

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: February 12, 2020

Time: 8:30 a.m.

Present: Maribeth Gabert, Harold Singstock, Robert Warnke, Thomas Konetzke & Larry Lautenschlager (8:40am)

Also Present: Jim Schell, Airport Director; Rod McNeil & Justin Rust, Basler Flight Service; Mark Dyni, Air Traffic Mgr.; Jim Busha, EAA; Audra Hoy, GOEDC; Fred Stadler & Tom Gabert, tenants; Charles Sweet, public

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

1. **Approve Minutes of December 4, 2019:** Supv. Konetzke moved to approve the minutes of December 4, 2019, seconded by Supv. Singstock. Motion carried 4/0.
2. **Public Comments on Agenda Items or Any Item Under the Jurisdiction of this Committee:** Mr. McNeil asked about the time line regarding AirVenture and coordinating their move to the remodeled conference room area within the main terminal. Mr. Schell mentioned that we are working on getting the remodel work bid out ahead of the remainder of the project in order to get Basler moved over as soon as possible. Tentatively, the temporary space remodel would start in April, with a moving date sometime in June. There should not be a problem with getting the move accomplished well in advance of AirVenture.
3. **Airport Director's Report:**
 - a. *New GA Terminal Project Update:* Mr. Schell stated the architect is going over the final plans and will have them substantially complete by the end of the month, at which time we will hold a construction document review meeting with Facilities, I.S., Basler and Airport Staff. Following that meeting, we will submit the plans to the Bureau of Aeronautics for final review before the project will go out for bid. We are anticipating an April 23rd bid opening. Supv. Gabert is concerned about the Basler move and also wonders where the Snowbird would go for their meetings. Mr. Schell stated if we delay this project until after AirVenture we would miss out on prime construction season and push many critical construction items into winter weather. Mr. Schell asked the committee if they had any issue with holding the monthly committee meetings in the lobby area once the remodel work is complete. No one had an issue.
 - b. *Master Plan Project Update:* Mr. Schell stated on January 29th the Airport hosted an Open House to all users of the Airport, various community organizations, the Aviation Committee, County Board and City of Oshkosh staff to view Master Plan project progress to date. This is the first in a series of several public meetings associated with the project. The next public meeting will be sometime in April or May, at which time the draft alternatives analysis will be presented. Supv. Konetzke asked if at the next presentation questions could be asked and answered as a group discussion at the end of the presentation instead of one on one. Mr. Schell stated he got quite a bit of similar feedback from the meeting, and the format would be more of an open forum at future public meetings.
 - c. *Deputy Director Recruitment Status:* Mr. Schell stated that himself, Mike Collard and Ms. Ulrich conducted the first round of interviews via Skype and narrowed the candidate pool to 3. One person dropped out which left two for final interviews. These final interviews were held at the Airport and an announcement will be made next week as to the person chosen for the position. Supv. Gabert stated she would have liked to be included in this process. Mr. Schell indicated that the County hiring process for positions underneath Department Heads typically haven't included committee members. Mr. Schell stated he would also verify that with HR.
 - d. *Chamber Expo Recap:* Mr. Schell stated this was the airport's second year participating in the event with EAA also co-hosting the display booth. This event is to primarily educate the general public and businesses about the airport and the various projects and initiatives that are ongoing. Mr. Schell stated there were a lot of people commenting they were happy to see progress being made on the new General Aviation terminal project and that it was long overdue. Mr. Schell also thanked Sonex, Basler Turbo Conversions, EAA, Wings as Eagles, Fox Valley Tech, New View and the Hilton for their generous contributions to the raffle prizes for the event.

4. **Discuss and Approve a Hangar Lease Renewal with Janie Gee Aviation, Inc.:** Mr. Schell explained the lease is a 3-year lease renewal with CPI increases each year for three years. Motion to approve the lease renewal was made by Supv. Lautenschlager, seconded by Supv. Konetzke. Motion carried 5/0.
5. **EAA Report:** Jim Busha of EAA stated negotiations are still going on regarding acts for AirVenture 2020. Mr. Busha also stated the EAA Museum addition is coming along very nicely and will include a training facility, KidVenture area and an activity center.
6. **Chairman's Report:** Supv. Gabert thanked Audra Hoy for all the hard work and help she has done in the past for the Airport. Supv. Gabert told everyone that Supv. Singstock will not be running for County Board again and thanked him for all of his insight on everything he worked on. Supv. Gabert hopes Mr. Schell can keep the proposed timeline on schedule for the new terminal project, but was concerned on meeting certain deadlines. Supv. Gabert stated there were a lot of partitions in the Administration Building which are not being used that are sound proof and Mr. Schell should check with Mike Elder of Facilities because using them could save time and money on the conference room space remodel.
7. **Committee Member Statements/Suggestions/Item for Future Agenda:** Supv. Singstock asked for a Marketing Report for the next meeting. Supv. Warnke stated Jennifer did good work and we should consider retaining some of her services in the future. Mr. Schell stated the work she has accomplished for the airport in the past, would primarily be accomplished between himself and the new Deputy Director.
8. **Set Next Meeting Date:** Next meeting is set for March 4, 2020.
9. **Adjourn:** Motion to adjourn was made by Supv. Konetzke, seconded by Supv. Warnke. Motion carried 5/0. Meeting adjourned at 9:18 a.m.

Respectfully submitted,
Diana M. Ulrich
Administrative Assoc.
Wittman Regional Airport