

**Winnebago County Board of Supervisors
Aviation Committee**

Date: March 4, 2015

Time: 8:00 a.m.

Present: Robert Warnke, Joel Rasmussen, Maribeth Gabert, Kenn Olson & Thomas Konetzke

Also Present: Peter Moll, Airport Director; Chris Hallstrand, Superintendent of Maintenance & Operations; Diana Ulrich, Airport Secretary; Robert Keller, Supv. Dist. 32; Guy Hegg, Supv. Dist. 27; Mike Norton, Supv. Dist. 20; Bill Roh, Supv. Dist. 7; Mike Elder, Director of Facilities & Property Management; Mary Garcia, Basler Flight Service; Fred Stadler, Debbie & Larry Last, Terry Novak, Wayne Daniels, tenants

Meeting was called to order by Chairman Warnke at 8:00 a.m. Mr. Warnke asked Vice-Chairman Rasmussen to conduct the remainder of the meeting.

1. Public Comments on Agenda Items: Mr. Roh inquired about obtaining copies of the proposals submitted for the Administration Building/Terminal RFP. Mr. Last inquired about airport marketing expenses and about public input into the Administration Building/Terminal.
2. Approve Minutes of February 5, 2015: Ms. Gabert moved to approve the minutes of February 5, 2015, seconded by Mr. Konetzke. Motion carried 5/0.
3. Airport Director's Report:
 - a. Airport Marketing Report: No report presented.
 - b. Control Tower Air Conditioning Options: Mr. Moll presented a comparison of control tower air conditioner solutions. Mr. Elder elaborated on the permanent versus trailer-mounted mobile options. The consensus was to proceed with the temporary trailer-mount installation.
4. Discuss/Approve Budget Transfer for Airport Administration/Terminal Engineering Fees - \$36,000: Mr. Moll stated there were four respondents to the RFP for architect/engineering services; OMNI Associates was chosen. Motion was made by Mr. Olson to approve the transfer of \$36,000, seconded by Ms. Gabert. Motion carried 5/0.
5. Discuss/Approve Budget Transfer for within Small Capital line items - \$7,450.00: Mr. Moll requested a budget transfer for the large tractor/finish mower combination, the bids for which came in higher than expected. The funds are being transferred after the purchase of the small plow, the bids for which came in under the budgeted amount. Motion was made by Mr. Olson to approve the budget transfer for items within the small capital budget, seconded by Mr. Konetzke. Motion carried 5/0.
6. Discuss/Approve Proposed Airport Administration Building Construction: No approval action required. Discussion centered primarily on the public forum.
7. Discuss/Approve Ordinance Change for Airport Fuel Flow Fee Reporting: Mr. Moll proposed changes to the fuel flow ordinance so as to improve reporting efficiencies between Basler Flight Service and the airport. Motion was made by Ms. Gabert to proceed with the ordinance change, seconded by Mr. Konetzke. Motion carried 5/0.
8. Discuss/Approve Ground Lease Addendum with SBA Communications: Mr. Moll stated that SBA has asked for four additional five year lease extensions, with a 15% increase with each extension period. Motion was made by Ms. Gabert to approve the extensions, seconded by Mr. Warnke. Motion carried 5/0.
9. Chairman's Report: Mr. Warnke stated he was in favor of public viewing of a new Administration Building.
10. Committee Member Statements/Suggestions/Items for Future Agenda: None
11. Set Next Meeting Date: Next meeting will be on April 1, 2015.
12. Adjourn: Mr. Rasmussen motioned to adjourn, seconded by Mr. Olson. Motion carried 5/0. Meeting adjourned at 8:43 a.m.

Respectfully submitted,
Diana M. Ulrich
Airport Secretary