

*WINNEBAGO COUNTY BOARD OF SUPERVISORS  
Facilities & Property Management Committee*

**DATE:** Wednesday, November 14, 2018

**TIME:** 9:00 AM

**PLACE:** Facilities & Property Management, 1221 Knapp St, Oshkosh, WI 54902

**PRESENT:** Rob Keller, Jim Wise, Tom Egan, Andy Buck and Bill Wingren

**ALSO PRESENT:** Mike Elder – Director of Facilities, Jim Schell – Airport Director, Harold Singstock – County Board Supervisor, and Patty Francour – Information Systems Director

Meeting was called to order by Chairman, Rob Keller at 9:00 AM.

**APPROVAL OF 10/10/18 FACILITIES COMMITTEE MINUTES:** Motion to approve the minutes made by Tom Egan and 2<sup>nd</sup> by Bill Wingren. Motion passed 5-0.

**CORRESPONDENCE:** None

**PUBLIC INPUT ON AGENDA ITEMS:** None

Jim Schell asked to have item #4 moved to the #6 while he worked out computer issues.

**DISCUSSION AND ACTION ON UWFV CELL TOWER LEASE OPTIONS:** The UWFV Cell Tower they are already giving us an increase, Mike will wait to hear from Outagamie County on their thoughts of the lease agreement.

**DISCUSSION AND ACTION MAINTENANCE FACILITY CELL TOWER LEASE OPTIONS:** Mike Elder is sending back the proposal to keep the same rental agreement for the Facilities Cell Tower.

**DISCUSSION OF AIRPORT TERMINAL BUILDING PROJECT:** Jim Schell gave a presentation that laid out the 5 options.

- A) Build a new facility that is 12,500 sq ft for roughly \$5.6 million
- B) Build a new facility that is 10,000 sq ft for roughly \$5 million
- C) Demo the main terminal and move airport operations in to the west wing for roughly \$2 million
- D) Repair/repurpose the terminal and west wing for roughly \$1.5 million
- E) Demo the west wing, move Basler into the terminal and remodel for roughly \$2.4 million

There are too many variables with the 5 options that Jim was unable to give a revenue analysis at this time. Jim has identified funding sources of up to \$1.25 million for either a new building or in some cases a remodel. The Bureau of Aeronautics has asked for a master plan, Jim is starting to work on creating a master plan. Jim is finishing up the writing of the mission and vision statements for the Airport. The committee thanked Jim for his work on this and for the presentation.

**DISCUSSION OF MARATHON COUNTY SECURITY GOVERNMENT DONATION:** Mike Elder talked with Marathon County and there was a miscommunication during that presentation. This was funded by county capital funding. The utilities did provide a grant to the Sheriff's bomb squad. The metal detector was purchased from Federal surplus property, however is not operational at this time as there is something wrong with it.

**UPDATE ON UWFV:** All capital projects are done.

**DIRECTOR REPORT OF DEPARTMENT OPERATIONS:** The committee discussed projects they had questions on.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** UW Fox Valley Cell Tower Lease and Maintenance Facility Cell Tower Lease

**SET NEXT MEETING DATE A TIME:** There is a joint meeting with Highways at Highways on November 19, 2018 at 9:00 am. The next Facilities & Property Management meeting is December 12, 2018 at 9:00 am.

**ADJOURN:** Motion to adjourn made by Andy Buck and 2<sup>nd</sup> by Jim Wise, motion passed 5-0 at 10:47 AM.

Respectfully submitted,  
Penny Schry, Administrative Associate  
11/16/18