

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, August 19, 2019 at 8:00 a.m.
Southern Wisconsin Regional Airport Terminal Conference Room
1716 W. Airport Rd.
Janesville, WI 53546

Call to Order. Chair Fox called the meeting of the Airport Board to order at 8:00 a.m.

Airport Board Members Present. Supervisors Fox and Mawhinney, Mr. Eric Baker, Mr. Larry Barton, Mr. Dick Cope, Mr. Greg Johnson, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. Supervisor Richard.

Staff Members: Greg Cullen Airport Director
 Cynthia Hevel Airport Specialist
 Josh Smith Rock County Administrator

Others Present: Russ Podzilni County Board Supervisor, Chairman
 Alex Smith Airport Tenant
 Jim Freeman Helicopter Specialties
 Dave Haas Jetson Aviation
 Coral Swanson League of Women Voters
 William Gempler Interested Citizen

Adoption of Agenda. Supervisor Mawhinney and Mr. Baker moved the Agenda. MOTION CARRIED.

Approval of Minutes of July 15, 2019. Mrs. Reese and Mr. Quint moved the minutes as written. MOTION CARRIED on the following vote. Ayes- 7, Supervisors Fox and Mawhinney, Board Members Baker, Cope, Johnson, Quint, and Reese. NOES – 0, ABSTAIN – 1, Mr. Barton.

Citizen Participation, Communications, Announcements, and Information. None.

Consent Calendar

Transfers. NONE

Review of Payments. The review was completed, there were no questions.

Resolution – Creating an Airport Governance Committee. Supervisor Mawhinney and Fox moved the Resolution. Supervisor Fox stated that this Resolution is on the Agenda as a formality to form the committee to review airport Minimum Standards and Rules and Regulations. MOTION CARRIED.

Updates, Discussion and Possible Action

Explanation/Discussion of airport storm water fees and credits. Mr. Cullen gave a brief history of the storm water charges for the last four years. 2016 - \$32,116, 2017 - \$36,211, 2018 - \$59,603, and estimated 2019 - \$75,182. County Administrator Josh Smith then gave background on the charges and how they are calculated. Charges are based on impervious surfaces on the airport and credits are offered for water quality and discharge (non-use). In 2016 the County was notified of the City's intent to change the way they process charges and credits. The airport hired MSA to do a study to calculate impervious surfaces and credits and they gave an estimate of approximately \$55,000 for future charges. In 2018 this estimate was close to actual charges, but in 2019 it was noted that the cost was substantially higher than estimated. Mr. Smith was informed by the City that the rate had increased by 9% in 2019, in addition, in 2018 they had not capped credits properly and offered the Airport too many credits. The City is now calculating and capping credits properly.

Supervisor Fox asked how we distribute costs to the tenants and was informed that each tenant already pays storm water charges on the impervious surface within their leased area. Mr. Barton asked what the rationale for the 9% increase was as that amount is much higher than the rate of inflation and Mr. Cope agreed, it seems as though they are making decisions without justification.

Mr. Cullen stated that he has spoken with Tim Whitaker at the City and they have agreed to notify us of any increases they anticipate in their budget process, but we won't know about it until November which is really too late to help with our budget process. Mr. Barton asked if there was an appeal process like there is with home appraisals. Mr. Smith stated that he didn't think so as home appraisals are somewhat subjective and this is based on a rate and square footage.

Mr. Cullen wanted it noted that he would not support passing on storm water fees to the tenants as these fees are for common use areas and these areas benefit all airport users, not only tenants.

Discussion/Possible Action – Business View Magazine Article. Mr. Cullen stated that he had reached out to three airports that have had feature articles written by Business View Magazine. Of the two that responded, both were supportive of the experience. Mr. Cullen reminded the Board that his initial hesitation had been the magazine's request that he provide a signed letter on our letterhead soliciting our tenants to advertise with Business View. He has been assured that this is a no obligation, no pressure request to tenants. Mr. Cullen would like to proceed with the article. Mr. Baker made a motion to approve moving forward with this magazine article and Mr. Johnson seconded it. MOTION CARRIED.

Mr. Smith departed at 8:20 a.m.

Airport Director's Updates.

Current maintenance vacancy on the night shift – Mr. Cullen informed the Board that our night shift employee has transferred to another department leaving a vacancy in our maintenance staff. Currently he and the other three maintenance men are taking turns performing the one night inspection per week that is required by our Part 139 manual. The hiring process is in progress.

Attending Advance Airport Safety and Operations School at CWA, September 10 & 11 – Mr. Cullen let the Board know that he and Mr. Kevin Smith will be attending this educational opportunity.

Budget 2020 – Mr. Cullen briefly went over some of the capital improvement items that he will be requesting in the 2020 budget. Some discussion took place on the resurfacing of Runway 18/36 with an estimated cost of \$150,000.

Southeast ramp construction update – Mr. Cullen went over the anticipated timeline for the construction project. Preliminary work is scheduled to begin on September 5th with construction work beginning in earnest on the 9th or 10th. The project will take approximately one month and tenants will have access to their hangars the whole time except for about three days during asphaltting.

Warbird Weekend wrap up – Mr. Cullen reported that Warbird Weekend went really well despite it being the hottest three days of the year so far. There were about 2,300 attendees and the vendors sold a lot of rides. They were very happy. The airport earned revenue of approximately \$1,047.

Airfield Lighting Safety Class – Mr. Cullen stated that he has been in contact with AAAE Training Division to try and get an airfield lighting training class held at the airport. Our guys are self-taught and while they do a good job, they need training from a qualified instructor. Recently a qualified electrician at Volk Field was killed while working on runway lighting, this is something that needs to be done. Other airports are supportive and interested in sending staff if this training can be arranged.

Committee Requests and Motions. None.

Next Meeting Date. Due to conflicts for Supervisors Fox and Mawhinney, the next meeting of the Airport Board will be on Monday, September 23, 2019, at 8:00 a.m.

Adjournment. Mr. Johnson and Mr. Barton moved to adjourn at 8:29 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Airport Specialist