

**Winnebago County Board of Supervisors**  
**Aviation Committee**

**Date:** July 3, 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;  
Mark Harris, County Executive; Robert Keller, Supv. Dist. 32; Jack Pelton, EAA; Jennifer Jensen, NextJen Studios; Justin Rust, Basler Flight Service; Audra Hoy, GOEDC; Mark Dyni, Air Traffic Manager;  
Sandy Forsgren, Wayne Daniels, Tom Gabert & Fred Stadler, tenants

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

1. **Approve Minutes of June 5, 2019:** Supv. Konetzke moved to approve the minutes of June 5, 2019, seconded by Supv. Lautenschlager. Motion carried 4/0.
2. **Public Comments on agenda items or any items under the jurisdiction of this committee:** Mr. Gabert stated to the committee that Mr. Schell has been working as the Airport Director for 14-15 months and he is working hard and doing a good job. If Mr. Schell is let to do his job, he will succeed. Mr. Schell thanked Mr. Gabert and stated all of the airport staff are working hard to ensure the successful operation of the airport.
3. **Airport Director's Report:**
  - A) *2019 Budget YTD Report & 2020 Budget Update:* Mr. Schell stated anticipated revenue and expense items are mostly on track and a few revenue items will catch up after the month of July. The 2020 budget is being prepared and a preliminary report will be given to the committee on August 7<sup>th</sup> and he will meet with the County Executive to review the proposed budget on August 20<sup>th</sup>.
  - B) *NIFA –SAFECON 2020:* Mr. Schell explained the National Intercollegiate Flight Association (NIFA) has selected Oshkosh as the host airport for their 2020 National Flight Competition which will run from May 18-23, 2020. This event will generate positive economic impact for the region and additional fuel sales, operational activity and fuel flowage revenue for the airport.
  - C) *Terminal Project Update:* Mr. Schell stated he has revisited the design needs with Hertz and verified their commitment. Mr. Schell will be meeting with Finance Director Vicky Fitzgerald to revise the payback analysis on a new building.
  - D) *Taxiway Alpha Project Update:* Mr. Schell stated a pre-bid meeting was held in June and three concrete paving contractors are interested. The project is out for bid, with the bid opening on July 11<sup>th</sup>. Once a low bidder is determined, we will work with the FAA & State on our grant funding determination. That determination is expected to be finalized prior to the end of the Federal Fiscal Year. Phase I will start in spring of 2020 with a second phase beginning after AirVenture 2020.
  - E) *Business Park Taxiway Update:* Mr. Schell stated the design is 90% complete with \$418,000 being the current construction cost estimate. The timeframe on a funding request for this project is Fall of 2019.
4. **Operations & Maintenance Report – Pete Rausch:** Mr. Rausch stated flooding this spring did damage to the perimeter road and to low spots near Delta Taxiway. He has been working with the Highway Department repairing the areas. We also recently completed a seal coat project on most of the perimeter road. Mr. Rausch has his crew working on weed control along the fence lines and aprons and airfield mowing. We are also working on signage and airfield marking work to prepare for the upcoming convention. The seasonal employees started in early June and they too are quite busy mowing. Training exercises have been done with the Fire Department ARFF team which consisted of a mock aircraft accident designed to help teach skills for rescue response.
5. **Business Development & Marketing Report – Jennifer Jensen:** Mr. Schell stated last year the Airport did a six page brochure on the Business Park, airport and community which was handed out to more than 60 companies at AirVenture last year. This year the brochure has been streamlined and condensed to two

pages to give us another option when talking with prospective companies. Both marketing pieces will be utilized depending on the level of information desired.

Ms. Jensen stated we reached out to 600 prospects through Constant Contact for the Business Park development with an email blast in June. We have now advertised on a limited basis with social media, engaging a Facebook advertising campaign in the month of May. Her staff is updating the MRO list of contacts and four older contacts are still active regarding building at Wittman Airport. Supv. Singstock asked about adding one of our flyers in EAA's direct mailing to their members. Mr. Pelton said this couldn't happen because of various solicitation rules but EAA is working with the Airport on our ad in publications like Sport Aviation.

6. **EAA Report – Jack Pelton:** Mr. Pelton stated presales were up 17%. Mr. Pelton said Oshkosh residents can attend the show free of admission on Monday the 22<sup>nd</sup>. Residents have to go to EAA's website and can print up to four tickets. Ms. Gabert asked if EAA was expecting the County Command Vehicle, Mr. Pelton said yes we are. Mr. Pelton stated the money made by this year's 5K run will be donated to the Fire Department for equipment upgrades.
7. **Chairman's Report:** Supv. Gabert told the committee she went on a tour at Basler Turbo Conversions and it was excellent! She now has a good history of Basler Turbo and was happy she attended. Supv. Gabert has sent letters to a few senators for federal funding for emergency facility funding and she will follow up next week with their staff.
8. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Lautenschlager would like an update on hangar developments.
9. **Set Next Meeting Date:** Next meeting is set for August 7, 2019.
10. **Adjourn:** Motion to adjourn was made by Supv. Konezke, seconded by Supv. Lautenschlager. Motion carried 4/0. Meeting adjourned at 9:25 a.m.

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