

WINNEBAGO COUNTY BOARD OF SUPERVISORS
Aviation Committee

Date: September 4, 2019

Time: 8:30 a.m.

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

Excused: Robert Warnke

Also Present: Jim Schell, Airport Director; Peter Rausch, Maintenance & Operations Manager;
Mark Harris, County Executive; Robert Keller, Supv. Dist. 32; Michael Norton, Supv. Dist. 20;
Steve Binder, Supv. Dist. 13; Allen Davis, City of Oshkosh; Lucas Ward, WISDOT BOA; Audra Hoy, GOEDC;
Sean Elliott, EAA; Mark Dyni, Air Traffic Mgr.; Justin Rust, Basler Flight Service; Sandy Forsgren,
Terry Novak, Wayne Daniels, Larry & Debbie Last, Tom Gabert & Fred Stadler, tenants

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

1. **Approve Minutes of August 7, 2019:** Supv. Lautenschlager moved to approve the minutes of August 7, 2019, seconded by Supv. Konetzke. Motion carried 4/0.
2. **Public Comments on Agenda Items or any Items under the Jurisdiction of this Committee:** Allen Davis, Director of Community Development from the City of Oshkosh stated he was in favor of the taxiway going to the Business Park. The County & City have been working on this project for over ten years and Mr. Davis feels this is a very important piece to help recruit business to the park and is a good first step. Supv. Binder stated the taxiway is a good thing and to move forward and get the project done.
3. **Airport Director's Report:**
 - a. **2020 Budget Update:** Mr. Schell went over the Airport Budget Narrative noting a change to one Maintenance Equipment Operator position being changed to a Foreman position. Mr. Schell went through the Goals and Accomplishments and noted the only significant change to the budget was taking the Rapid Intervention Vehicle out of the Airports budget and putting it into the capital budget. Revenue will increase due to the changes with the EAA lease agreement. Supv. Singstock stated he would like to build up the fund balance.
 - b. **Terminal Project Update:** Mr. Schell stated he is still working with the Bureau of Aeronautics on funding for site work on the project and is trying to maximize outside funding. Mr. Schell is also working with Hertz on securing an updated letter of commitment to lease space. Supv. Gabert would like a presentation to the County Board by the end of the year. Supv. Lautenschlager would like a presentation to the County Board by January and no later than February.
 - c. **Business Development & Marketing Services Update:** Mr. Schell stated he will be getting out a new RFP for Marketing Services and Business Development services which will be two separate RFP's by early October. Mr. Schell stated NextJen will be retained month to month until the RFP process has concluded.
4. **Master Plan Project Update – Mead & Hunt:** Mr. Schell introduced Even Barrett & Rob Sims who gave a presentation on the Master Plan project. Explaining the chapters of Inventory and Forecast. Supv. Gabert stated they both gave a very good presentation.
5. **Discuss & Approve Amendment #2 to the Ground Lease & Use Agreement with the Experimental Aircraft Assn.:** Mr. Schell stated this amendment has been in the works since April of 2018. EAA and Wittman Airport have come to an agreement to amend the lease as Amendment #2 which clarifies and further defines the types of use and land utilized on an exclusive, three month seasonal and two week seasonal use basis. Mr. Schell explained the changes to the committee. These changes will increase EAA's annual rent from \$113,500 to \$230,103.34 which is an increase of \$116,603.34 annually. Sean Elliott of EAA stated the lease isn't due to expire for 23 more years and this amendment was done in good faith and because of the good partnership with the Airport. Motion to approve Amendment #2 to the Ground Lease & Use Agreement with EAA was made by Supv. Lautenschlager, seconded by Supv. Singstock. Motion carried 4/0.
6. **Discuss & Approve a Purchase & Sales Agreement with the Experimental Aircraft Assn.:** Mr. Schell stated as part of the negotiation in creating Amendment #2 to EAA's Ground Lease, EAA desires to acquire two properties currently owned by Winnebago County. EAA proposes to acquire each property for a nominal fee of \$1, in exchange for the removal of a rent reduction clause, currently in the lease agreement. One property is a 4,500 sf pole building, the other is a 1,500 sf ranch house built in 1955. Maintenance on both properties both minor and major

has been done by EAA since the mid 1990's. Both properties have been leased by EAA since that time as well. Mr. Schell stated the proposed transaction includes only the buildings upon the land. The County will retain ownership of the land parcels in both areas. Motion was made to approve the Purchase & Sales Agreement with EAA by Supv. Konetzke, seconded by Supv. Lautenschlager. Motion carried 4/0.

7. **Discuss & Approve a construction funding capital request for the Aviation Business Park Taxiway:** Mr. Schell told the committee in a joint venture between the City of Oshkosh & Winnebago County, 80 acres of land were purchased on the southeast side of Wittman Regional Airport in 2013 for the development of an Aviation Business Park. Approximately 50 acres are County owned with the remaining 30 acres owned by the City. The City has installed roadway, electrical, lighting, water, sanitary sewer, etc., at a cost of approximately \$3 million. To date, the Aviation Business Park has not been physically connected to the remainder of the Airport. This project will accomplish that task, making the business park fully developable for entities constructing their facilities on either side of AeroInnovate Way. Development efforts aimed at attracting new business to the park have been underway for some time. One of the detractors to this process has been the lack of physical connection from the airfield to the business park property. The cost of the taxiway connector and engineering fees is approximately \$450,000 and we are hoping to have this work done concurrently with the Alpha project. Motion to approve the funding for the Aviation Business Park Taxiway was made by Supv. Lautenschlager, seconded by Supv. Gabert. Motion carried 4/0.
8. **Discuss & Approve a Utility Easement with AT&T:** Mr. Rausch explained to the committee that AT & T's agreement is long term and the improvement would be for making a 12' wide access road to their hut. Supv. Konetzke motioned to approve the Utility Easement with AT & T, seconded by Supv. Lautenschlager. Motion carried 4/0.
9. **Chairman's Report:** Supv. Gabert thanked Mead & Hunt for their presentation and asked the Tenant Advisory Committee to please give Mead & Hunt their input. Supv. Gabert also thanked Mr. Schell for working so hard with EAA on updating EAA's lease agreement.
10. **Committee Member Statements/Suggestions/Items for Future Agenda:** Supv. Gabert would like an update of the Terminal Project.
11. **Set Next Meeting Date:** Next meeting is set for October 2, 2019.
12. **Adjourn:** Motion to adjourn was made by Supv. Konetzke, seconded by Supv. Lautenschlager. Motion carried 4/0. Meeting adjourned at 10:23 a.m.

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