

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: June 2, 2021

Time: 8:30 a.m.

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

Also Present: Jim Schell, Airport Director; Cameron Hallock, Deputy Director; Mike Norton, County Supv. Dist. 20; Justin Rust, Basler Flight Service; Chip Dyni, ATC; Sean Elliott & Jim Busha, EAA; Tricia RATHERMEL, GO-EDC; Fred Stadler & Tom Gabert, tenants

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

1. **Approve Minutes of May 5, 2021:** Supv. Lautenschlager moved to approve the minutes of May 5, 2021, seconded by Supv. Warnke. Motion carried 5/0.
2. **Public Comments on agenda items or any item under the jurisdiction of this committee:** None
3. **Airport Director's Report:**
 - a) *Introduce new Deputy Director:* Mr. Schell introduced Cameron to the committee and stated he is very excited to have Cameron on board. Each committee member introduced themselves to Cameron.
 - b) *GA Terminal Project Update:* Mr. Schell gave an update on the new facility. As of mid-May the lobby floor had been ground & polished. May 26th the concrete to tie the new building into the existing aircraft parking apron was complete. Exterior signage for Basler Flight Service & the Airport is now installed. Asphalt paving for the new parking lot & access road will start early next week. We still remain on schedule for June 13th completion date. Mr. Schell discussed two dates for the ribbon cutting and it was decided that it would be June 30th from 10:00 a.m. to 11:00 a.m. Mr. Schell has also scheduled an A.M. Oshkosh event, through the Chamber of Commerce to invite the business community out for a morning event at the new terminal facility. This will take place on Tuesday, July 20th from 7:45 to 9:00 a.m. This event will be a great showcase of the new facility to the area's business community and further educate the community at large about the airport. Mr. Schell stated staff & Visit Oshkosh (CVB) have refined options for the Welcome to Oshkosh sign for the terminal lobby mechanical bridge which is facing the airside entrance. Supv. Lautenschlager remarked that an overhead beam in the current terminal says "Welcome to Winnebago County". Mr. Schell stated we are known as an airport in Oshkosh and that most airports say the city name, not the county which they are in. Mr. Schell told the committee a bronze plaque will be made for the new building with the names of the full County Board and the Aviation Committee's names listed on the top of the plaque. Supv. Schellenger asked Mr. Schell to have press at the ribbon cutting. Mr. Schell will get a press release out to all media, tenants and community. Supv. Schellenger also asked about a video of the event. Mr. Schell stated he would look into a video and pictures. Supv. Konetzke stated a souvenir would be nice to handout to attendees. Mr. Schell stated staff would be working on that.
 - c) *Master plan Update:* Mr. Schell stated he had a Zoom meeting with the FAA about a month ago regarding concepts/options for the Master Plan, at this time he is waiting on several FAA determinations. In regards to the Business Park, Mr. Schell stated that the Airport & GO-EDC are co-sponsoring a booth at AirVenture this year. Mr. Schell is also putting ads in NBAA Magazine for marketing the business park. Mr. Schell has a list of businesses who showed interest in the business park in the past and will be meeting with some of the companies during AirVenture. Supv. Gabert asked if Mr. Schell would have something to handout to people. Mr. Schell responded he has marketing materials to handout, and he is working with GO-EDC on a flash drive to handout that would contain all pertinent information about the park, community and incentives.
4. **Discuss & approve a new lease agreement with Basler Flight Service for garage space in the new terminal facility:** Mr. Schell stated this is a short-term lease for 588 sf. of the rental car garage space in the new terminal facility. As soon as we're able to secure a rental car tenant to lease the space, the early termination clause of this lease will be enacted. This agreement allows the airport to derive short term revenue from this space until such time we have a rental car tenant. This agreement is for July 1, 2021 through June 30, 2022 (1-year) and contains a 90-day termination clause on the side of either party. Supv. Konetzke moved to approve the lease agreement, seconded by Supv. Lautenschlager. Motion carried 5/0.
5. **Discuss and approve a new lease agreement with NextJen Studios for office space in the new terminal facility:**

Mr. Schell stated this is a short-term lease just like the short-term lease for Basler Flight Service but it is for rental of 139 sf of office space. The same termination clause is in the lease and the lease is for one-year starting July 1, 2021 and ending June 30, 2022. Either party can terminate the lease with a 90-day notice. Supv. Gabert felt this was a good rate and was glad we are getting some revenue until a rental car comes in. Supv. Warnke moved to approve the lease, seconded by Supv. Konezke. Motion carried 5/0.

6. **Discuss and approve an assignment of lease from Randy Novak to Teresa Enking-Novak and Aaron Novak:**

Mr. Schell stated the lease change is due to the passing of Randy Novak. This is just a name change to the lease. Supv. Konezke moved to approve the name change, seconded by Supv. Lautenschlager. Motion carried 5/0.

7. **Operations & Maintenance Report – Cameron Hallock:** Mr. Hallock stated 95% of the painting on runway 18/36 and 9/27 is finished and the remaining will be done when the runways are closed for mowing. Mowing operations are in full swing. Mr. Hallock stated the Facilities Department has a bid out for replacement of heaters in the maintenance shop. The current heaters are 17 years old and the tubes are starting to deteriorate. The last set of tubes lasted the same amount of time. The Maintenance staff are also replacing the 35-year-old ventilation fans in the maintenance shop. The fiber line from the fire station to the new building is complete and lastly prep for AirVenture has begun. Supv. Konezke asked how long the paint lasted, Mr. Hallock stated it was last painted 7 years ago.
8. **EAA Report:** Mr. Elliott stated everything is in full swing. EAA had a good meeting with the National Guard and they will be giving full support to the event. The preliminary numbers are very good, yet they are not anticipating large numbers from overseas. Mr. Elliott stated the Honor Flight has been cancelled. EAA is holding close to CDC and County recommendations for Covid safety.
9. **Chairman's Report:** Supv. Gabert stated she still attends the Tuesday building meeting and is very glad the project is still under budget.
10. **Committee Member statements/suggestions/items for future agenda:** Supv. Schellenger gave a brief speech on the resolution on Asian Heritage month and read some Asian contribution stories.
11. **Set Next Meeting Date:** Next meeting is set for July 7, 2021 in the NEW Terminal Bldg.
12. **Adjourn:** Motion to adjourn was made by Supv. Konezke, seconded by Supv. Schellenger. Motion carried 5/0. Meeting adjourned at 9:38 a.m.

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