

**Winnebago County Board of Supervisors**  
**Aviation Committee**

**Date:** May 1, 2019

**Time:** 8:30 a.m.

**Present:** Maribeth Gabert, Harold Singstock, Larry Lautenschlager, Robert Warnke & Thomas Konetzke

**Also Present:** Jim Schell, Airport Director; Peter Rausch, Maintenance & Operations Manager; Robert Keller, Supv. Dist. 32;  
Jack Pelton & Sean Elliott, EAA; Rod McNeil & Justin Rust, Basler Flight Service; Jennifer Jensen, NextJen Studios;  
Art Rathjen, GOEDC; Wayne Daniels, Tom Gabert, Larry Last & Fred Stadler, tenants

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

1. **Approve Minutes of April 3, 2019:** Supv. Singstock moved to approve the minutes of April 3, 2019, seconded by Supv. Konetzke. Motion carried 5/0.
2. **Public Comments:** Larry Last requested having the meetings periodically at 6:00 p.m. so people who work can attend the meetings. Mr. Last also suggested to have the Tenant Advisory Group do the same with their meeting time. Mr. Last asked the committee to continue with working on getting new hangars as the east side hangars are in true crises state. Mr. Last congratulated Mr. Schell on the agreement with EAA on getting revenue from EAA for the non-aeronautical events held on county property.
3. **Airport Director's Report:**
  - a. **Terminal Project Update:** Mr. Schell informed the committee that he, Supv. Gabert and Peter Rausch went to the Bureau of Aeronautics on April 25<sup>th</sup> to meet with Mary Strait, Lucas Ward and Rich Pur to go over the CIP. The new General Aviation Facility was discussed and the request for \$1.25 million for building a new facility may be available in July of 2020. Mr. Schell met with Martin & Riley Architects who did the original design on the new building and stated in 2016 the total project cost estimate at that time was \$5.5 million. The revised cost estimate now sits at \$6.7 million for the total project cost. This amount includes the new facility, demo of the current terminal, parking lot, access road and other site improvements. Mr. Schell informed the committee that GO-EDC has put an invite out to all real estate professionals and on May 15<sup>th</sup> from 4:30 until 6 p.m. there will be a real estate/property developer open house at the terminal to determine if there is any interest in redeveloping the current terminal building to another aeronautical or mixed use aeronautical purpose.
  - b. **Marketing & Business Development Update:** Mr. Schell told the committee that he went to Sun n Fun in Lakeland, FL in early April. Mr. Schell made contact with over a dozen different companies, promoting the Aviation Business Park. Seven of those companies we've had previous dialog with and we've also added a few more prospects to the list. Ms. Jensen noted the 1/2 page ad was being updated in NBAA magazine and the Midwest Flyer magazine. Ms. Jensen stated the Facebook ad campaign is being finalized and will run daily for 30 days as a trial run targeted at aerospace companies. The Airport is also doing an email blast through constant contact which will reach over 800 aeronautical businesses in our prospect list. We'll also be running a digital ad campaign that targets visitors to NBAA's website and places our ad on subsequent websites they visit. Supv. Singstock asked if EAA could send out the ad when they do mailings to their members.
4. **Operations & Maintenance Report-Peter Rausch:** Mr. Rausch told the committee the final winter storm of the season was something to deal with because of the freezing rain, icing and snow. Mr. Rausch stated his crew has done lubrication and adjustment of door guides on the A, B & C hangars, the guidance signs on Alpha have been updated, equipment has been converted from winter to summer, fascia has been replaced on the Basler Flight Service building, reseeding has been done and quick concrete has been filled into small areas of Alpha.
5. **EAA Report:** Mr. Pelton stated that Pioneer Airport will open today. He also spoke about the recent restoration of a B-25 bomber which had its first flight recently. This year's convention will salute the US Air Force fighter jets, D-day and WWII, and many more attractions.
6. **Discuss & Approve Taxiway A Reconstruction Project – construction funding capital request:** Mr. Schell gave a handout and explained the project is to reconstruct 8,200 feet of Taxiway A. The primary portion of the taxiway was last constructed in 1967 and is reaching the end of its life cycle. The project will enhance safety through the addition of 5 foot paved shoulders for a total taxiway width of 60 feet for aircraft using the taxiway year round and also during AirVenture when the taxiway becomes an active runway. Taxiway edge lights will be replaced with new LED lighting/ fixtures, and storm water drainage will be improved by re-contouring the landscape. Mr. Schell stated the County would bond for its 5% share of the project of \$525,000.00. The remaining funding on the project is programmed through grant assistance at \$9,450,000 (FAA, 90%) and \$525,000 (WI DOT BOA, 5%). Supv. Konetzke motioned to approve the funding, seconded by Supv. Lautenschlager. Motion carried 5/0.
7. **Discuss & Approve an Agricultural Use Agreement with Michael Brennand:** Mr. Schell stated an RFP went out for the agriculture use of a parcel of land in the Business Park. Mr. Brennand was the highest bidder at \$155.00/acre. The term of the lease is from May 1<sup>st</sup> through December 31, 2019. Supv. Lautenschlager motioned to approve the Use Agreement, seconded by Mr. Konetzke. Motion carried 5/0.
8. **Discuss & Approve two electrical utility easements for the South 40 camping area with Wisconsin Public Service:** Mr. Schell stated that WPS is looking to install new underground electrical service in the South 40 camping area on parcels that are currently under lease by EAA. Mr. Schell requested approval of the easements pending final approval by Corporation Counsel. Supv. Konetzke motioned to approve the easements, pending Corporation Counsel approval, seconded by Supv. Lautenschlager. Motion carried 5/0.
9. **Discuss & Approve a budget transfer in the amount of \$4,150.00 to cover the airport's share of the 2019 seal coat & crack seal pavement maintenance project:** Mr. Schell explained that in 2018, \$8,000 was allocated in this year's budget for the airport's share of a seal coat & crack seal pavement maintenance project. Since then, some modifications have been made to the scope of the project and was bid this spring through the BOA. After receiving bids back, the total project cost is now \$243,000, with an FAA share of 95% and BOA share of 5%, which brings the airports' share to \$12,150.00. This transfer request of \$4,150.00 would come from the County's reserve for contingencies account to the capital outlay of the Airport's operating budget. Supv. Lautenschlager motioned to approve the transfer, seconded by Supv. Konetzke. Motion carried 5/0.

10. **Chairman's Report**: Supv. Gabert talked about the trip to the BOA and was very glad she was invited. Supv. Gabert felt good speaking with Mary Strait at the bureau and felt the BOA is flexible with the projects in the CIP. She was encouraged at the outcome of the meeting and the status of the funding request for the new GA facility.
11. **Committee Member Statements/Suggestions/Items for Future Agenda**: Supv. Singstock would like Mr. Schell to keep going with getting a survey out to the tenants regarding hangar needs and suggestions and have some kind of report at the June meeting. Mr. Schell stated he will get the survey out sometime in May.
12. **Set Next Meeting Date**: Next meeting is set for June 5, 2019
13. **Adjourn**: Motion to adjourn was made by Supv. Konezke, seconded by Supv. Lautenschlager. Motion carried 5/0. Meeting adjourned at 9:42 a.m.

Respectfully submitted,  
Diana M. Ulrich  
Administrative Associate  
Wittman Regional Airport