

*WINNEBAGO COUNTY BOARD OF SUPERVISORS  
Facilities & Property Management Committee*

**DATE:** Wednesday, September 12, 2018

**TIME:** 9:00 AM

**PLACE:** Facilities & Property Management, 1221 Knapp St, Oshkosh, WI 54902

**PRESENT:** Rob Keller, Andy Buck, Jim Wise, Tom Egan and Bill Wingren

**ALSO PRESENT:** Mike Elder – Director of Facilities, Jim Schell – Airport Director, Mark Harris – County Executive.

Meeting was called to order by Chairman, Rob Keller at 9:00 AM.

**APPROVAL OF 7/11/18 FACILITIES COMMITTEE MINUTES:** Motion to approve the minutes made by Bill Wingren and 2<sup>nd</sup> by Jim Wise. Motion passed 5-0.

**CORRESPONDENCE:** The Committee had a discussion on what could be done to move the Courthouse window project forward. We could contact our legislatures but that could make things more difficult with the Historical Society. The windows are deteriorating but don't believe they are a safety hazard at this time. Mike Elder believes he is close on obtaining an approval for this project.

**PUBLIC INPUT ON AGENDA ITEMS:** Mark Harris said that with the hurricane season upon us it may affect the trades and construction.

**DISCUSSION OF AIRPORT TERMINAL BUILDING PROJECT:** The Committee had asked Mike Elder to sit down with the Airport and Finance Director's to create a spreadsheet of the cost analysis of the 5 options that have been brought up for the Airport Terminal project. They did meet and are in the early stages of the spreadsheet analysis, Mike is hoping to have some numbers to share with the Committee by the end of next month. Jim Schell is also looking into the roof cost and energy efficiency of the current building and has also met with the visitor's bureau regarding renting out space for events. It was asked if there was room to rent out office space in the current terminal. There is room, however there would be a cost to remodel those spaces to be able to rent the space out. Does Hertz have a signed lease? The lease expired a couple years ago, Hertz is following the same terms as the expired lease states and they are month to month. It's hard to have a signed lease with everything in limbo. Who uses the Airport? Basler for the FBO, Fox Valley Tech for the flight instruction, and corporations like Oshkosh Truck, Alliance Laundry and CR Meyer. Jim Wise asked if the Airport could get commercial flights. Yes, but you need to get a license in order to do commercial flights. Which can be done, but with Appleton having commercial flights, there isn't the need and it probably wouldn't be profitable. Wittman Airport used to do commercial flights 15 + years ago and it was federally subsidized. Mark Harris said that most likely our Airport would be for corporate flying.

**DISCUSSION AND ACTION ON UWFV CELL TOWER LEASE OPTIONS:** American is looking to get an extension to the cell tower lease, it would be a bonus and an increase in revenue. This revenue would go to the UWFV. The Committee would like to have these cell tower options evaluated.

**DISCUSSION AND ACTION MAINTENANCE FACILITY CELL TOWER LEASE OPTIONS:** AT&T sent a threatening letter stating that they won't renew their lease if we don't sign the lease extension. Currently we receive \$500/month. Tom Egan made a motion to have agenda items #5 & 6 tabled until next month's meeting, where an analysis can be done in the meantime, and 2<sup>nd</sup> by Bill Wingren. Passed 5-0.

**DISCUSSION AND APPROVAL OF CAPITAL FUNDS REALLOCATION BUDGET TRANSFER (\$16,417) IN ACCOUNT 1025-58004:** A couple of capital projects came in lower than budgeted for, this money would be for purchasing a generator for the Maintenance Dept. Motion made to approve made by Bill Wingren, 2<sup>nd</sup> by Andy Buck, passed 5-0.

**UPDATE ON UWFV:** The science wing boiler project and the roof top projects are both completed.

**DISCUSSION OF THE 2019 FACILITIES BUDGET:** Budget went through with minimal changes. The increase in staff hours from 37.50 hours to 40 hours was not approved. Mike does have money in the budget for overtime if it's needed.

**DIRECTOR REPORT OF DEPARTMENT OPERATIONS:** The Committee didn't have any questions.

**SUGGESTIONS FOR ITEMS FOR THE NEXT MEETING AGENDA:** Airport Terminal, UW Fox Valley Cell Tower Lease and Maintenance Facility Cell Tower Lease

**SET NEXT MEETING DATE A TIME:** October 10, 2018 at 9:00 am.

**ADJOURN:** Motion to adjourn made by Andy Buck and 2<sup>nd</sup> by Jim Wise, motion passed 5-0 at 10:30 AM.

Respectfully submitted,  
Penny Schry, Administrative Associate  
9/12/18