

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, June 17, 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, Mawhinney and Richard, Mr. Eric Baker, Mr. Larry Barton, Mr. Dick Cope, Mr. Greg Johnson, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. None

Staff Members: Greg Cullen Airport Director
 Kevin Smith Airport Crew Leader
 Mitch Heinzen Rock Internship Summer Intern

Others Present: Russ Podzilni County Board Supervisor Chairman
 Matt Schuh Airport Tenant
 Rick Leyes Airport Tenant
 Dave Haas Jetson Aviation
 Everett Reese Elevation Air, LLC
 Cody Hanson Elevation Air, LLC
 Bonnie Cooksey Janesville Jet Center
 Alex Smith Airport Tenant
 Mark Graczykowski WI Bureau of Aeronautics
 Terry Donovan Mead & Hunt, Inc.

Adoption of Agenda. Supervisors Mawhinney and Richard moved the Agenda. MOTION CARRIED.

Approval of Minutes of May 20, 2019. Mr. Cope and Mr. Barton moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Mr. Cullen introduced the Airport's summer intern, Mitch Heinzen. Mitch will be working at the Airport June 17 – August 1 as part of the Rock Internship Program. Mr. Cullen also updated the board on the following: May traffic count exceeded 15,000 operations which was a new record for our airport; explained how the \$600,000 economic impact to the local economy during SAFECON was calculated; informed the safety concerns for the rotating beacon tower platform was fixed and thanked Mr. Brent Sutherland for his assistance; explained the four electronic gate operating systems that were

approved in recent months was replaced; and several taxiways have been re-named as a result of new federal guidance.

Consent Calendar

Transfers. NONE

Review of Payments. Mr. Cope and Mr. Barton inquired about the \$19,937.14 for the 1st quarter storm water fees. Mr. Cullen explained this was the invoice amount imposed by the City of Janesville. He further explained this expense has been sharply increasing since 2017 and that Mr. Josh Smith has been briefed. Mr. Barton asked if board members should get involved and Mr. Cullen asked to keep it at the administrator level for now. Board members also inquired about the hotel expense of the Airport Crew Leader Mr. Kevin Smith. Mr. Smith provided an explanation of the Snow Symposium he attended in Buffalo, NY to learn the latest methods in snow removal. Mr. Cope inquired about the \$12,180 between J&B Signs and La Crosse Sign Company. Mr. Cullen explained that one was a repair and the other was a new sign. Both were budgeted items.

Updates, Discussion and Possible Action

Discuss/Possible Action: Business view Magazine Request. Mr. Cullen provided a recap from the May meeting and used the Internet to show a web page of the company and one example of story accomplished about St Paul Airport. He further discussed some responses of the salesman's email that was distributed. Chair Fox asked who this magazine targets and the size of their distribution. Mr. Barton asked what some of the tenants thought as they may be the ones receiving solicitation. Mr. Reese provided feedback that it wouldn't bother him to receive solicitation that he'd carefully consider spending any marketing dollars like he would with any other vendor calling him. And, he would do some more homework to see what other flying associations thought of this company or talk to anyone that has used them. Mr. Quint stated that he would also consider spending money to advertise his business with this company but would hope they'd not pursue him if he didn't advertise. Most felt this would be targeted to the businesses not the T-hangar tenants. Supervisor Richard and Mawhinney moved to table the topic. MOTION FAILED on the following vote. AYES- Supervisors Fox, Mawhinney, Richard. NOES – Board members Baker, Reese, Barton, Quint, Cope, and Johnson. After some more discussion Chair Fox asked Mr. Cullen to find out more information: What circulation presence does the company have? Speak to references, and check with trade associations for feedback.

Discuss/Possible Action: Runway 18-36. Mr. Cullen covered each option that was being considered for runway 18-36 that was distributed to board members. Of the seven options, Mr. Baron and Chair Fox moved to proceed with the micro-surfacing over the existing asphalt option. Discussion followed. Mr. Reese agreed with the decision stating the airport needs that runway when crosswinds are a factor. Mr. Cullen agreed with the motion and stated it's good to make this decision now so we can appropriately request money in the 2020 budget. Mr. Graczykowski mentioned that it's possible the County could receive some state financial assistance. Perhaps this

could be part of a bigger contract with other airports doing the same re-surfacing which may help get a better rate to complete the work. Mr. Donovan also stated that keeping this runway now and making repairs will help when Runway 4-22 is closed and being updated with projected work in two to three years. Mr. Cullen also added this will allow the Airport Board to then strategically plan in the next 5-7 years as to what should be done with Runway 18-36, if anything further.
MOTION CARRIED.

Discuss/Possible Action: Elevation Air's Minimum Standards Variance Request. Mr. Reese provided a synopsis of the Airport's Minimum Standard, paragraph 5.7.g. He explained that his business plan will not allow maintenance type of activities within his leased space. Therefore, he didn't see a need to maintain a waste oil receptacle within the immediate vicinity of the hangar. Mr. Barton inquired as to the cost of a waste oil receptacle but otherwise little discussion. Supervisors Richard and Mawhinney moved to allow the variance request. MOTION CARRIED on the following vote. AYES - Supervisors Richard and Mawhinney. NOES - 0. ABSTAINED - Supervisor Fox, Board members Reese and Quint.

Discuss/Possible Action: Update Airport's Minimum Standards. Chair Fox requested that prior to reviewing the recommended changes thus far, that a sub-committee be established to thoroughly review the Airport's Minimum Standards. Mr. Cullen agreed and added that the sub-committee should also review the Airport's Rules and Regulations. Both of these documents would then come back to the Airport Board and subsequently the County Board of Supervisors. Mr. Cullen will select a sub-committee. Mr. Barton asked that anyone that may be selected is mindful of acting in good faith. That we don't want to appear to be self-serving and the committee should consult with Corp Counsel. Mr. Cullen will establish a committee by the July Airport Board meeting and provide appropriate updates.

Discuss/Possible Action: TSA Pre-check conference room fee waiver request. Mr. Cullen informed the board of an opportunity that would benefit southern Wisconsin and northern Illinois. The Transportation Security Administration hires a contractor to visit airports and conduct security background checks for travelers wishing to use the faster TSA Pre-check security lines versus the normal security lane at commercial airports. The mobile team would need use of our conference room during the week of Sep 30 - Oct 4. Any member of the local community that would like to apply for or update/renew their TSA Pre-check status, could come to Southern Wisconsin Regional Airport, complete the paperwork, pay the \$85 fee, and be updated in the TSA system during their next commercial flight. The Milwaukee region representative will assist in the marketing efforts. This will allow the local community a chance to get this service done close to home and visit our facilities. Supervisor Richard and Mr. Cope moved to waive the conference room fee. MOTION CARRIED.

Committee Requests and Motions. None.

Next Meeting Date. The next meeting of the Airport Board will be on Monday, July 15, 2019, at 8:00 a.m.

Minutes of the Airport Board
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Adjournment. Mr. Quint and Supervisor Mawhinney moved to adjourn at 8:47 a.m. MOTION CARRIED.

Respectfully Submitted,

Greg Cullen, C.M.
Airport Director

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE