

WINNEBAGO COUNTY BOARD OF SUPERVISORS  
AVIATION COMMITTEE

**Date:** May 6, 2020

**Time:** 8:30 a.m. (Virtual Meeting)

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

**Also Present:** Jim Schell, Airport Director; Charles Sweet, Deputy Airport Director; Peter Rausch, Maintenance & Operations Manager; Justin Rust, Basler Flight Service; Sean Elliott, EAA; Jason White, GOEDC; Fred Stadler, Tom Gabert, tenants, Jim Cleveland & Jason Stuker, Airport Employees

Meeting was called to order by Chairman Gabert at 8:35 a.m.

1. **Approve Minutes or March 4, 2020:** Supv. Warnke moved to approve the minutes of March 4, 2020, seconded by Supv. Lautenschlager. Motion carried 4/0.
2. **Public Comments on agenda items or any items under the jurisdiction of this committee:** None
3. **Airport Director's Report:**
  - a. ***New GA Terminal Project Update:*** Mr. Schell informed the committee that on April 23, 2020 the bids were opened for the GA terminal Project. Five highly competitive bids were received ranging from \$4.9 M to \$5.6M from Cardinal Construction, SMA Construction Services, Bayland Builders, Miron Construction & Immel Construction with the bid going to Cardinal Construction. Presently, we are working through the process with BOA on confirming the bid and making the award for this project. Supv. Warnke asked if the bid included the demolition work. Mr. Schell stated yes for both buildings and also includes sitework, paving, utilities, etc. Supv. Konetzke asked if we missed something could we correct it. Mr. Schell stated yes, if necessary through the change order process.  
Remodel Work: Mr. Schell stated the remodel work has begun to convert the conference room area into Basler Flight Service operational space during construction on the new building. It is anticipated that work will be complete on or around June 1<sup>st</sup>. We are coordinating with Basler Flight Service and have plans in place to assist their move in the first week in June. Once the move is complete, hazmat remediation of the West Wing will commence. Once remediation is complete, and upon contract execution with Cardinal Construction, work will begin on the new facility, starting with the West Wing demolition in late June or early July.
  - b. ***COVID-19 Situation Update:*** Mr. Schell stated through both the Governor' Safer at Home Orders and also the national guidance by the FAA, airport's nationwide have been considered Essential Infrastructure during the COVID-19 pandemic. The airport will continue to be staffed to carry out all necessary management, maintenance & operational functions. We have curtailed all in person meetings to only those necessary to conduct essential business and have conducted many of our meetings remotely since the end of March. Mr. Schell stated air traffic is down approximately 60% when compared to April of 2019. Fox Valley Tech had been shut down for the last six weeks with only yesterday resuming some flight training. Mr. Schell noted that from a financial perspective, this year will be very challenging. The revenue streams, like many other airports have already been negatively impacted by the overall downturn in air traffic and cancellation of events. The largest of which is AirVenture. We are already identifying where expenses can be reduced to balance our 2020 budget. Supv. Warnke asked how much money is in the reserve account, Mr. Schell stated approximately \$400,000. Supv. Gabert said to keep doing what you are doing and keep us informed.
  - c. ***CARES Act Grant Funding:*** Mr. Schell state he sent this to the committee in mid-April. The FAA has notified us we have a grant of \$69,000 as our portion of the relief funding from the CARES Act. Our funding will be utilized to pay 2020 operational expenses and bridge a portion of the shortfall in operating revenue that we anticipate.
4. **Discuss & Approve a Ground Lease Agreement between Winnebago County & Dennis Moehn for new hangar construction:** Mr. Schell explained the ground lease to the committee; the term, size of the space, rate, etc. Supv. Gabert asked if this works with Mead & Hunts Master Plan. Mr. Schell stated this area, adjacent to Taxiway K is already identified for building hangars and will not adversely affect the outcome of the Master Plan. Motion to approve the lease was made by Supv. Lautenschlager, seconded by Supv. Warnke. Motion carried 4/0.

5. **Discuss & Approve an Agricultural Lease agreement between Winnebago County & Michael Brennand:** Mr. Sweet stated the RFP was published on March 10<sup>th</sup> and we received three proposals. Michael Brennand's was the highest at \$130.00 per acre. The lease will run from May 1<sup>st</sup> through December 31<sup>st</sup>. The approximately 33 acres will rent for \$4,290.00. Motion to approve the lease was made by Supv. Warnke, seconded by Supv. Konezke. Motion carried 4/0.
6. **Taxiway Alpha Reconstruction & Business Park TWY Project Update:** Mr. Rausch informed the committee the project started on March 30<sup>th</sup>. All edge lights and signs were removed and temporary jumper circuits were installed. The old taxiway pavement was recycled into aggregate base course material (7") for under the new taxiway and a second layer (5") of new aggregate will go over the base (7") making the total base 12". There were some areas that the soil was unable to be compacted, this soil was removed and replaced with recycled base material to resolve the problem. Two main drainage culverts which cross under the taxiway were replaced with concrete culverts which will last the lifecycle of the taxiway. Mr. Rauch told the committee the concrete paving started on May 5<sup>th</sup> with the first lane on Alpha 4, 5, 6 and business park taxiway with the second lane being done a few days later. The main taxiway paving is planned for May 14<sup>th</sup> & 15<sup>th</sup>.
7. **2020 Marketing & Business Development Outlook:** Mr. Sweet listed off the objectives to the 2020 marketing plan. Continue to promote the business park, conduct a post COVID-19 market analysis, attend the largest trade shows/webinar which will be NBAA on October 6-8<sup>th</sup> and MRO-America's Convention on September 1-3<sup>rd</sup>. We will continue to work with Jason White of GOEDC and his staff on business park development and begin the marketing of currently available parcels and future parcels that might come by way of the Master Plan.
8. **Tenant Advisory Group Update:** Mr. Schell stated he sent the notes from the meeting to the committee for them to read and there was very good input at the meeting. Mr. Stadler stated there was good conversation with Mead & Hunt and the members.
9. **EAA Report:** Mr. Elliott stated EAA looked long and hard to make the right decision to call off the event. Now smaller groups are expressing desire to come anyhow. There will be a coordinated communication effort from EAA and the Airport to educate the general public of the aircraft handling limitations given the event cancellation. Mr. Warnke asked about the turf operating area. Mr. Schell stated this is still being considered but requires further analysis.
10. **Chairman's Report:** Supv. Gabert thanked Mr. Warnke, Mr. Lautenschlager and Mr. Konezke for their continued service on the committee and stated what a great job Mr. Singstock did over the years. Supv. Gabert asked Mr. Schell if he had heard anymore on Oshkosh Corporation need for storage of trucks on the airport. Mr. Schell stated he had not heard from them regarding any truck storage needs in over a year.
11. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Gabert would like the construction project updates. Supv. Konezke stated when Oshkosh Corp. used the land last time there was quite a bit of damage, what would we do differently if they were to come back. Mr. Rausch stated repairing the land to the original state would have to be put in a new lease agreement.
12. **Set Next Meeting Date:** Next meeting is scheduled for June 3, 2020.
13. **Adjourn:** Motion to adjourn was made by Supv. Konezke, seconded by Supv. Lautenschlager. Motion carried 4/0. Meeting adjourned at 9:48 a.m.

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