

WINNEBAGO COUNTY BOARD OF SUPERVISORS  
AVIATION COMMITTEE

**Date:** October 7, 2020

**Time:** 8:30 a.m. (Virtual Meeting)

**Present:** Maribeth Gabert, Larry Lautenschlager (8:40), Thomas Konetzke, Koby Schellenger & Robert Warnke (8:45am)

**Also Present:** Jim Schell, Airport Director; Charles Sweet, Deputy Airport Director; Peter Rausch, Maintenance & Operations Manager; Justin Rust, Basler Flight Service; Chip Dyni, ATC; Tricia Rathermel, GOEDC

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

1. **Approve Minutes of September 2, 2020.** Supv. Konetzke moved to approve the minutes of September 2, 2020, seconded by Supv. Schellenger. Motion carried 3/0.
2. **Public Comments on agenda items or any items under the jurisdiction of this committee:** None
3. **Airport Directors Report:**
  - a) *GA Terminal Project Update:* Mr. Schell informed the committee that the re-routing of underground electrical service to serve the existing terminal during construction has been completed. Concrete footings and foundation walls are nearly 90% complete and during the week of October 5<sup>th</sup>, work will begin on the underground plumbing and electrical. Mr. Schell noted the project was still on schedule.
  - b) *Master Plan Project Update:* Mr. Schell stated that two open house events took place on September 10<sup>th</sup>. Both were held via Zoom due to the COVID-19 pandemic with two opportunities to attend at 2 pm and 6 pm. The first open house had a total of 28 attendees, the second had 15 attendees. All meeting materials had been posted on the website for more than a week prior to the open house which allowed the public to review the materials any time.  
The full video from the open house along with the question and answer sessions has been posted on the Virtual Open House master plan webpage. Mr. Schell stated that currently we are having ongoing discussions with FAA & BOA on the rationale of the airfield alternatives which will help to further shape the direction moving forward. When we arrive at the preferred airfield alternatives, we will reconvene with the Tenant Advisory Group and Aviation Committee.
4. **Discuss & Approve a budget transfer to accept \$69,000 in CARES Act grant funds into the 2020 Operating Budget:** Mr. Schell stated in April of this year, Congress passed the CARES Act and one provision of the act was for General Aviation airports of our classification to receive \$69,000 in grant assistance. These funds are earmarked to offset revenue declines associated with the COVID-19 pandemic and can be used to pay for essentially any airport operations or maintenance costs. These funds will help balance the airport's 2020 operating budget by offsetting a portion of the lost revenue realized by circumstances brought on by the pandemic. Motion was made by Supv. Lautenschlager to approve the budget transfer, seconded by Supv. Schellenger. Motion carried 5/0.
5. **Discuss & Approve an Amendment to Professional Services Agreement with Martin-Riley Architects:** Mr. Schell explained to the committee that earlier this year as the plans and specifications were being put together to bid out the terminal project, our Bureau of Aeronautics representatives identified the need to have additional civil engineering oversight on certain aspects of the project. Mr. Schell stated an additional 35 days of Civil Engineering will be needed to oversee proper construction methods and operations on the site per Bureau Of Aeronautics standards. The cost of this amendment to our existing Professional Service Agreement with Martin-Riley will be at a cost of \$26,680.00. Mr. Schell reminded everyone that we are receiving a total of \$2,050,000 in state grant funding on this project and this is a small additional cost to ensure we are meeting BOA's requirements for construction oversight. Supv. Konetzke made a motion to approve the amendment to Marti-Riley's service agreement, seconded by Supv. Schellenger. Motion carried 5/0.
6. **Discuss & Approve Assignment of Lease for Sonex Aircraft from Jeremy, LLC to Betty, LLC:** Mr. Schell stated that Sonex Aircraft's current lease dates back to 2004. After that time, two separate LLC's were created by Sonex ownership. The lease area was subsequently divided and assigned to Jeremy, LLC & Betty, LLC. After the passing of Jeremy Monnett, Sonex has undergone a consolidation of their ownership structure and is now requesting an assignment to transfer all rights and responsibilities of the leasehold under Jeremy, LLC to Betty LLC, who's registered agent is Betty Monnett. This assignment will keep all terms and conditions of the lease

intact and will not result in any fiscal impact to the Airport. Motion to approve the assignment of the lease was made by Supv. Konetzke, seconded by Supv. Lautenschlager. Motion carried 5/0.

7. **TWY A Reconstruction Update – Charles Sweet:** Mr. Sweet informed the committee that Phase II & III are roughly 75-80% complete. The concrete Taxiway Alpha mainline paving has been poured with only hand pours on Alpha 3 & the PAPI road continue for concrete work. Remaining items for this project are electrical (taxiway edge lights) saw cut and joint seals, landscaping and asphalt work on Alpha 2 between taxiway Alpha and the old perimeter road & taxiway Delta intersection. We are on schedule to be complete by the Nov 13<sup>th</sup> end date for the project.
8. **Turf Operations Area Update – Charles Sweet:** Mr. Sweet reminded the committee that there were two options for the turf operations area. Option A was with the turf operations area outside of Runway 9 Runway Safety Area (RSA) and the other is option B which is to have the turf operations area inside Runway 9's RSA. Consensus on option B being the most efficient and safest option has been established. Draft of a LOA has been sent to the WBOA's compliance manager and airport engineer for comment. Some issues still needing resolution are the entry and exit routes to and from the turf operations area. The second issue is the demarcation necessary to visually cue the pilot where to enter and exit to avoid runway edge lights and align with the taxiway intersections. The third issue is the ATC will need to figure out how they will instruct pilots to enter and exit the turf operations area (phraseology). Mr. Sweet stated the Airport management will continue to meet with EAA and Midwest ATC to develop a LOA that satisfies all issues/concerns.
9. **EAA Report:** none
10. **Chairman's Report:** Supv. Gabert welcomed Supv. Warnke back. Supv. Gabert stated the \$26,680 for the Martin-Riley amendment will come out of the design fee allocation on the project. Supv. Gabert thanked everyone for their patience with the virtual meetings.
11. **Committee Member Statements/Suggestions/Items for Future Agenda:** None
12. **Set Next Meeting Date:** Next meeting has been set for November 4, 2020.
13. **Adjourn:** Motion to adjourn was made by Supv. Lautenschlager, seconded by Supv. Schellenger. Motion carried 5/0. Meeting ended at 8:51 a.m.

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