

County of Rock  
Public Works Department  
Highways  
Parks  
Airport



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Public Works Committee Minutes  
Tuesday, August 23, 2016 – 8:00 a.m.  
Southern Wisconsin Regional Airport  
Voyager Room  
1716 W. Airport Rd.  
Janesville, WI 53546

Call to Order. Chair Bussie called the meeting of the Public Works Committee to order at 8:03 a.m.

Committee Members Present. Supervisors Bussie, Fox, Richard and Podzilni (Ex Officio)

Committee Members Absent. Supervisors Arnold and Driscoll

<u>Staff Members:</u>	Ben Coopman	Public Works Director
	Ron Burdick	Airport Director
	Lori Williams	Parks Director
	Cynthia Hevel	Airport Specialist

<u>Others Present:</u>	Charles Schmeling	Alliant Group
	Bonnie Cooksey	Janesville Jet Center
	Bob Logan	King Capital/JJC
	Jim Freeman	Helicopter Specialties
	Remy Konitzer	Wings USA

Approval of Agenda. Supervisors Fox and Richard moved today's agenda. MOTION CARRIED.

Approval of Minutes of July 26, 2016. Supervisors Richard and Fox moved the minutes. MOTION CARRIED.

Citizen Participation, Communications and Announcements. Supervisor Richard mentioned that he had been unable to get ahold of his town supervisor regarding a stop sign at Russell Road and Consolidated School Rd. that has been partially obscured by foliage. Mr. Coopman said he would look into it.

#### **AIRPORT BUSINESS**

Approve Transfer. Supervisors Fox and Richard moved the transfer. Mr. Burdick explained that the transfer is needed to make available for airport use an insurance payment that has been received for a piece of equipment that was damaged last winter. MOTION CARRIED.

Airport Accounts Receivables. Mr. Burdick passed out the report. Discussion regarding past due amounts and the amount of money that is spent on collection activities took place. The Committee would like to know how much collection activities are costing. This will be on the next agenda.

Discuss Janesville Jet Parking Lot. Mr. Logan of King Capital/JJC requested that the parking lot at Janesville Jet Center be repaired and upgraded. Mr. Burdick stated that the parking lot is Janesville Jet's lot but is not described in their Lease description. Several maps were distributed showing the area in question.

Mr. Logan stated that the parking lot is not included in their Lease and if they fix it, they are making improvements to property that is not theirs. If the county were to improve the parking lot, they would then lease it. Janesville Jet is currently doing substantial improvements to their jet storage area and does not have the resources to make the parking lot improvements.

Mr. Burdick explained that in the late 80's the property was sold and as a condition of the sale an existing U-Fuel pump and tank were to be removed. During the environmental study it was discovered that there had been leakage so in order to facilitate the sale, that area was removed from the lease on a temporary basis. Unfortunately, the lease was never redone to add the area back into the lease after site cleanup. Minimum Standards require businesses on the airport to provide parking within their leased area, in this case 30 stalls.

Supervisor Richard suggested that the County's Corporation Counsel take a look at the various documents and give the Committee an opinion on this matter. Supervisor Bussie agreed and also suggested that the other leases be looked at to make sure everyone is being treated fairly.

Mr. Logan stated that they are not trying to take advantage of the County but want to have a parking lot that is up to standards. They are willing to lease the area after it has been repaired.

Mr. Coopman said the parcel looked to be approximately 100' x 150' and asked if it needed paving or reconstruction. Mr. Burdick replied that part of it would need to be reconstructed. Mr. Coopman said that estimating about 10,000 sq. ft. to need reconstruction, the approximate cost of the repair would be between \$35,000 and \$40,000. Mr. Burdick will discuss this with the County Administrator as part of the 2017 budgeting process.

Discuss Restaurant Marketing Options. Mr. Burdick said that he had been in conversation with James Otterstein and they discussed contracting with a real estate broker to market the restaurant space at the Terminal Building. There would have to be an RFP through the county for realtors to submit proposals for marketing and there would probably be some cost for the marketing efforts. If marketing efforts were successful, the broker would then be looking for a percentage of the lease value as payment. The general consensus of the Committee was that it sounded like a good idea to pursue.

Supervisor Russ Podzilni arrived at 8:26 a.m.

Update on Heavy Bombers Weekend. Mr. Burdick passed out an open letter from Mr. Rob Tweed, the President of EAA Chapter 93. Mr. Tweed was very pleased at the success of the Heavy Bombers Weekend at SWRA. Mr. Burdick said that he and the event organizer, Pete Buffington, had a meeting on August 16<sup>th</sup>, to discuss the items that Mr. Buffington had stated as concerns in his letter that was handed out at the last committee meeting. Mr. Burdick said that Mr. Buffington is no longer with the EAA chapter that put on the heavy bombers weekend. He is now working on forming a commemorative air force. He will be working on a new event for July of 2017 that will have a different name. Mr. Burdick discussed point by point the concerns outlined in Mr. Buffington's letter.

- Bathroom cost – This cost was agreed to in advance
- Pre-event Access - There is a policy on all airports and access is not just granted at any time. Procedures, testing, and applications must be done in advance.
- Air Stair Fee – There is a cost to rent these and the fee for the air stairs was provided in advance. If fees are to be waived that would have to be requested of the Committee.
- Helicopter Ride Area – An area for a tent was requested and they showed up with a semi-trailer that was not properly marked for being on the ramp.
- Event and Media Day Access - Access was granted as requested on event day, however on media day, Mr. Buffington said that the event would take place at 2:00 p.m. This building is closed between 12:00 and 1:00 for lunch. They arrived early and building was locked for lunch.

Mr. Burdick stated that Mr. Buffington liked it here better than at Madison as the airfield location and set up area are better. Mr. Burdick feels that going forward improved communication between the parties would alleviate some of the issues that arose this year.

Mr. Burdick mentioned that both he and Janesville Jet Center have received calls from the Cirrus Group out of Minnesota. This group gathers together approximately 40 aircraft in advance of the yearly EAA AirVenture in Oshkosh. In the past they have used Waukesha airport for this but have had some issues with runway width and a balloon rally. They have reserved the Beloit Ironworks Hotel as their base and will be wanting to rent conference room space in the Terminal for meetings.

## **HIGHWAY BUSINESS**

Denial of Controlled Access Permits – CTH - M Phillip Monk. Supervisors Fox and Richard moved the item as recommended for denial. Mr. Coopman stated that both of the items under highway business are basically the same and are governed by ordinance. If a request is not allowed by ordinance, then it must be denied and a variance can be requested from the Rock County Board of Adjustments.

Mr. Coopman showed a map of the area under discussion which is located on County Highway M in Indianford, a controlled access road, and explained that the current owner, Mr. Phillip Monk recently purchased the property and shortly thereafter obtained a variance permit to build a

garage on the property. Mr. Coopman asked Ms. Williams to give more information as this access is owned and used by the Parks Department.

Ms. Williams explained that the easement was granted to the county and the then owner of the property in 1955. The county must maintain the access to Indianford Park for maintenance and emergency vehicles. Mr. Monk is not satisfied with how the county maintains the entrance and has been very adamant with what he feels the county needs to do to maintain this access. He has requested his own private entrance onto CTH M 40 feet from the current access.

Mr. Coopman explained the Controlled Access Ordinance requires there be 600 feet between entrances. The Highway department has looked into options but due to floodplains and property divisions, there really are no other options for Mr. Monk. Supervisor Fox asked if maybe it wouldn't be in the best interest of the County to approve the permit. Mr. Coopman stated that the location was bad for safety and visibility. Supervisor Fox asked if the Committee had the authority to approve the permit and Mr. Coopman said that the Corporation Counsel has said they do not. MOTION CARRIED.

Supervisor Fox asked to be notified when this matter is referred to the Board of Adjustment on appeal. Ms. Williams will let him know.

Denial of Controlled Access Permits – CTH – J – Alliant Energy. Supervisors Fox and Richard moved the item. Charles Schmeling of Alliant Group stated that he understands the process and that the Committee has to deny the permit. The Alliant Group is in the process of installing federally mandated equipment. In doing so this has opened up the issue of three existing driveways on County Highway J.

Supervisor Richard left at 8:57 a.m.

Mr. Coopman showed on the map where there are currently three driveways very close together. The land to the north of the Alliant property is owned by Dan Silha and Alliant has a permanent easement on the land. Alliant wants to reduce these entrances to two, with the northern entrance being the shared access between Mr. Silha and Alliant. Because none of the entrances are currently permitted and do not meet the 600 foot minimum spacing, the permit cannot be approved by ordinance. MOTION CARRIED.

Next Meeting Date. The next Public Works Committee Meeting will be on September 8<sup>th</sup> at 8:00 a.m. for Parks and Highway and will be at the highway department. The next airport meeting will be on Thursday, September 29<sup>th</sup> at 8:00 a.m. at the airport and include a workshop session on the Matrix Study recommendations.

Adjournment. Supervisors Fox and Podzilni moved to adjourn at 9:04 a.m. MOTION CARRIED

Respectfully Submitted,

Cynthia J. Hevel  
Airport Specialist