

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

Date: December 1, 2021
Time: 8:30 am (in person and virtual)
Present: Maribeth Gabert, Larry Lautenschlager, Thomas Konetzke
Virtual: Koby Schellenger, Bryan Stafford, Justin Rust, Basler Flight Service; Fred Stadler, tenant
Also Present: Jim Schell, Airport Director; Cameron Hallock, Deputy Airport Director; Tricia RATHERMEL, GO-EDC; Tom Gabert, tenant; Terry Rushing, Wings As Eagles; Jim Busha, EAA; Chip Dyni, ATC; Sean Elliott, EAA

Meeting was called to order at 8:30 am

1. **Approve Minutes of November 10, 2021:** Supv. Lautenschlager moved to approve the minutes from November 10, 2021, seconded by Supv. Konetzke. Motion carried 5/0
2. **Public Comment on agenda items or any item under the jurisdiction of this committee:** None
3. **Airport Director's Report:**
 - a) *GA Terminal Project Update:* Mr. Schell reported that the terminal project is complete. Phase two, demolition of the old terminal and the Phase two concrete apron is complete. Mr. Schell added that the final fencing and power still need to be worked on. The removal of the cracked concrete and the replacement of that concrete is now set to be completed in the spring of 2022. Supv. Konetzke enquired about the cracked concrete. Mr. Schell answered that the cracking and saw-cutting specifications were not met. The concrete was done by a subcontractor. Supv. Gabert stated that overall, everyone is happy with the work performed by Cardinal Construction.
4. *Operations & Maintenance Manager Recruitment:* Mr. Schell spoke regarding the replacement for Pete Rausch, the previous Operations and Maintenance Manager. Interviews will be held this afternoon with a total of three people. Supv. Konetzke wondered how far away we had received applications from. Mr. Schell stated that most applicants are from the area.
5. **Discuss & Approve Custodial Purchase of Service Contract between Winnebago County and Pro One Janitorial Inc.:** Mr. Hallock advised that the airport needs consistent cleaning service in the new terminal. The airport maintenance staff have been cleaning the terminal when they have time, but a routine cleaning is needed. Mr. Hallock had three quotes for janitorial services of the airport terminal lobby, meeting rooms and administrative offices. Leased portions of the terminal will not be cleaned by this contractor. Pro One was very professional and had other cleaning options available, should we need anything specific. This cleaning service will be provided three days per week. Supv. Konetzke asked about how or who cleans the other half of the building. Mr. Hallock advised that the Lessee (Basler Flight Service) is responsible for cleaning their own area. Supv. Gabert questioned how much was budgeted and stated that Facilities does not have people and we need to keep this area clean. Mr. Schell stated that this line item has been budgeted. Supv. Schellenger asked if this contract covers just inside, not outside, then who takes care of the parking lot? Mr. Hallock answered that our staff handles parking lot maintenance and snow removal. Supv. Konetzke made a motion to approve Custodial Purchase of Service Contract between Winnebago County and Pro One Janitorial Inc. Supv. Lautenschlager seconded the motion. Motion carried 5/0
6. **Discuss & Approve a hangar lease renewal (I-1) between Winnebago County and United Financial Group Inc.:** Mr. Hallock stated that United Financial Group Inc. has been a tenant for

over fifteen years and their rate increase is a CPI-U adjustment at 5.3%. Hangar I-1 is a private use hangar located on the north side of the airport. Supv. Konetzke moved to approve a hangar lease renewal (I-1) between Winnebago County and United Financial Group Inc. Supv. Lautenschlager seconded the motion. Motion carried 5/0

7. **Discuss & Approve a hangar lease renewal (I-4) between Winnebago County and Michael Hoy:** Mr. Hallock stated that this is similar to the previous lease. Michael Hoy has been a tenant for over eight years. The rate increase for this tenant is different due to the months affecting the CPI-U. Supv. Gabert asked if the tenant was aware of this increase and still wanted to stay. Mr. Hallock confirmed that Michael Hoy is aware of the rate increase and chooses to stay in hangar I-4. Supv. Konetzke made a motion to approve a hangar lease renewal (I-4) between Winnebago County and Michael Hoy. Supv. Lautenschlager seconded the motion. Motion carried 5/0
8. **Discuss & Approve a permit to conduct agricultural cultivation with the Experimental Aircraft Association:** Mr. Hallock advised that Experimental Aircraft Association was the highest bidder for parcels A through E of agricultural land from the RFP issued in early November. This area is approximately 81 acres on the most southern portion of the airport. Supv. Lautenschlager moved to approve a permit to conduct agricultural cultivation with the Experimental Aircraft Association. Supv. Konetzke seconded this motion. Motion carried 5/0
9. **Discuss & Approve a permit to conduct agricultural cultivation with Scott Brennand:** Mr. Hallock stated that this is a one-year permit to conduct agricultural cultivation issued by Winnebago County to Scott Brennand. Scott Brennand was the highest bidder for parcel F of agricultural land from the RFP issued in early November. This parcel is approximately 33 acres of the Aviation Business Park on the southeast portion of the airport. Supv. Konetzke made a motion to approve a permit to conduct agricultural cultivation with Scott Brennand. Supv. Lautenschlager seconded the motion. Motion carried 5/0
10. **EAA Report:** Mr. Busha advised that this Saturday is their Christmas in the Air event. Supv. Gabert thanked EAA for their partnership. Mr. Busha stated that the agricultural use area allowed them to not turn planes away during AirVenture and he appreciated that. Mr. Schell asked about the completion of the current museum expansion. Mr. Busha said that it should be done in approximately late March/early April. They are developing plans for youth and adult education courses in part of the new expansion.
11. **Chairman's Report:** Supv. Gabert thanked everyone for their hard work and for those that attend the meetings and care about the airport, including the committee members.
12. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Lautenschlager announced that this is his last in person meeting. He has enjoyed this committee and will Zoom in for the meetings the remainder of the year. Supv. Lautenschlager stated that he is not running again for a Winnebago County board position.
13. **Set Next Meeting Date:** January 5, 2022
14. **Adjourn:** Motion to adjourn was made by Supv. Konetzke, seconded by Supv. Lautenschlager. Motion carried 5/0. Meeting adjourned at 8:54 a.m.

Respectfully submitted,

Kim Maki
Administrative Associate
Wittman Regional Airport