

WINNEBAGO COUNTY BOARD OF SUPERVISORS
AVIATION COMMITTEE

DATE: March 2, 2011

TIME: 8:00 a.m.

PRESENT: Kathleen Lennon, Maribeth Gabert, Shiloh Ramos, Stan Kline & Robert Warnke

ALSO PRESENT: Peter Moll, Airport Director; John Dorcey, Mgr. Maint./Ops.; Diana Ulrich, Airport Secretary; Bruce Botterman, NewView Technologies; Mary Garcia, Basler Flight Service; Jeff Schwartz, Lee Beverage; Tom Shepeck, Centrum Development; Rose Dorcey, Winnebago Flying Club; Sandy Forsgren, Fred Stadler, Larry & Debbie Last, Keith Mustain, Mark Corbett, Ken Corbett, Terry Novak, Jim Drummond, tenants

Meeting was called order by Chairman Lennon at 8:00 a.m.

1. Public Comments on Agenda Items:

- Mark Corbett asked about his claim for the gate accident. This item was not on the agenda and not discussed further.
- Larry Last asked what the table of organization amendment was about so that he can comment on it. Larry Last also stated that it would have been nice to have been kept informed about the property acquisition issue regarding annexation. Mr. Moll stated that this was a City issue, not the Airport's.

2. Approve Minutes of January 5, 2011 and January 13, 2011: Ms. Gabert noted to change the date to 2011 as it was typed "2010" on the agenda. Ms. Gabert moved to approve the minutes of January 5, 2011 and January 13, 2011, seconded by Mr. Kline. Motion carried 5/0.

3. Airport Director's Report:

- a) Review 2011 Budget: Mr. Moll stated expenditures and revenue projected in the 2011 budget were within budgeted amounts. 2010 final statements would not be available until approximately the April meeting. Committee members received a copy of the January 2011 monthly income statement; Mr. Kline asked for this report each month.
- b) Government Vehicle Count: Mr. Moll noted that the count has gone up to 2,416 vehicles. Mr. Dorcey stated that the count has increased steadily since December 2010.
- c) Report on Tenant Maintenance Request Policy: Mr. Moll stated that he & Mr. Dorcey have met with Information Systems Department regarding putting together a program for the work order system. Mr. Moll reviewed the details of the policy. Committee members concurred on the policy purpose and data ultimately to be gathered.
- d) Property Acquisition Update: Mr. Moll stated that the presentation to the county board the evening prior went well and offers to purchase will be sent to the sellers soon. Mr. Moll noted that he has received an updated appraisal for the Cooper property at \$183,200.
- e) Discuss/Approve Table of Organization: Mr. Moll stated that in order to increase the efficiency and productivity of the airport maintenance department, he would propose to eliminate the part-time weekend custodial position, and move the 10 hours from that position and add 10 hours to make the part-time custodian/groundsperson position (20 hours weekly) a full time position. Mr. Dorcey noted that the increase in hours is needed because of an increase required to clean the perimeter road from Oshkosh Corporation truck operation on the airport. Since these hours would be added to the CDL-required position, this person can also be better utilized for snow plowing and mowing duties. Ms. Gabert, Mr. Kline & Mr. Ramos stated they could not support a full-time position. Ms. Lennon stated the Director and the Maintenance/Ops Supervisor know what is needed in keeping the airport in good running order and that she supports this request. Mr. Warnke also stated that the department knows what is needed. Mr. Ramos motioned to amend the request to eliminate the part-time weekend Custodian position but only adding the

10 hours from that position to the position of Custodian/Groundsperson. Ms. Gabert seconded the motion, motion carried 3/2.

- f) Discuss/Approve Lease Assignment – T6LLC to Hightower: Mr. Moll stated that Vanessa Jago (T6LLC) submitted a letter stating that she would like to have her lease assigned to Rod Hightower as she is no longer interested in building a hangar on the land she has been leasing at Wittman. Mr. Hightower has confirmed his desire to build a hangar on the location Ms. Jago is leasing. Mr. Ramos moved to approve the lease assignment, seconded by Ms. Gabert. Motion carried 5/0.
- g) Discuss/Approve Land Lease Rate Adjustments – referred back to the committee from 2/22/2011 County Board Meeting: Mr. Moll provided a handout of the rates at large general aviation airports in the state, which are comparable to Wittman. The committee members concurred that the new rates are a fair increase. Mr. Kline moved to send this back to the County Board with the added information provided, seconded by Mr. Ramos. Motion carried 5/0.
- h) Discuss/Approve CIP-2011 Ramp Reconstruction Phase I: Mr. Moll stated that this project was started (design work) about three to four years ago but construction was postponed because funding was directed to the runway 18/36 project. Mr. Moll noted that potential funding from the FAA and the state will not be known until May or June. This project funding request would be for the entire ramp but it would probably be done in three phases. The Airport's portion for this project would be approximately \$105,000. Mr. Kline moved to approve the project funding, seconded by Mr. Warnke. Motion carried 5/0.

4. Chairman's Report: None

5. Committee Member Statements/Suggestions/Items for Future Agenda: Mr. Warnke stated that he was approached by someone wondering why the County was heating and air conditioning the airport terminal, which is almost empty. Mr. Warnke stated that we needed to do more to get something else in the building. Mr. Warnke also asked for committee members to receive a copy of the 2007 economic impact study.

6. Set Next Meeting Date: Next meeting was set for April 6, 2011 at 8:00 a.m. in the terminal conference room. Mr. Ramos motioned to adjourn, seconded by Mr. Kline. Motion carried 5/0.

Meeting adjourned at 9:43 a.m.

Respectfully submitted,
Diana M. Ulrich, Airport Secretary