw so many people in the museum. Mr. Schell added that it was a great event and it was nice to see everyone enjoying it. This weekend is the Wright Brothers dinner.
12. **Chairman's Report:** None
13. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Beem thanked the staff for the Christmas card. Supv. Ellenberger spoke to the magazine article and stated that she thought it was very positive and enjoyed reading it. Supv. Ellenberger also enjoyed receiving the Christmas card.
14. **Set Next Meeting Date:** January 4, 2023
15. **Adjourn:** Motion to adjourn was made by Supv. Hinz, seconded by Supv. Ellenberger. Motion carried 5/0. Meeting adjourned at 08:27 a.m.

Respectfully submitted,

Kim Maki
Administrative Associate
Wittman Regional Airport