

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, July 15, 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. Dick Cope, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. Supervisor Richard, Mr. Larry Barton, and Mr. Greg Johnson.

Staff Members: Greg Cullen Airport Director
 Cynthia Hevel Airport Specialist
 Terri Carlson Rock County Risk Manager

Others Present: Russ Podzilni County Board Supervisor Chairman
 Alex Smith Airport Tenant
 Dave Haas Jetson Aviation
 Rick Leyes Airport Tenant
 Bonnie Cooksey Janesville Jet Center
 Zach Stocks Alliant Energy
 William Gempler Interested Citizen
 Coral Swanson League of Women Voters

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

Approval of Minutes of June 17, 2019. Mrs. Reese and Supervisor Mawhinney moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Supervisor Fox mentioned that he had to leave early and if the meeting was still in session when he left, Supervisor Mahwinney would continue to run the meeting.

Consent Calendar

Transfers. NONE

Review of Payments. Supervisor Mawhinney asked about a payment to Schuh Plumbing. Mr. Cullen explained that during a City of Janesville inspection earlier this year, the airport maintenance building was found not to be in compliance with some regulations relating to a backflow valve. Schuh Plumbing performed the repair and the payment was for that service. There were no further questions and the review was completed.

Resolution – Authorizing Easement to Alliant Energy. Supervisor Mawhinney and Mr. Baker moved the Resolution. Mr. Cullen explained that the Resolution grants an Easement to Alliant Energy to install underground power along the east side of Highway 51 to the new Shine Medical facility being built, and directed the Board's attention to a map included with the Agenda showing the location of the easement. Discussion on the location and possible interference with airport navigation systems took place. There should be no interference with airport systems. MOTION CARRIED.

Updates, Discussion and Possible Action

Semi-Annual Report – Attendance at Conventions/Conferences that Exceed \$1,000 per Employee per Event. Mr. Cullen informed the Board that this is the same event that was discussed last month during Review of Payments. Mr. Kevin Smith, Airport Maintenance Crew Leader attended a conference in Buffalo, NY to learn about snow removal techniques on airports. This report is required.

Discuss/Possible Action: Request from Blackhawk Technical College Foundation to waive conference room rental fee. Supervisor Fox stated that the airport has set precedence for waiving conference room fees. Mr. Cullen explained that Blackhawk Technical College (BTC) has requested through Supervisor Richard to waive the fees for a meeting they would like to hold in our conference room. BTC is a not for profit educational facility.

Discussion on past request for waivers of fees took place. Mr. Cullen stated that in the past the non-profit groups that have been waived have been for aviation related purposes and he would like to see waiver's only issued for aviation related events.

Supervisor Mawhinney made a motion to deny the request from BTC to waive conference room rental fees. Mr. Quint seconded it. MOTION CARRIED.

Discuss/Possible Action: Appoint members of Airport Governance Committee and set meeting dates. Mr. Cullen stated that at the last meeting he had been tasked with creating a committee to review airport rules and regulations and minimum standards. He has spoken with each of the people that he is recommending and they have agreed to serve on this committee.

Mr. Cullen recommending the following people for this committee:

Bonnie Cooksey – Janesville Jet Center
Rick Leyes – Airport T-hangar Tenant
Jim Dillavou – SC Aviation
Greg Johnson – Regal Beloit
Greg Cullen – Airport Director

Mr. Cullen expects this committee to meet two or possibly three times and will bring recommended updates to this board via Agenda. The first proposed meeting will be on August 6, 2019, at 10:00 a.m. Mr. Cope moved to accept the recommended appointees and Mrs. Reese seconded it. MOTION CARRIED.

Chair Fox added that during the review, some sections may need to be discussed with outside agency's such as self-fueling may need the guidance of the City of Janesville

Airport Director's Updates. Mr. Cullen gave a verbal recap of his handout. (Copy attached).
Topics included:

- Training
- Requested information from Business View magazine
- 2020 Airport Budget meeting on July 29th
- Fire Training
- Airport Construction Update on FBO ramp
- Warbird Weekend

Mr. Cullen mentioned that the public is welcome to the budget meeting on July 29th.

The tabletop exercise with the Janesville Fire department tomorrow is to help clarify responsibilities during an after hour emergency. He is hoping that a larger on field exercise will take place in September.

The airport will be a busy place for the next week or so. Planes for Warbird Weekend will begin arriving on Thursday and there will be a media day and rides for veterans on Thursday as well. The event will open Friday and run through Sunday. Also, the Cirrus group will begin arriving and fly out in formation for AirVenture on Sunday.

Committee Requests and Motions. Supervisor Mawhinney requested that the Business View Magazine issue be back on the Agenda in August.

Next Meeting Date. The next meeting of the Airport Board will be on Monday, August 19, 2019, at 8:00 a.m.

Minutes of the Airport Board
July 15, 2019

Adjournment. Mr. Cope and Supervisor Mawhinney moved to adjourn at 8:20 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Airport Specialist



Airport Director's Updates
July 15, 2019

- We received an "Excellence Award for Airport Training" from the American Association of Airport Executives for 2018.
- Business View Magazine – Received the following on July 10: "Regarding your team's questions, Business View Magazine is an international publication covering numerous industries, with our aviation series targeted primarily for our local, regional, North American and Caribbean audiences, who have expressed a strong interest in the new developments in corporate and private G.A. and who look to potentially engage in active business and tenant relationships with those G.A. airports, companies and facilities based in Wisconsin and other select regions, respective to their corporate travel itineraries.

We currently have over 840,000 executive readers across North America with additional coverage throughout the Caribbean and Australia, totaling well over a million monthly subscribers. Our readership is made up of mostly C-Level & VP-Level executives, finance & procurement managers within key industry groups including but not limited to: Aviation, Municipalities/City Management/Economic Development, Manufacturing, Supply Chain & Logistics, Hospitality, Health & Wellness, Retail, Convention Centers, Stadiums & Arenas, Construction, Healthcare, Franchising, Energy, Food & Beverage, Public Sector (Financial, Education, Regional Government) and Green Business. In addition, our website receives 50,000 - 70,000 unique visitors per month."

I contacted three airports as a reference. Two of three reported the articles were well researched, well written, and no tenant negative feedback. The third airport director hasn't responded at this time.

- Airport Board members are invited to attend our 2020 budget presentation to the County's Staff and Finance Committees. This will occur Monday, July 29, 8am, in our conference room. This would give a good overview of our budget and recommendations being made.
- I've coordinated to have a tabletop exercise with the Janesville Fire Department, Control Tower Manager, and Rockford's Air Traffic Manager. This will be held July 16. The purpose is to test communications and clearly understand roles and responsibilities when our tower is closed.
- The construction project on the southeast ramp adjacent to the Jet Center has been awarded to Rock Road. There will be a pre-construction meeting July 24 to discuss details. I will be contacting affected tenants just as soon as more details are known.
- Warbird Weekend is approaching fast. Aircraft should arrive about noon July 18 with a media event shortly after arrival. The ramp will be open to the public July 19-21, 9am-5pm. Tickets to enter are reasonably priced for families to enjoy. A hangar dance will occur the 20th, sponsored by SC Aviation. Those tickets are sold separately.