

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, January 25, 2021 at 8:00 a.m.
Southern Wisconsin Regional Airport Terminal Conference Room / Teleconference
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 in Person. Mr. Eric Baker, Mr. Greg Johnson and Mr. Joe Quint

Airport Board Members Present via Teleconference. Supervisors Fox and Richard, Mr. Dick Cope, Mrs. Katie Reese.

Members Absent. Supervisor Homan

Staff Members Present in Person.

Greg Cullen	Airport Director
Cynthia Hevel	Airport Secretary II
Kevin Smith	Airport Crew Leader

Staff Members Present via Teleconference. Terri Carlson - Rock County Risk Manager

Others Present in Person.

Jamie Keraka	Bessie's Diner
Bonnie Cooksey	Janesville Jet Center
Jim Freeman	Helicopter Specialties
Everett Reese	Elevation Air

Others Present Via Teleconference.

Greg Stearn	Mead & Hunt
Brad Musinski	Mead & Hunt
Sara Emmel	Mead & Hunt
Terry Donovan	Mead & Hunt
Rick Leyes	Hangar Tenant
William Gempler	Interested Citizen
Josh Gowey	Interested Citizen
Earl Arrowood	MATC Tower Manager
Wendy Hottenstein	WISDOT BOA
Shirley	

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

Approval of Minutes of November 16, 2020. Mr. Cope and Mr. Baker moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None

Consent Calendar

Transfers. None

Review of Payments. The review for November and December 2020 was completed. Mr. Cope stated that he noticed we paid another City of Janesville Sewer bill and asked if there had been any movement on this now that the Resolution requesting the City change the language of their ordinance had been approved by the County Board. Mr. Cullen stated that he and Supervisor Fox met with the City of Janesville Administrator and 5 of his staff members in early December. County staff presented their side, reasons, and justifications for changing the ordinance. The City then gave their arguments against changing the wording and feel that they are within the guidelines in charging the county as they do. The meeting produced no change. The airport has just received its most recent bill and the charges have been slightly reduced, but the change is not significant. Supervisor Fox stated that this issue is not done, but it is currently at a standstill.

Updates, Discussion and Possible Action

Mead & Hunt Presentation on the Airport's Master Plan and Runway 18/36 Alternatives. Mr. Cullen informed the Board that Mead & Hunt has been the airport's engineering firm for many years and they are currently working on the project to update the Airport's Master Plan. Mr. Cullen introduced Mr. Greg Stearn from Mead & Hunt. Mr. Stearn then introduced the members of his team, Brad Musinski, Sarah Emmel and Terry Donovan.

Mr. Stearn stated that his two primary goals for today was to provide a high level overview of a master plan, and to focus on Runway 18/36 alternatives. Mr. Stearn then went over the first seven slides of the presentation (copy attached to minutes). Items noted during the first seven slides of the presentations were:

- The last master plan done for the Southern Wisconsin Regional Airport was in 2000, updated in 2006
- There have been changes in the airport use (types of planes)
- The FAA has made changes in layout requirements
- Increases in operations and based aircraft are anticipated
- Main Runway (14/32) is really in great shape and is the primary but does not provide 95% of wind coverage
- Runway 04/22 is accepted by the FAA as needed
- Runway 18/36 can't be justified, has some "irregular geometry" and where it intersects with Runway 32, is considered a hot spot.

Mr. Stearn then turned the presentation over to Mr. Musinski to finish the presentation. Mr. Musinski then went over slides 7 through 19. Items of note during this portion of the presentation were:

- FAA wants to "decouple" Runways 36 and 32 (this means to provide some separation between the two ends). This would reduce pilot confusion and provide standard access to each runway.
- Aircraft should enter the runways at a right angle

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- Alternatives for 18/36 include: Shorten the runway, lengthen the runway, or remove the runway altogether. Benefits and disadvantages for each option were explained.
- Removing Runway 18/36 is a pretty drastic option, however, because the FAA will not support a third runway for this airport, the County will have to pay for anything relating to it. Removing the runway will also reduce the utility of the airport, however it would potentially open up some area for development.
- Some development on the east side is already underway
- Currently the forecast has been submitted for approval

Next steps were discussed and include:

- Facility requirements have been started
- Runway 18/36 disposition and subsequent geometry corrections must be determined
- Hangar building areas to meet based aircraft demand
- SRE/Maintenance facility upgrades

Mr. Stearn asked if there were any questions and Supervisor Fox asked Mr. Cullen when the 04/22 reconstruction was scheduled to start, Mr. Cullen replied that we are hoping it will be 2022. Supervisor Fox asked if the 04/22 and 14/32 intersection would be closed during construction. Mr. Donovan of Mead & Hunt said that 14/32 won't be touched during that project, but there may be slight impact around the edges, but the runway shouldn't close.

Mr. Leyes stated that he does not support the removal of 18/36. The other two runways do not always meet the needs of wind sensitive aircraft. He feels that alternatives 1 or 2 would be better options.

Supervisor Richard asked Mead & Hunt how many other airports that are similar to this one have three runways. Mr. Stearn replied that there are some, like Kenosha and Lacrosse, but they are finding themselves in the same position. Even Milwaukee's master plan is showing them going from 5 runways down to 3.

Mr. Cullen thanked Mead & Hunt for their information and stated that this will be back before the Board at another meeting, probably in February. Mr. Arrowood stated that he respects Mr. Leyes' opinion regarding Runway 18/36 but doesn't feel that we use that runway for even 5% of operations, it doesn't have any approaches and the lighting system is out of date.

Supervisor Fox stated that we will discuss this further but most likely we will want to keep the runway.

Bessie's Diner's Proposal for Outdoor Dining. Mr. Cullen introduced Jamie Karaka to Board. Ms. Karaka stated that Bessie's parent company, Geronimo Hospitality sees a need to add outdoor seating to the diner. They feel that outdoor seating will increase revenue by allowing up close viewing of aircraft. All costs would be taken care of by Geronimo Hospitality and all FAA rules and regulations will be followed. The seating area would be approximately 15' x 27' and would hold 5 to 7 tables all surrounded by tempered glass.

Mr. Cullen stated that he has some concerns related to safety and FOD but he is not opposed to the idea as long as all of the safety concerns are addressed. He would like to see the revenue increased as

currently the airport does not receive any rent from the restaurant as they have not reached the threshold agreed to in their lease to begin rental payments.

Supervisor Fox asked if there needs to be any action today, what is the timeline on this? Ms. Karaka stated that would like to do this in 2021, and Mr. Cullen replied that we do not necessarily need to take action today, we can take a closer look in February and take action at that time. Supervisor Fox asked Ms. Karaka to come back in February with a more definitive plan.

Burlington Development's Request for a Variance. Supervisors Richard and Fox moved the item. Mr. Cullen reminded the Board that at the November meeting it was discussed that a business on the airport was not following the minimum standards. He sent a letter to Meisner Aircraft and Gary Meisner reached out right away. He wants to follow the rules and be a good neighbor. Mr. Meisner had been painting an aircraft in his hangar and does not have the proper lease for this activity. Mr. Cullen took a closer look at the airport's minimum standards and determined that Mr. Meisner needs to add two uses to his lease in order to be in compliance with his activities, Aircraft Sales and Aircraft Restoration and Refurbishing.

Mr. Cullen stated that this is a two-step process. The first step is the variance request. Mr. Meisner buys and sells airplanes and while his main business is located in Burlington, WI, he stores aircraft in his buildings here and performs minor maintenance and painting to the aircraft he owns. Mr. Meisner currently meets the minimum standards for Aircraft Sales, however he does not meet the minimum standards for Aircraft Restoration and Refurbishing. Mr. Meisner is requesting a variance from the Minimum standards for hours of operation as he does not offer these services to the public, only to his own aircraft. MOTION CARRIED.

First Addendum to Lease Agreement – Burlington Development. Mr. Freeman from Helicopter specialties asked if Burlington Development would have the ability to provide refurbishing now. Mr. Cullen explained that the Addendum they are requesting is to provide services to their own aircraft only. Mr. Freeman stated that he has spent over ½ million dollars in order to safely provide painting services and he feels it is wrong to allow painting in an open air hangar and does not feel Burlington Development has the proper facilities. Supervisor Fox asked Mr. Freeman if he would agree that tail numbers change and Mr. Freeman responded that they do, but he feels that this goes way beyond that.

Mr. Everett Reese from Elevation Air stated that he also had a couple of comments regarding this matter. He stated that there is no difference between minor maintenance and maintenance. He also feels that this issue is a DNR and EPA issue. They have to have proper venting and if the City of Janesville knew about this they wouldn't like it. Mr. Reese asked if we follow 2017 NFPA standards. Mr. Reese also stated that he felt this would give Burlington Development an advantage in a competitive market.

Mr. Johnson stated that these activities go on at every airport in the country and that this may be an over reach for what they are trying to do.

Supervisor Richard asked if Lessees are required to comply with the DNR. Mrs. Hevel responded that the Airport's leases provide language that the tenants must comply with all local, state, and federal laws, but does not make sure that they do.

Supervisor Fox made a motion to table this item and Supervisor Richard Seconded it. MOTION TO TABLE CARRIED.

Agreement for Warbird Appearance. Supervisor Richard and Mrs. Reese moved the item. Supervisor Fox asked if this was basically the same as previous years. Mr. Cullen said that it is basically the same, there have been a few changes because of the pandemic and it may be scaled back and have fewer vendors if any, it could be planes on display only. MOTION CARRIED.

Airport Director's Updates. Mr. Cullen gave a report on the following items. (Copy attached)

- Airport's 139 inspection the week of November 16th went very well. It was the first virtual inspection and we only had one write up which we were able to correct and close out by Dec 2nd.
- The TSA has requested that we host another pre-check event in April or May.
- We are still waiting for our CARES grant money and the reimbursement for the ARFF retrofit.
- The Airport Board vacancy is still under review. The County Board Chair and Vice-Chair are looking at ways to vet candidates.
- 2021 Projects are underway. Fire extinguishers have been installed on the t-hangars, water softeners in both the terminal and ammo building have been installed, and other projects are underway.
- The Airport Emergency Plan review was completed earlier this month.

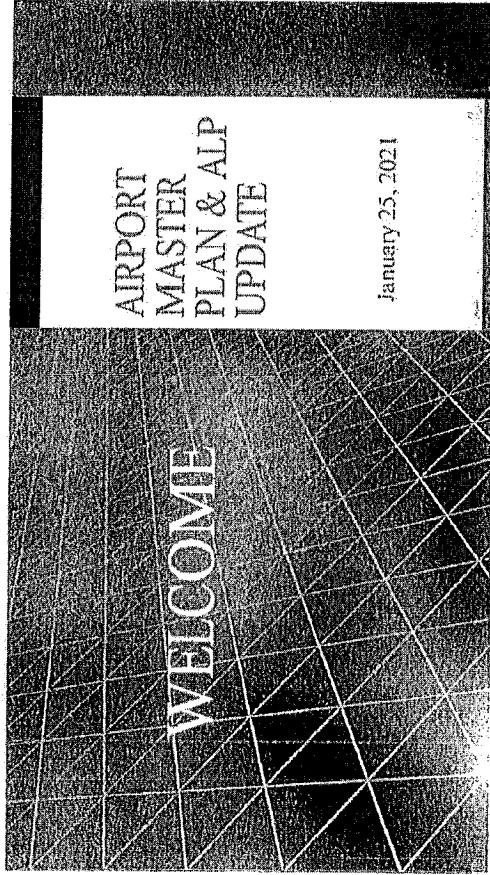
Committee Requests and Motions. Mr. Cope requested to see Bessie's Diners financials at the next meeting. Mr. Cullen said that he will ask Ms. Karaka for a page on that for the next meeting.

Next Meeting Date. Supervisor Fox noted that the next meeting date of February 15, 2021 was President's day and asked if anyone wanted or needed it to be moved to February 22. No one responded. The next meeting date will be February 15, 2021 at 8:00 a.m.

Adjournment. Mr. Quint and Mr. Cope moved to adjourn at 9:20 a.m. MOTION CARRIED.

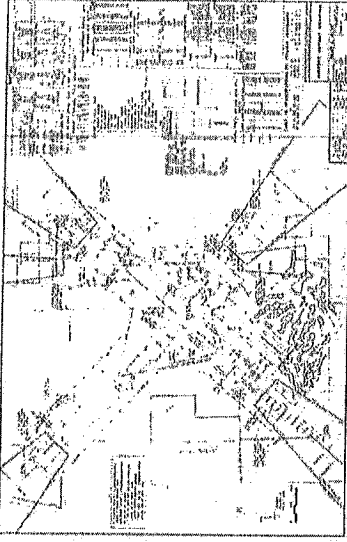
Respectfully Submitted,

Cynthia J. Hevel
Secretary II



Today's Presentation

- Airport Master Plan / ALP Overview
- Tasks Completed to Date
- Runway 18/36 Alternatives
- Next Steps



Master Plan / ALP Overview

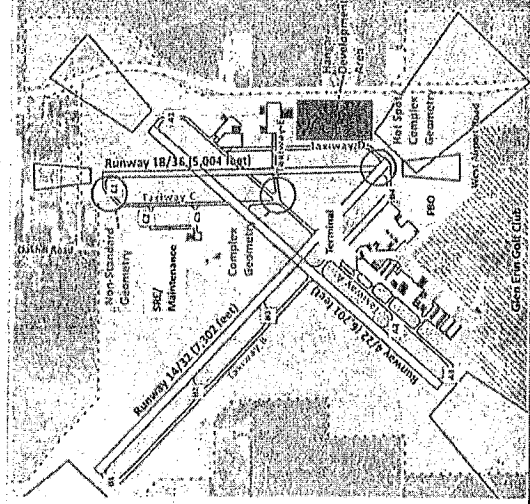
- A Master Plan is:
- A 20-year plan, completed about every 10 years
 - Aviation Forecasts
 - Airport Layout Plan (ALP)
 - Federal Aviation Administration (FAA) sponsored
 - Meet standards, justify funding

A Master Plan is not:

- A business plan or a marketing plan
- A wish list or funding guarantee
- A binding document
- A document that sets policies or rates

Master Plan / ALP Overview

- Major components:
 - Runway – taxiway geometry
 - Future hangar development
 - SRE / Maintenance facility
 - RPZ – Land Use
 - Forecasts
 - Updating ALP to new FAA standards (full set)



Tasks Completed to Date

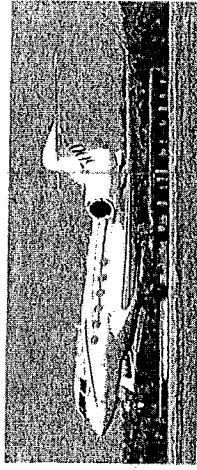
- Inventory
 - What is at the Airport today: facilities, based aircraft, operations
 - Airport Role
- Aviation Activity Forecasts
 - Operations and Based Aircraft
 - Design Aircraft
 - Submitted to FAA for formal approval
- Draft Facility Requirements and Alternatives
 - What is needed at the airport in the future to meet demand

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Aviation Activity Forecasts

- Modest increase in operations
 - 2019: 42,000 operations
 - 2039: 49,000 operations
- Increase in based aircraft
 - 2019: 61 aircraft
 - 2039: 81 aircraft
- Higher proportion of turboprops and jets
- Design aircraft
 - Gulfstream 500
- COVID impacts
 - Operations up in 2020



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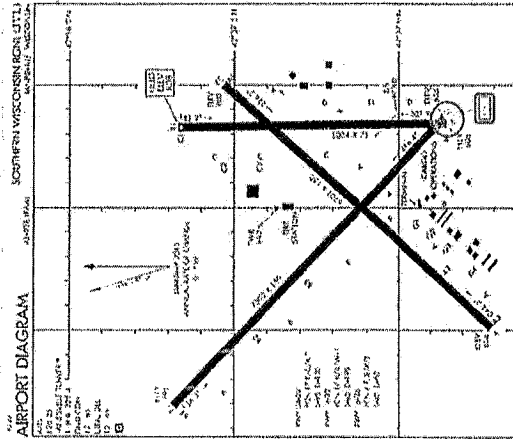
Tasks Completed to Date

- Inventory
 - What is at the Airport today: facilities, based aircraft, operations
 - Airport Role
- Aviation Activity Forecasts
 - Operations and Based Aircraft
 - Design Aircraft
 - Submitted to FAA for formal approval
- Draft Facility Requirements and Alternatives
 - What is needed at the airport in the future to meet demand

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Runway 18/36 – Existing Condition

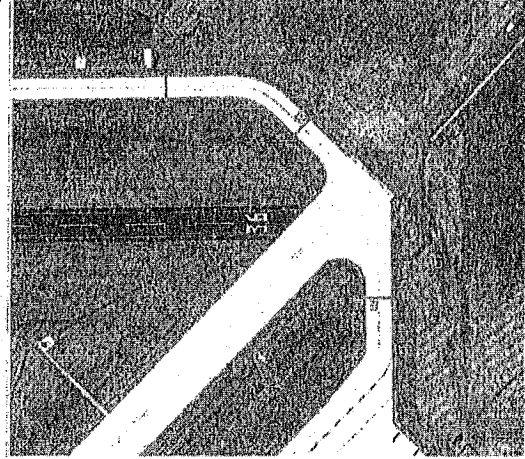


- Non-Standard Design
- Recognized 'Hot Spot'
- Incursions and runway takeoffs
- FAA Support

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Runway 18/36 – Existing Condition

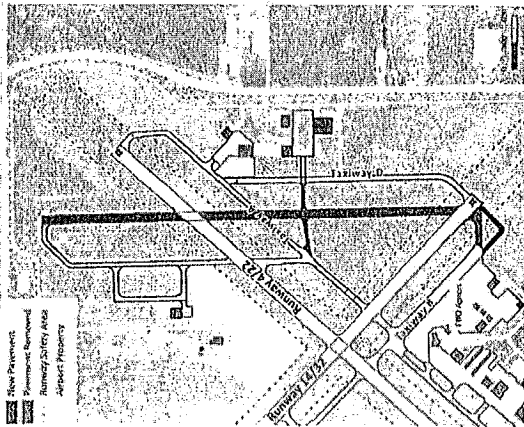


- Goals:
 - Separate runway ends
 - Reduce pilot confusion
 - Provide standard taxiway access to each runway end
 - Limit impacts to Runway 14/32
 - Limit costs and environmental impacts

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Runway 18/36 – Alternative 3

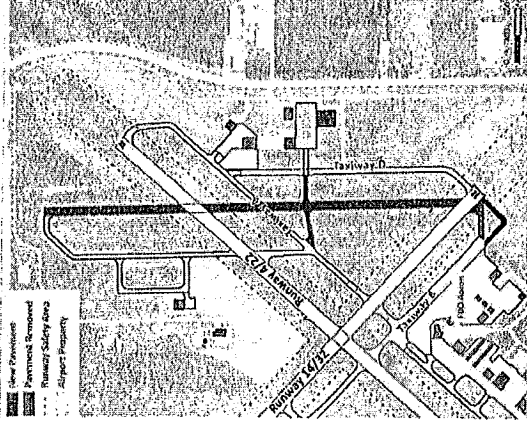


- **Benefits**
 - Decouples Runways 32 and 36 thresholds
 - Realigns Taxiway B4 to a right-angle entrance to Runway 32
 - Preserves length and utility of Runway 14/32
 - Preserves Runway 32 ILS
 - Maintains Taxiway D

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Runway 18/36 – Alternative 3

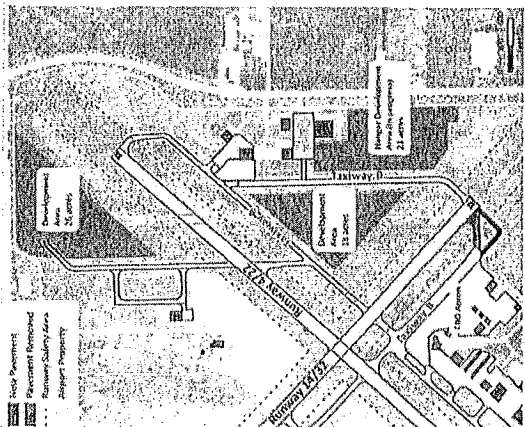


- **Disadvantages**
 - Reduces utility of airport by removing Runway 18/36
 - Loss of use during closure of Rwy 4/22 – 14/32 intersection (reconstruction)
 - Negatively impacts aircraft users who prefer this runway when conditions warrant

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Runway 18/36 – Alternative 3

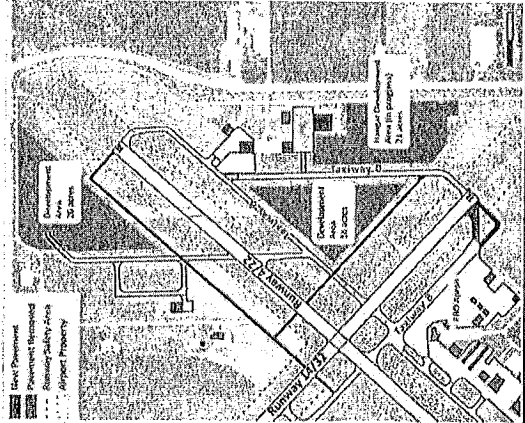


- **Potential development areas**
 - North – ~26 acres
 - Midfield – ~18 acres
 - Southeast – ~21 acres

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Runway 18/36 – Alternative 3



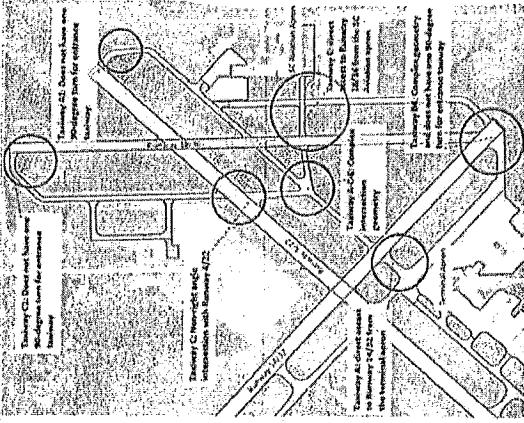
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Other Alternative Concepts

- Subsequent taxiway geometry corrections
- Hangar building areas to meet based aircraft demand
- SRE/Maintenance facility



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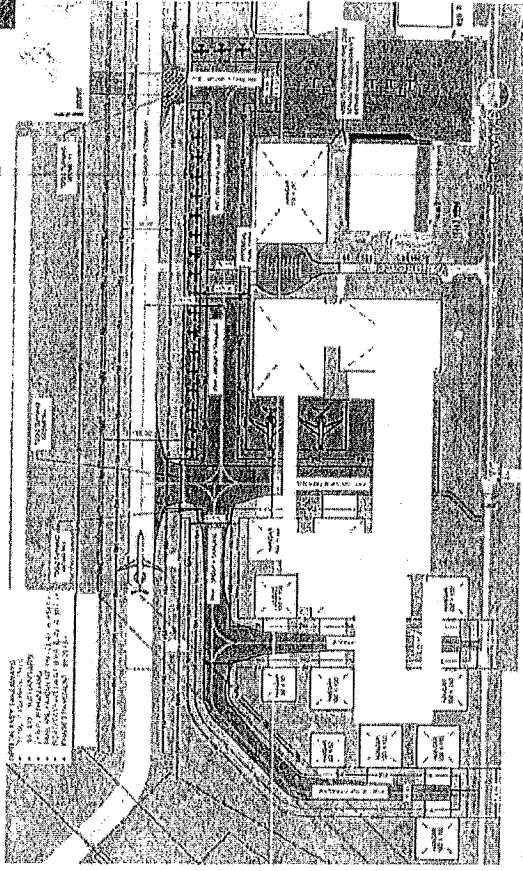
Next Steps

- Forecast Approval
- Complete Facility Requirements
- Alternative Concepts
 - Preferred Runway 18/36 disposition
 - Subsequent taxiway geometry corrections
 - Hangar building areas to meet based aircraft demand
 - SRE/Maintenance facility
- 5-year Capital Improvement Plan
- Airport Layout Plan
 - FAA Approval

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Southeast Quadrant Hangar Concept



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Thank you!

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Airport Director's Updates
January 25, 2021

- Our 14 CFR Part 139 FAA inspection was held the week of Nov 16, 2020. Due to the travel restrictions within the safety examiner's office, the inspection was virtual. I'm extremely proud to say from all the various items reviewed, we received only one compliance issue. 139.301B-Operations: Records: the inspection revealed compliance activities were being done but not documented consistently on our daily inspection sheet. We made changes to a couple of our checklists and daily inspection sheet and closed out that issue with the examiner on Dec 2, 2020. We've come a long way with our previous compliance issues. It's been a team effort. And, we've earned the trust back from the Safety Inspector's office.
- I was asked recently if we would consider hosting another TSA Pre-check registration. We allowed them to use our conference room in October 2019 for a week. They are looking for another week in April or May.
- We are patiently waiting to receive our CARES grant money from the state BOA office. I submitted the request with appropriate documentation for reimbursement on Sep 9, 2020. We should receive \$157,000. We are also waiting to receive our reimbursement of \$20,556.80 from the BOA for our ARFF truck foam test equipment. The EcoEFP Retrofit Kit was installed at the end of October.
- The Airport Board vacancy is under review. The County Board Chair position had a recent change in leadership. The Chair and Vice Chair Supervisors are looking at various methods to use vetting potential candidates and making selections for all committees that have non-County Board Supervisors. No other details at this time are known.
- We have started completing or working on various projects that were approved in the 2021 budget request. Four fire extinguishers have been installed on our four T-hangar buildings. There is one on each opposite end to be used by anyone in an emergency. A water softener system has been installed on the Terminal building and in our maintenance shop. A door safety release has been ordered for our ramp door in order to be compliant during an emergency. Our maintenance garage door opening system has been ordered. Gate 1 replacement with a new operating system is currently out for bid. Runway 18-36 micro-surface is currently out for bid within the state's contract for multiple airports. I'm very appreciative for the BOA willing to include us even though this will be funded locally in an effort to receive the best contractor rate.
- We completed our annual Airport Emergency Plan review this month. This involves a bit of coordination with multiple offices and a final review of the FAA Safety Certification office.