

WINNEBAGO COUNTY BOARD OF SUPERVISORS

Aviation Committee

Date: September 2, 2020

Time: 8:30 a.m. (In-person meeting with Virtual Option)

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

Excused: Robert Warnke

Also Present: Jim Schell, Airport Director; Charles Sweet, Deputy Director; Peter Rausch, Maintenance & Operations Manager; Justin Rust, Rod McNeil, Basler Flight Service; Tricia Rathermel, GO-EDC; Jack Pelton, EAA; Sean Elliot, EAA; Jim Busha, EAA; Jared Huss, FVTC; Chip Dyni, ATCT; Fred Stadler, Terry Rushing, tenants; Kyle Voltz, local pilot.

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

1. **Approve Minutes of August 5, 2020:** Supv. Lautenschlager moved to approve the minutes of August 5, 2020, seconded by Supv. Konetzke. Motion carried 4/0.
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** Mr. Busha handed to the committee a list of aircraft owners & operators who are in support of the establishment of a turf operations area stating there are many active & enthusiastic pilots. Mr. Rushing and Mr. Stadler also spoke in favor of the proposed turf operations area.
3. **Airport Director's Report:**
 - a. *GA Terminal Project Update:* Mr. Schell stated the demolition of the West Wing is now complete and the western portion of the terminal access drive on the new building site has also been removed. Re-routing of the underground utilities to serve the existing terminal while the construction is ongoing has taken a bit longer than projected. Backfilling of the former west wing footprint began this week with footings and foundation following shortly after. The project is currently on schedule.
 - b. *Master Plan Update:* Mr. Schell informed the committee the next open house meeting for the Master Plan has been scheduled for September 10th. It will be held virtually via Zoom due to the COVID-19 pandemic with two opportunities to attend at 2 pm & 6 pm. An email blast has been sent to all tenants and users and invites have been mailed to residential and business neighbors of the Airport.
 - c. *FY 2021 Executive Budget:* Mr. Schell informed the committee that the 2021 Budget Operating Levy Target is \$715,467, with the proposed operating budget coming in just under the target at \$710,247. Even with all the challenges from COVID -19, the levy target is being met, in part to modernization of facilities, operating expense reductions and the strides made increasing revenue last year. In the last two budget cycles we have reduced our operating levy amount by approximately \$50,000 each year. Mr. Schell further explained the Airport Administration budget revenue is down slightly from 2020 or an overall decrease of 1.1%, again resulting from the COVID-19 pandemic. Fuel flowage fees are projected at a 15% decrease, Oshkosh Truck testing fees are projected to be a 20% decrease. Most operational expenses in this category remain relatively flat from FY 2020 to 2021. In the Airfield Maintenance area, we continue to see year after

year increases due to the increase in storm water runoff fees paid to the City. This year we anticipate another 7% increase bringing us over \$400,000 in annual stormwater fees. With the demolition of the main terminal building scheduled for next August, we are able to cut costs in the Terminal building account by nearly \$30,00 and are projecting even larger savings for FY 2021 once the building is removed toward the end of next year. The demolition of the West Wing which has already occurred not only allows us to underspend in this category for FY 2020 but also accounts for a savings of \$5,250 for FY 2021. In Capital Outlay, our major request is for \$30,000 to replace two window panels in the Air Traffic control. These panels are both cracked and frequently fog up to obscure the controllers view to the airfield. Supv. Gabert attended the budget meetings with Mr. Harris and Mr. Schell and she agrees with Mr. Harris that Mr. Schell is doing very well with the budget. Supv. Konetzke asked if anything changed with the joint agreement between the Airport Fire Department and the County. Mr. Schell stated the agreement remains the same at this time. Supv. Konetzke asked when further effort was going to be made to get business in the Business Park. Mr. Schell stated that early 2020 dictated a short pause in our marketing efforts due to downturns in the industry associated with COVID, however it will be worked on again this fall and into 2021.

4. **Discuss & Approve Lease Agreement between the Federal Aviation Administration and Winnebago County for Air Traffic Control Tower leased space**: Mr. Schell told the committee this is a 10-year lease for space occupied by their operation in the Air Traffic control Tower. In exchange for the no fee lease, FAA provides ATC services through their contact with Midwest ATC at no charge to the airport. FAA also provides custodial support at the tower and pays the utility costs for FAA owned equipment. Supv. Konetzke moved to approve the lease agreement, seconded by Supv. Lautenschlager. Motion carried 4/0.
5. **TWY A Reconstruction Update – Charles Sweet**: Mr. Sweet reported the Taxiway-Alpha project is roughly 65% complete. All pavement removals/crushing is complete, all cuts/fills balanced, underdrain work is complete, all concrete gutter work is complete, subbase P154 work is complete on both phase II & III. Base course P209 has been placed and accepted for phase II and being placed and compacted for phase III. Concrete paving has been completed for the north section on A2 & A3. An email notice to all tenants will go out by weeks end in regards to airfield closures starting the week of September 14th.
6. **Turf Operations Area Update -Charles Sweet**: Mr. Sweet informed the committee he spoke with Jim Keefer, Deputy Director for the Great Lakes Region of the FAA. During the conversation, clarification was made on the proposed turf operations area. He stated again that TOA's are allowed by FAA, but the liability and safety of operations are under the obligation of the sponsor. The grounds on which this activity is to be allowed needs to follow the draft A/C guidance and under "sponsor comfort levels". There are two options where the TOA can be located, one inside the RSA of RWY 27 and one outside of the RSA. Next steps will be to meet with ATC, EAA and Airport staff to further determine which option fits best and begin development of an LOA for that option.
7. **Operations & Maintenance Report – Peter Rausch**: Mr. Rausch reported his crew has improved the landscaping on the south side of the "I" hangars making it easier to maintain the area. The Business Park berm has been improved to make it easier to maintain and mulching has been done in planting areas. The south drainage east of TWY A is complete with a maintenance and

cleaning project and the bank areas have been seeded to control erosion. Mr. Rausch stated last week was sign and airfield training and truck familiarization training with approximately 90 Fire Department employees. Last but not least was the Presidential visit which took tremendous effort by Basler Flight Service and all of the airport staff. With only a one-week notice, everything was coordinated with the Secret Service and White House staff to ensure a successful operation.

8. **EAA Report:** Mr. Pelton informed the committee that the museum has re-opened with limitations in place due to the pandemic. Planning is moving forward full steam ahead for AirVenture 2021. Their planning includes spreading people out more and trying to enforce face mask usage. There will be no large events held at EAA through the end of this year.
9. **Chairman's Report:** Chairman Gabert told the committee that Supv. Warnke is doing well and expected to be back home in about a week and a half. She is hoping he can join in virtually for the next meeting. Supv. Gabert informed the committee there was a nice article in the magazine WI Counties in which Wittman Airport was mentioned.
10. **Committee Member Statements/Suggestions/Items for Future Agenda:** none
11. **Set Next Meeting date:** Next meeting will be October 7th at 8:30 a.m. in the Terminal Building.
12. **Adjourn:** Motion to adjourn was made by Supv. Konetzke, seconded by Supv. Lautenschlager. Motion carried 4/0. Meeting adjourned at 9:21 a.m.

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