

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**  
**AVIATION COMMITTEE**

**Date:** July 11, 2018 **Time:**

8:30 a.m.

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

**Also Present:** Jim Schell, Airport Director; Pete Rausch, Maintenance & Operations Mgr.; Mark Harris, County Executive; Steve Binder, Supv. Dist. 13; Jennifer Jensen, NextJen Studios; Jennifer Considine, Considine Communications; Rod McNeil & Justin Rust, Basler Flight Service; Jack Pelton & Sean Elliott, EAA; Jared Huss, FVTC; Audra Hoy, GOEDC; Sandy Forsgren, Fred Stadler & Tom Gabert, tenants; Tom Weigt & Guy Hegg, citizens

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

1. Approve Minutes of June 6, 2018: Supv. Konetzke moved to approve the minutes of June 6, 2018, seconded by Supv. Singstock. Motion carried 5/0.
2. Public Comments on Agenda Items: Mr. Hegg commented on why the committee has not acted on the budget resolution passed by the County Board to demolish the current Airport Terminal and fix the west wing facility currently being rented by Basler Flight Service. It was also brought up that we should wait with building the taxiway for the Aviation Business Park until we have a tenant for the park.
3. Airport Director's Report:
  - a) Update was given on the 2018 YTD budget and numbers are still being worked on for the 2019 budget. More information of the 2019 budget will be given in August.
  - b) Terminal Project Update: Mr. Schell met over the past few weeks with multiple parties involved in the new terminal project (Basler Flight Service, Martin & Riley Architects, Kontext Architects & Facilities Dept). Mr. Schell spoke with both architectural firms regarding their demolition estimates for the existing terminal. Time was spent determining how those estimates were derived and what work items were included in those estimates. \$1.1 million has been allotted to demolish the main terminal building and repair the roof of the west wing through a budget amendment approved last fall. That figure did not take into account any interior remodeling of the west wing, utility relocations and replacements. Also not included were recommended HVAC and MEP system rehabilitations along with any parking lot demolition/repaving on the site. It was noted that the Kontext feasibility study for the west wing had recommended all of these work items, which are not included in the \$1.1 million budgeted for the project. Kontext's study outlined options for utilization of the west wing with the lowest end cost estimate of approximately \$1.6 million, which includes demolition of the main terminal building.

Supv. Konetzke asked about the extra money needed to complete the project and Supv. Warnke stated that the plan that was presented the first time had all money in it for both demolition and building of a new terminal. Supv. Gabert stated we have no detailed construction plans for demolition and Mr. Schell has done a lot of work with this project and we cannot continue without a demolition plan nor can we move forward if we do not have all costs accounted for. County Executive Mark Harris stated the money was put into the 2018 budget, but not enough to complete the whole project, only enough to complete a portion of the project.
4. AirVenture Preparation Update – Pete Rausch: Mr. Rausch gave an update on the preparations for EAA. Grass has been cut and maintained for camping and the grounds. Grass has been re-established in areas disturbed by the Taxiway B project and is looking good. We have now converted Taxiway A into a parallel runway for runway 18/36 and are completing the necessary paint markings and signage changes. We have completed emergency training with the Oshkosh Fire Department. It's been a busy two weeks, but things are looking good.
5. EAA Report – Jack Pelton or Sean Elliott: Jack Pelton reported the ticket sales are up 12% from last year. The work done on Waukau Road is helping a lot with traffic. This year is the 100<sup>th</sup> year WWI and we will have a lot of WWI aircraft and lots of Air Force planes here this year. Google founder will be here this year to present a new product of theirs.

6. Marketing Report – Jennifer Jensen: Jennifer gave a report on future ad placements, updates to the website and the new promotional video of the airport which will be available soon. Jennifer also stated that during the EAA convention, we'll be meeting with multiple businesses who have shown interest in coming to Oshkosh and the airport. Supv. Gabert wants to have an update on how the business meetings went and to see the new marketing brochure.
7. Vision Study Presentation: Jennifer Considine gave her presentation on the Vision Study which was completed for the airport by her company. She reported on the positives and negatives of the airport expressed through the focus groups comprised of airport users and tenants. Shared goals were discussed and she presented some action items that will help both long and short term initiatives in growing business at the Airport and improving existing processes.
8. Discuss/Approve Taxiway A Reconstruction Project – capital request: Mr. Schell gave a report on the reconstruction project of Taxiway A which is the primary taxiway at the airport running parallel to the main runway 18/36. The pavement condition index (PCI), conducted through the last WI Bureau of Aeronautics (BOA) study for the primary portion of taxiway to be reconstructed was a 64 on a scale of 0 to 100. PCI's of 60 and below are considered the minimum service level for this type of pavement. It is forecasted through the PCI study that those primary portions of Twy A will fall to that mark by 2021. The County's portion of the design work to begin the project is \$15,000. Matching funds from the FAA and BOA combined with the county share make the total design cost \$300,000. If the request is approved, design work can begin this fall. Construction would likely occur in phases in the late 2019 or early 2020 timeframe dependent upon further funding allocations. Motion made by Supv. Lautenschlager and seconded by Supv. Singstock to spend \$15,000 for design and engineering work for this project. Motion carried 5/0.
9. Discuss/Approve Business Park Taxiway Project – capital request: Mr. Schell gave a report on the Business Park Taxiway project. The goal of the Aviation Business Park Taxiway project is to construct a new 370 foot long by 50 foot wide concrete taxiway to connect existing Taxiway A to the Business Park property. The time table for this project is to commence design work in late 2018, with construction in 2019 dependent upon funding allocations. Initial funding for this project will be borne solely by Winnebago County until such time as a tenant has located into the business park. The WI DOT Bureau of Aeronautics (BOA) has executed a letter of understanding outlining their intent to reimburse all project costs up to a 95% share for a federal (FAA) project and up to 80% for a state aid project (non-FAA). Total design and construction cost is \$500,000 based upon the current rough cost estimate. Through the design process, a more accurate cost estimate will be developed. Supv. Singstock commented "yes, the Business Park taxiway is important, but to him the hangars are more important than the taxiway at this point. I will support the design funding but I think the hangars are important too". Motion was made by Supv. Warnke to approve the design funding request in the amount of \$45,000, seconded by Supv. Singstock. Motion carried 5/0.
10. Chairman's Report: Supv. Gabert stated that our meetings have changed, we have more people attending and the discussions have been good.
11. Committee Member Statements/Suggestions/Items for Future Agenda: Supv. Singstock suggested having a joint meeting with Facilities and Property Management to discuss how to handle the terminal redevelopment project. Supv. Konetzke stated we should look at adding another Marketing position.
12. Set Next Meeting Date: Next meeting is set for August 1, 2018.
13. Adjourn: Supv. Konetzke motioned to adjourn, seconded by Supv. Singstock. Motion carried 5/0. Meeting ended at 10:30 a.m.

Respectfully submitted,

Larry Lautenschlager,  
Aviation Committee Secretary