

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**  
**AVIATION COMMITTEE**

**Date:** April 6, 2022  
**Time:** 8:30 am (in person and virtual)  
**Present:** Maribeth Gabert, Thomas Konetzke, Bryan Stafford; Larry Lautenschlager  
**Virtual:** Koby Schellenger; Justin Rust, Basler Flight Service  
**Also Present:** Jim Schell, Airport Director; Cameron Hallock, Deputy Airport Director; Jason Stuker, Maintenance and Operations Manager; Fred Stadler, tenant; Tom Gabert, tenant; Chip Dyni, ATC; Sean Elliott, EAA; Terry Rushing, Wings As Eagles

Meeting was called to order at 8:30 am

1. **Approve Minutes of March 2, 2022:** Supv. Lautenschlager moved to approve the minutes from March 2, 2022, seconded by Supv. Konetzke. Motion carried 5/0
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** Mr. Schell thanked all Supervisors for their support of the Airport being on the Aviation Committee. The collaboration from the outgoing Supervisors will be missed.
3. **Airport Director's Report:**
  - a) *Aviation Business Park Update:* Mr. Schell advised that staff has been working with GO-EDC on new promotional materials for the Aviation Business Park, and plans to give a more comprehensive update on them next month. Mr. Schell and Mr. Hallock are attending the MRO (Maintenance, Repair and Overhaul) Convention at the end of April in Dallas to reach out to a new segment of the aerospace industry. They will be taking new marketing materials with them to better promote the Aviation Park and what our region has to offer.
  - b) *East GA Hangar Development Update:* Mr. Schell said that the design work for this hangar project will be completed in the coming weeks. With the design work completed, we will then have cost estimates to work with for funding requests. The next planned meeting on this project is to present to the county board on May 3, 2022 and will then proceed with the remainder of the funding request process from there.
  - c) *Chamber Business Expo:* This will be the Airport's third time hosting a booth at this event. This our biggest local public outreach event, which today starts at noon and will end around 7:00 pm tonight. Our booth has a few giveaway items ranging from our promotional items to tickets to EAA AirVenture. Of additional note, there is also a press conference tomorrow, April 7, 2022, to announce Volatus building the infrastructure for eVTOL aircraft here at Wittman Regional Airport at 10:00 am.
4. **Discuss & Approve Ground Lease Agreement between Winnebago County and Felix Auto & Tire LLC:** Mr. Hallock stated that this name may sound familiar because this is a current tenant renting a county-owned hangar. This tenant had been considering building a private hangar on the north side of the airport, adjacent to New View Technologies. The proposed hangar will be 65' X 64' and include a vehicle parking area, ramp and taxilane access. Mr. Hallock believes that this proposed location between existing hangars is a good fit for this size development. The term of this lease is June 1, 2022 – May 31, 2042, twenty (20) years. This also carries the option for two additional ten-year terms. In accordance with the airport ordinance, the rate is \$1,787.04 annually and adjusts every three years with the increase in CPI. Supv. Konetzke asked if twenty (20) years is normal for a lease. Mr. Schell stated this length of term is fairly standard for this type of development and is in line with recent ground leases we've approved

for private hangar construction. Supv. Gabert wondered if this tenant had gone to the city yet to start their review. Mr. Hallock answered that this tenant is working with a civil engineer and is waiting for our committee approval before starting the city site review process. Supv. Stafford asked Mr. Hallock what CPI calculation is used in our lease agreements. Mr. Hallock answered that he uses the increase in CPI for "All Urban Consumers" over the preceeding three years. Supv. Lautenschlager moved to Approve Ground Lease Agreement between Winnebago County and Felix Auto and Tire LLC. Supv. Stafford seconded the motion. Motion carried 5/0

5. **Discuss & Approve Operator Agreement & Hangar Lease renewal with Aviation Services LLC:** Aviation Services LLC is a flight training provider and has been a tenant at Wittman Airport for over thirty years. They currently occupy Hangar 7 and wish to renew their lease for another year with the increase of CPI as previously discussed. The term of the lease is May 1, 2022 – April 30, 2023 and the rate is \$650.60 per month. Supv. Konezke made a motion to Approve Operating Agreement & Hangar Lease renewal with Aviation Services LLC. Supv. Lautenschlager seconded the motion. Motion carried 5/0.
6. **Operations & Maintenance Update:** Mr. Stuker updated the committee on the following:
  - a. *New Employees:* One permanent employee will be starting on the 14<sup>th</sup> of this month to replace Mr. Stuker's previous position as an Airport Maintenance Equipment Operator. The other new employee is a one summer hire starting on the 11<sup>th</sup> of this month to assist with mowing the grounds.
  - b. *Aircraft Self-Serve fueling:* Basler is relocating their self-serve fueling soon and we are assisting by installing a new light for better night time coverage in the area adjacent to the new terminal. Mr. Stuker hopes to start this light pole project this month.
  - c. *Work Hours:* Mr. Stuker advised that his group has now transitioned to summer hours. All employees are starting at 7:00 am with a 5:00 am start on Fridays to inspect airfield lighting conditions.
  - d. *Pilot Lighting Control:* Mr. Stuker advised that staff upgraded the antenna for more reliability and better coverage. This will help pilots viewing the runways and taxiways during the off hours of the tower.
  - e. *Hangar Inspection & Annual Maintenance:* Mr. Stuker advised that these inspections and maintenance reviews started this month. They have been utilizing the new scissor lift to get to higher locations much better and safer. Supv. Gabert asked about hangar maintenance and how it has been getting through all the hangars. Mr. Hallock answered that he notified all the tenants about the inspections prior to them taking place. Mr. Stuker added that they have completed the inspections for all ten A hangars.
7. **EAA Report:** Mr. Elliott shared that the FAA Advisory Circular on Airport Design has now included Aircraft Operations in the Unpaved Runway Safety Area (RSA); section 2.10.6. This happened because of work here and we will see more airports adapt to this. Mr. Elliott said that this helps the whole country and thanked the Airport for their partnership.
8. **Chairman's Report:** Supv. Gabert thanked Supv. Konezke and Supv. Lautenschlager for their service on the Aviation Committee. She stated how much they will be missed. Supv. Gabert acknowledged Supv. Stafford for his short term thus far and Supv. Schellenger for his insight. She added that everyone has worked together for the improvements at the airport.
9. **Committee Member Statements/Suggestions/Items for Future Agenda:** Mr. Schell addressed that at the end of this month, we will have new committee members selected. Supv. Gabert believes that we should have the new committee for the meeting next month. Supv. Konezke added that he has enjoyed this committee and will never forget serving on this committee. He has enjoyed the people that he has met and the discussions had. Supv. Konezke added that the Airport Directors have done a great job managing the operations. He will miss everyone

and is glad he took the time to be on the Aviation Committee. Supv. Lautenschlager also stated that he has loved this committee too. Supv. Lautenschlager added that he enjoyed the Aviation Committee so much that he had considered seasonal work here. He also remarked about how great it is to see the development of this airport.

10. **Set Next Meeting Date:** May 4, 2022

11. **Adjourn:** Motion to adjourn was made by Supv. Lautenschlager, seconded by Supv. Stafford. Motion carried 5/0. Meeting adjourned at 08:59 a.m.

Respectfully submitted,

Kim Maki  
Administrative Associate  
Wittman Regional Airport