

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**

**AVIATION COMMITTEE**

Terminal Conference Room

DATE: May 6, 2009

TIME: 8:00 a.m.

PRESENT: Kathleen Lennon, Maribeth Gabert, Arlene Schmuhl, Shiloh Ramos & Stan Kline

ALSO PRESENT: Peter Moll, Airport Director; Diana Ulrich, Airport Secretary; Patrick Heil and Chris McClellan, Heil Aviation, Inc.; Mary Garcia, Basler Flight Service; Tom Weigt, Basler Turbo Conversions; Rae Botterman, NewView Technologies; Debbie Heath, Fox Valley Tech.; Noel Marshall & Bob Warner, Wealth Educators For Aviators; Earl Lawrence, EAA; Ian Billington, ATC Tower; Tom Shepek, Centrum Development; Mike Potopinski, tenant; Sandy Forsgren, tenant; Debra Last, tenant; Fred Stadler, tenant

Meeting was called to order by Committee Chairman Kathleen Lennon at 8:04 a.m.

1. Public Comments on Agenda Items: None
2. Approve Minutes of April 1, 2009: Ms. Schmuhl moved to approve the minutes of April 1, 2009, seconded by Mr. Kline. Motion carried 5/0.
3. Airport Director's Report:
  - a. Tower Project: Mr. Moll stated that the tower demolition is almost complete. Some foundation still needs to be removed. Mr. Moll stated that the cooling issues should be resolved shortly. Ms. Lennon asked how much of the tower foundation was below grade. Mr. Moll stated that none of the foundation was below grade.
  - b. 2009 Budget: Mr. Moll told the committee that the 2009 budget was on track. There were three capital expenditures to report to the committee. First, the purchase of a 2008 Trailblazer has taken place with savings of \$8731.00 because of purchasing a previously-owned vehicle. The purchase was accomplished through a bidding process with the Purchasing Department. Some of the remaining money will be used for warning beacon and radio installation. Second, the Fire Station air conditioning will not be costing what was budgeted, as the whole system does not need to be replaced as originally thought. The only part needing replacement is the condenser unit on the outside of the building. The budgeted amount for the air conditioner was \$15,000 and the cost for replacing the condenser unit will be \$2,250.00. The Facilities Department will be doing the installation. Third, the Electrical Vault air conditioning will be replaced with central air instead of a window unit. \$5,000 has been budgeted for the replacement.
  - c. Runway 18/36 Reconstruction Project: Mr. Moll stated that the Airport has received \$3,195,000.00 from Federal Government American Recovery & Reinvestment Act funds to use for the reconstruction of runway 18/36 between Taxiways Alpha 4 & 5. Mr. Weigt asked if the ramps would be worked on this year. Mr. Moll stated that they would not be done for a few years and that partial panel replacement could be done where it is most needed.
  - d. Capital Improvement Project ARFF Truck Update: Mr. Moll stated that only one bid came in for the truck and the purchase has been awarded to Oshkosh Corporation. The bid came in at \$660,915.00 which included a trade-in allowance for the old truck. The new truck is expected to be delivered the first week in July.
  - e. Economic Impact study Update: Mr. Moll stated that Catherine Neiswender is still working with three vendors on the airport. Mr. Kline noted that a few businesses are still apprehensive. Ms. Schmuhl asked what percent return was achieved. Mr. Kline stated 75% of the commercial tenants submitted data for the study.
4. Chairman's Report: None
5. Discuss/Approve Tower Lease Agreement: Mr. Moll stated that the County now owns the building but the FAA will be paying for the gas, electric and phone charges. Mr. Kline motioned to approve the Tower Lease Agreement, seconded by Mr. Ramos. Motion carried 5/0.
6. Discuss/Approve EAA Hangar Lease Agreement: Mr. Moll told the committee that the Experimental Aircraft Association has purchased the older hangar (just east of EAA's hangar) which Midwest Realty previously owned. The proposed lease is the standard lease with a few minor adjustments, one being a

provision for EAA to hold social events at the hangar and the other change was to make the rental adjustments wording clearer. The hangar will be used primarily for aircraft storage. Mr. Kline motioned to approve the EAA Hangar Lease Agreement, seconded by Ms. Schmuhl. Motion carried 5/0.

7. Discuss/Approve Airport Organizational Chart: Mr. Moll told the committee that one of our part-time custodians had resigned. After reviewing the job description and discussing some snow removal and additional facility maintenance needs with Ms. Kraft of Human Resources, Mr. Moll has asked that the position be changed to a part-time Custodian/Grounds Keeper. The change from Custodian I to Custodian/Grounds Keeper would be a \$3,360.00 per year increase but would allow the worker to utilize any piece of equipment, as the position would require a CDL to assist with snow removal mainly in the front of the airport and possibly in the field. Mr. Kline asked if the County Executive was aware of the change. Mr. Moll stated that Ms. Kraft would be discussing this change with Mr. Harris and that it would be on the agenda for Personnel and Finance committee on May 7<sup>th</sup>. Mr. Ramos asked if the CDL requirement was the only change to the job description. Mr. Moll stated that there were additional duties which the Custodian I position did not allow, but were essential to the safe and efficient operation of the terminal. Mr. Ramos asked for a copy of the updated job description. Mr. Moll stated that he would send him one. Mr. Kline moved to approve the change to the organizational chart, seconded by Ms. Schmuhl. Motion carried 5/0.
8. Introduce Heil Aviation/dba Tailwind Flight Center: Mr. Moll introduced Patrick Heil & Chris McClellan of Heil Aviation, Inc. Mr. Heil gave a brief presentation on his flight schools and what they will be offering at Wittman Regional Airport. Mr. Moll stated that the flight school will meet minimum standards and that Heil Aviation, Inc. will be leasing from Oshkosh Corporate Hangar LLC – Phil Martini. Wittman Airport will not be receive any direct revenue from this business. Mr. Kline asked if there were any other businesses on the airport which were similar to Heil Aviation. Mr. Moll stated Aviation Services and Fox Valley Tech were flight schools also, but that they leased facilities or land directly from the County. Mr. Ramos asked if since Heil is sub-leasing if they still needed to comply with minimum standards. Mr. Moll stated yes.
9. Committee Member Statements/Suggestions/Items for Future Agenda: Mr. Kline stated that David Albrecht told him the County Board is planning on touring the airport on May 18<sup>th</sup>. Mr. Ramos asked if there still was going to be an update on the hangars. Mr. Moll stated we would have an update in June. Mr. Kline noted that it is very important to get the Economic Impact Study out. Mr. Kline asked if Mr. Moll could speak in June about the 2010 budget. Ms. Schmuhl asked for updates on AirVenture at the next meeting.
10. Set Next Meeting Date & Adjourn: Next meeting was set for June 3, 2009 at 8:00 a.m. at Wittman Regional Airport terminal conference room. Mr. Ramos motioned to adjourn, seconded by Mr. Kline. Motion carried 5/0.

Meeting adjourned at 8:50 a.m.

Respectfully submitted,  
Diana M. Ulrich  
Airport Secretary  
May 6, 2009