

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: March 3, 2021

Time: 8:30 a.m. (in person & virtual)

Present: Maribeth Gabert, Larry Lautenschlager, Thomas Konetzke & Koby Schellenger

Excused: Robert Warnke

Also Present: Jim Schell, Airport Director; Peter Rausch, Maintenance & Operations Manager; Dennis Dunbar, EAA; Justin Rust, Basler Flight Service; Chip Dyni, ATC; Jared Huss, FVTC; Jason White & Tricia Rathermel, GO-EDC; Fred Stadler, tenant

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

1. **Approve Minutes of February 3, 2021:** Supv. Konetzke moved to approve the minutes of February 3, 2021, seconded by Supv. Lautenschlager. Motion carried 4/0.
2. **Public Comments on agenda items or any other items under the jurisdiction of this committee:** None
3. **Airport Director's Report:**
 - a) *GA Terminal Project Update:* Mr. Schell stated the rubber roofing is complete on the east & west roof and now the focus will be on the metal roofing over the lobby along the north & south canopies which are due to be installed the week of March 15th. The floor slabs on the east and west sides are done with the last remaining slab to be poured in the lobby. The window installation is complete on the lower levels with focus now shifting to the upper clerestory windows surrounding the lobby. The drywall installation on the interior walls is ongoing. Masonry on the southern façade continues with work now focusing on the northwestern front of the building. The building is still on track for a June 13th completion.
 - b) *FY 2020 Budget Performance & Carryover Requests:* Mr. Schell stated that though it had been a challenging year, the Airport has been able to maintain a balanced budget in FY 2020. In total the operating revenue was down for the year in the amount of \$142,246. The primary reason for the shortfall was the absence of AirVenture 2020, along with fuel flowage fees being down. Mr. Schell noted offsetting this revenue shortfall, through a number of cost savings measures, we underspent in our operating expense categories by a combined \$144,372, noting the figure is set aside before counting the 2021 carryover requests. Mr. Schell stated the carryover amounts being requested at the March 4th Personnel & Finance Committee meeting are, in total, \$190,326. Mr. Schell explained the carryovers listed on a separate handout given to the committee.
 - c) *New COVID relief grant funding:* Mr. Schell stated in addition to the CARES act funding which was awarded to the Airport in Spring of 2020, the Airport is now eligible for additional grant funding in the amount of \$91,162 as a result of the passing of the Coronavirus Relief Supplemental Appropriation Act in December 2020. Of these additional funds, \$34,162 is dedicated to operational costs for the Control Tower with the remaining \$57,000 in grant funding to be used for any operational, maintenance or approved capital improvement cost at the Airport. Currently, staff is assessing how best to utilize the funds. The Airport has already budgeted a capital project for the control tower to replace two large window panels in the cab. The RFP for this project will go out shortly.
 - d) *Deputy Director Recruitment Status:* Mr. Schell reminded everyone that Deputy Director Charles Sweet took a position at another airport and ended his employment with the County at the end of January. The job has been posted on the County website and with AAEE. The posting closes on March 19th, if anyone is aware of someone with interest, please have them fill out & send in an application.
4. **Discuss and approve an Agricultural Lease agreement between Winnebago County & Michael Brennand:** Mr. Schell explained that an RFP was published on February 2nd for a parcel of County owned land in the Aviation Business Park. Two bids came in, one for \$110 per acre, the other for \$150 per acre. Mr. Brennand was the high bid at \$150 per acre. The rate is a 15% increase over the prior year's rate. Mr. Schell noted this agreement is for approximately 33 usable acres in the Aviation Business Park, the term is from May 1, 2021 through December 31, 2021 and the total rent will be \$4,950.00. Motion was made by Supv. Konetzke to approve the Agricultural Lease, seconded by Supv. Lautenschlager. Motion carried 4/0.

5. **Discuss & Approve a Hangar Lease renewal between Winnebago County & Kevin Green:** Mr. Schell stated up for approval is the renewal of the hangar lease with Kevin Green. The term of the lease is three-years, starting at \$353.17/month and increases each year by the Consumer Price Index. This is for hangar L809-A. Motion was made by Supv. Konezke to approve the lease, seconded by Supv. Lautenschlager. Motion carried 4/0.
6. **Discuss & Approve a Hangar Lease renewal between Winnebago County & Katherine Stanis:** Mr. Schell stated up for approval is the renewal of the hangar lease with Katherine Stanis. The term of the lease is three-years, starting at \$353.17/month and increases each year by the Consumer Price Index. This is for hangar L809-B. Motion was made by Supv. Lautenschlager to approve the lease, seconded by Supv. Konezke. Motion carried 4/0.
7. **Discuss & Approve a Budget Transfer in the amount of \$2,500 from the Airport's Other Operating Expenses to the Capital Outlay category for fiscal year 2020:** Mr. Schell explained that the 2019 sealcoat project is complete but the Airport did not complete a budget transfer for the remaining allocated project funds from 2019 to 2020 to complete payment of the invoices for the project. This transfer is necessary to pay the remaining county share of the project in order to close it out. Motion was made by Supv. Lautenschlager to approve the budget transfer, seconded by Supv. Konezke. Motion carried 4/0.
8. **Operations & Maintenance Report – Pete Rausch:** Mr. Rausch reported that two weeks in February were sub-zero temperatures. With the extreme cold, the hydraulics on the snow removal equipment usually has problems. We were very fortunate to not have any major breakdowns. Also, during February we started cleaning out items stored in the Terminal Building. We reached out to the Facilities Department to see if they had use for many items. The cleaning out project will be completed in March. Mr. Rausch informed the committee the crew has started performing routine spring maintenance on hangar doors, this project should be done by the end of April.
9. **EAA Report – Dennis Dunbar:** Mr. Dunbar informed every one that EAA is working very closely with Winnebago County on the COVID safety plan for the convention. Mr. Dunbar thanked Jim for including EAA on the Master Plan project and said everyone was very glad there is a strong relationship with the Airport & EAA. Supv. Gabert asked if EAA was getting much feedback from people who would like to attend AirVenture on how things were going to be handled due to COVID. Mr. Dunbar stated their task force is doing a very good job. There are a number of modifications EAA is considering and implementing to hold a safe and successful AirVenture 2021.
10. **Chairman's Report:** Supv. Gabert is happy with the outcome regarding the 2020 budget and would like a tour of the new building after next month's meeting.
11. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Gabert asked if the old Terminal Building was going to be used during AirVenture. Mr. Schell stated yes, he already has some inquiries.
12. **Set Next Meeting Date:** Next meeting has been set for April 7, 2021.
13. **Adjourn:** Motion to adjourn was made by Supv. Konezke, seconded by Supv. Lautenschlager. Motion carried 4/0.

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