

Winnebago County Board of Supervisors
Aviation Committee

Date: January 2, 2019

Time: 8:30 a.m.

Present: Maribeth Gabert, Harold Singstock, Larry Lautenschlager, Robert Warnke & Thomas Konetzke

Also Present: Jim Schell, Airport Director; Pete Rausch, Maintenance & Operations Manager;
Vicky Fitzgerald, Winnebago County Finance Director; Sean Elliott & Jim Busha, EAA; Audra Hoy, GOEDC;
Chip Dyni, Air Traffic Manager; Fred Stadler, Wayne Daniels & Tom Gabert, tenants

Meeting was called to order by Chairman Gabert at 8:30 a.m.

1. **Approve Minutes of December 5, 2018:** Supv. Lautenschlager moved to approve the minutes of December 5, 2018, seconded by Supv. Konetzke. Motion carried 5/0.
2. **Public Comments:** None
3. **Airport Director's Report:**
 - a. *2019 Goals & Objectives:* Mr. Schell explained he had assessed the Airport's short and long term goals and he has established a list of goals for 2019 and beyond. The list are primarily 2019 goals and some initiatives may stretch into 2020. Mr. Schell went through each item with the committee.
 - b. *Master Plan Project Update:* Airport and BOA staff will be meeting with Mead & Hunt to finalize the scope of the project with anticipation of a contract for the project in the March timeframe. He noted 18 months is a typical rule of thumb for getting the Master Plan done, although some Airport Master Plans take longer depending on the complexity of the airport. Supv. Gabert asked if we had to wait for hangar development until the Master Plan was done. Mr. Schell stated we do not have to wait for the Master Plan to be complete prior to pursuing certain hangar projects. Portions of the Airport like the East Hangar area need comprehensive evaluation, and those areas may wait for the completion of the Master Plan before further development is pursued.
 - c. *Marketing & Business Development Update:* Mr. Schell stated the Airport's ad will be in the January issue of NBAA magazine. New Airport promotional banners will be on display at the Chamber Expo and will be utilized for other future exhibiting purposes. Staff is working on an upcoming advertising campaign on Facebook targeted at the Business Park. Also, the marketing team will be using Constant Contact more in 2019 for the Business Park development efforts. Mr. Schell also noted there are still active prospects for development of the park. Continual communication with those prospects is ongoing.
 - d. *Public Relations Update:* Mr. Schell discussed the quarterly newsletter "The Navigator" with the committee and hopes this new newsletter will improve communications and keep tenants, users and other various stakeholders in the loop. Mr. Schell stated he is giving a presentation regarding the Airport to the County Board and GO-EDC's board this month. He will continue with presentations to various community based organizations as requested, along with scheduling additional airport tours for County Board members.
 - e. *Budget Carryovers 2018-2019:* Mr. Schell explained each carryover item on his handout. Mr. Schell noted he worked with Finance Director, Vicky Fitzgerald on identifying unused line item balances to carry over to 2019.
4. **EAA Report:** Mr. Elliott stated a group from EAA went to ICAS, an annual event for airshow performance scheduling, last month and they are close to having performances finalized for 2019. Mr. Elliott also told the committee EAA is now a member of the National Runway Counsel.
5. **Chairman's Report:** Supv. Gabert thanked Jim for putting together the newsletter and for all of his efforts.
6. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Lautenschlager stated he was looking forward to the County Board Presentation. Supv. Singstock stated it is a real plus having Mr. Schell at Wittman Airport. Supv. Singstock hopes we are not going into too bad of a recession and that money for airports may be hard to get.
7. **Set Next Meeting Date:** Next meeting is set for February 6, 2019.
8. **Adjourn:** Motion to adjourn was made by Supv. Warnke, seconded by Supv. Lautenschlager. Motion carried 5/0.

Respectfully submitted,

Diana M. Ulrich
Administrative Associate
Wittman Regional Airport