

WINNEBAGO COUNTY BOARD OF SUPERVISORS

Aviation Committee

Date: June 3, 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 Director; Peter Rausch, Maintenance & Operations Manager; Jason White, GO-EDC; Tricia Rathermel, GO-EDC; Jack Pelton, EAA; Jared Huss, FVTC; Fred Stadler, Tom Gabert, tenants

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

1. **Approve Minutes of May 6, 2020:** Supv. Konetzke moved to approve the minutes of May 6, 2020, seconded by Supv. Warnke. Motion carried 4/0.
2. **Public Comments on agenda items or any item under the jurisdiction of this committee:** None
3. **Airport Director's Report:**
 - a. **New GA Terminal Project Update:** Mr. Schell informed the committee the first phase of the project, which is the remodel work for the FBO relocation was completed this week. The next phase of the project had the bids opened in May for hazardous material remediation to begin on the West Wing. The low bidder is AD/MS, LLC of Oshkosh. Their bid price came in well under the estimate at \$18,000. With concurrence from Mike Elder we have reviewed their bid and awarded the contract, which is pending execution. This bid also includes the remediation on the main terminal following completion on the new building. Once complete with the Basler move and contract execution the remediation work should start around June 15th and be complete by the end of June. Mr. Schell stated the contract for the primary portion of the terminal project work has been issued by WI-BOA and has already been executed by Cardinal Construction. It is awaiting signatures by the County & BOA and should be finalized by mid to late June. Cardinal has preliminarily indicated a start date of July 20th. Per the bid, the new GA terminal facility must be complete by June 14, 2021.
 - b. **Master Plan Project Update:** Mr. Schell indicated the project team had a phone conference call with FAA planner at Chicago ADO last week to discuss the planning methodology including the draft forecast and facilities requirements chapters. The goal was to get the FAA's initial take on the methodology for justifying the funding eligibility of a 3rd runway along with verifying our activity forecasts for both based aircraft and operations were on track for FAA approval. Mr. Schell noted that Mead & Hunt has been working on further developing our draft airfield alternatives for several weeks. We have another follow-up call this afternoon to review their progress and discuss any changes before the next TAG meeting. The next TAG meeting, scheduled for June 18th, will be to review updated draft airfield alternatives. The plan for the July Aviation Committee meeting is to be in person to review the airfield alternatives diagrams with the Master Plan team and the committee. Supv. Konetzke asked if we are going too fast and could there be a hold-up with the FAA. Mr. Schell stated that we have addressed their first round of questions and nothing has slowed down with FAA review to this point. The only thing that could slow it a bit are scheduling public meetings because of the COVID-19 pandemic.
 - c. **FY 2020 Financial Status:** Mr. Schell stated that due to the COVID-19 pandemic, there are a number of revenue shortfalls associated with our FY 2020 operating budget. The two primary revenue shortfalls are associated with the overall downturn in air traffic and the cancellation of AirVenture 2020. Mr. Schell noted the cumulative revenue reduction is currently estimated at approximately \$115,000. This figure is a combination of the loss from reduced rental fees, fuel flowage and rental car commissions. In order to balance the 2020 budget, Mr. Schell is postponing filling an open position of a Maintenance Equipment Operator position, left vacant due to the retirement of Chris Karoses in January. The intent is to fill this position in November 2020. Including all salary and benefit savings, we are looking at an expense reduction of approximately \$70,000 for FY 2020. In addition, we are due to receive the supplemental funding of \$69,000 from our CARES Act grant appropriation. These funds will be used to bridge a portion of our revenue gap and pay for operating expenses during FY 2020. Mr. Schell stated the Airport remains in a good financial position to keep a balanced budget this year and we will be closely monitoring this situation throughout the year. Mr. Schell also noted he is moving forward on structuring a short-term lease

agreement with Oshkosh Truck for vehicle storage on the west ramp of the airport. This proposed six-month use would bring in approximately \$26,000.

Supv. Warnke asked if we could just take the money out of the reserve account. Mr. Schell stated he is looking at other ways to remedy the shortfall and not use the reserve account. Supv. Gabert thanked Mr. Schell for keeping the committee well informed.

4. **Taxiway Alpha Reconstruction & Business Park Taxiway. Project Update-Charles Sweet:** Mr. Sweet stated that Phase I of the project is 70-75% complete and slightly ahead of schedule for the July 3rd deadline. Concrete paving of Taxiway Alpha and intersects of A4, A5 & A6 are complete. Landscaping & electrical work will continue into next week. The Business Park taxiway concrete paving is complete with only landscaping remaining. Mr. Sweet stated that due to the cancellation of AirVenture, phase II & III have been moved up to a start date of July 20th. The completion date will be November 13, 2020. This change order shows a potential cost savings of roughly \$45,602.70 due to decreases in quantities and work not to be performed. Supv. Warnke stated he likes that we are saving money.
5. **Operations & Maintenance Report-Pete Rausch:** Mr. Rausch reported in the month of May, we had two rain events giving us 2.5 to 3" of rain. This along with warm temperatures has made the grass grow very well. The mowing is in full force. The seasonal workers started in May bringing back John Kumbier and Noah Wuest. Our new seasonal worker is Steve Lord. Mr. Rausch reported the ARFF truck #314 has been fitted with the eco foam system from Oshkosh Truck. Mr. Rausch stated the airport is also in the process of completing many concrete partial depth repairs on taxiway Papa, taxiway Alpha, Runway 9/27 and Runway 18/36 where the concrete surface has failed to alleviate hazardous conditions. Mr. Rausch stated the May operations count of air traffic was down 50% from last year, hopefully this will improve as summer goes on and many users continue to return to normal operational levels.
6. **EAA Report:** Mr. Pelton stated that EAA is working on closing contracts due to the cancellation of AirVenture. Many people still want to camp but EAA is not permitting camping as there are no restrooms, showers, etc. Supv. Warnke asked about the status of the grass runway. Mr. Schell stated that he had reached out to Sean Elliott since our last meeting and is waiting for a conference call with the FAA. Mr. Schell is aware of a proposed diagram for the area, but there are a number of questions to be resolved and further coordination with ATC & FAA.
7. **Chairman's Report:** None, questions already addressed.
8. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Konetzke asked if there are questions asked and feedback given on items which the EAA participants would like improved on the grounds. Mr. Pelton stated yes, and at present they are working on improvements the campgrounds and some grass areas.
9. **Set Next Meeting Date:** Mr. Schell stated that he will be on vacation on July 1st and asked the committee if they could meet on June 30th at 8:30 a.m. instead. The committee had no problem with the change. Next meeting is tentatively scheduled for June 30, 2020 at 8:30 a.m. in the Terminal Building.
10. **Adjourn:** Motion to adjourn was made by Supv. Konetzke, seconded by Supv. Lautenschlager. Motion carried 4/0. Meeting adjourned at 9:14 a.m.

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