

Winnebago County Board of Supervisors
Aviation Committee

Date: June 5, 2019

Time: 8:30 a.m.

Present: Maribeth Gabert, Harold Singstock, Larry Lautenschlager & Thomas Konetzke

Excused: Robert Warnke

Also Present: Jim Schell, Airport Director; Peter Rausch, Maintenance & Operations Manager; Robert Keller, Supv. Dist. 32; Mark Harris, County Executive; Jack Pelton & Jim Busha, EAA; Rod McNeil, Basler Flight Service; Mark Dyni, Air Traffic Manager; Audra Hoy & Art Rathjen, GOEDC; Fred Stadler, Larry & Debbie Last, Wayne Daniels & Jim Drummond; tenants

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

1. **Approve Minutes of May 1, 2019:** Supv. Konetzke moved to approve the minutes of May 1, 2019, seconded by Supv. Lautenschlager. Motion carried 4/0.
2. **Public Comments on agenda items or any item under the jurisdiction of this committee:** Supv. Gabert clarified that anyone can comment regarding airport related issues. There were no comments from the public.
3. **Airport Director's Report:**
 - A) *Terminal Project Update:* Mr. Schell told the committee more than 100 invitations went out from GO-EDC for the Open House on May 15th. There was no interest in re-developing the terminal building by any developers in attendance. Mr. Schell will be going to the Facilities & Property Management meeting next week to provide an update on the revised cost estimate for the new GA facility and also brief the committee on the status of state funding for the project. Mr. Schell also visited with Basler Flight Service to review their needs on the new facility and will be meeting with Hertz management to go over their needs as well.
 - B) *Hangar Development Survey and Progress:* Mr. Schell stated a hangar survey went out to airport tenants and people on the waiting list. There were 48 responses, which gave good information on desired sizes, door types and anticipated rental fee ranges. Next we're working on putting together cost estimates for building materials, labor and any necessary site work for a new hangar development. Choosing the site for new hangars will ultimately be the biggest variable in formulating those site works costs.
 - C) *Aviation Business Park Taxiway Update:* Mr. Schell stated the design process on the taxiway is 60% complete and the current cost estimate is at \$377,000 for constructing the taxiway connector. This cost estimate is subject to change based upon the final design plans. Mr. Schell is working with OMNNI to coordinate with the TWY A reconstruction project. A funding request would come to the County Board once the TWY A project has been bid, likely in the September timeframe.
4. **Master Plan Presentation – Mead & Hunt:** Mr. Schell introduced Evan Barrett of Mead & Hunt who introduced his team to the committee. Mead & Hunt will be conducting the Master Plan for the Airport and is currently doing a site visit and inventory of facilities along with meeting key tenants. The project will take between 18 and 24 months to complete. Mead & Hunt will be zeroing in on the best re-development options for the terminal area, the long term plan for the crosswind runways and future development of the east hangar area. Supv. Gabert asked if it's ok that physical changes on the airport may occur while the master plan is ongoing. Mr. Barrett answered yes, they can. It was also asked where Mead & Hunt had worked on Master Plans for Airports. Mr. Barrett said, La Crosse, Timmerman (based in Milwaukee) & Central Wisconsin Airport (based in Mosinee). Supv. Singstock asked what if the FAA has an issue with the forecast, does the project stop? Mr. Barrett indicated that the other portions of the project would continue concurrently while we worked through the FAA review of the forecast. Mr. Singstock also asked if the project would be complete by April 2021, as the schedule shows. Mr. Barrett talked about the schedule for the project and indicated it should be complete by then, according to their schedule, again referencing FAA review periods as variables that can slow down the timeline on the project. Mr. Last asked how this works with the ALP update that just occurred. Mr. Schell explained the last ALP update, clarified what is now shown on the ALP and the process with the Master Plan and ALP updates that could result. Supv. Gabert asked about the process to evaluate the runways, stating she would like to see them kept, long term. Mr. Barrett discussed their approach to analyzing the long term runway needs for the airport. He also talked about the taxiway geometry and hotspots. Supv. Gabert asked how the taxiway/runway orientations got that way. Mr. Barrett explained that FAA runway safety and design standards have changed over time. Supv. Singstock asked if the FAA has all of these standards, do they contribute money to hangar development. Mr. Barrett said not to hangars themselves, but taxiways leading to hangars, and occasionally site work. Supv. Singstock would like to see the planning around hangar development be expedited.

5. **EAA Report:** Mr. Pelton stated all planning is complete for a great show. Grounds preparation work is a bit behind because of the weather and presale ticket sales are up 16% at this point.
6. **Tenant Advisory Group Update – Fred Stadler:** Mr. Stadler stated that turn-out was good again last month. The consensus that hangars on the east side were in most need of re-development. We need to be cautious on what size/type of hangar is built. Regarding the GA terminal floor plan, the Tenant Advisory Group consensus was that all alternatives we've identified are viable alternatives.
7. **Discuss & Approve an Office and Storage space lease with NextJen Studios, LLC:** Mr. Schell stated NextJen is interested in leasing office space on the mezzanine, storage space in the terminal building & garage space from July 1, 2019 through December 31, 2019. This is a short term agreement which allows flexibility on the side of both parties. Supv. Konezke motioned to approve the lease, seconded by Supv. Lautenschlager. Motion carried 4/0.
8. **Chairman's Report:** Supv. Gabert thanked everyone from Mead & Hunt for attending the meeting.
9. **Committee Member Statements/Suggestions/Items for Future Agenda:** None
10. **Set Next Meeting Date:** Next meeting is set for July 3, 2019.
11. **Adjourn:** Motion to adjourn was made by Supv. Lautenschlager, seconded by Supv. Konezke. Motion carried 4/0. Meeting adjourned at 9:50 a.m.

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