

Rock County, Wisconsin



Airport Governance Ad Hoc Committee  
Monday, January 20, 2020 at 9:00 a.m.  
Southern Wisconsin Regional Airport  
Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

1. Call to Order
2. Review Minutes of January 10, 2020
3. Discussion on Previous Recommendations
4. Section 4.6 - Use of NFPA 407, 2012 Version
5. Section 7 – Above ground vs. below ground fuel storage
6. Section 8 – Through the fence practices and enforcement
7. Section 9 – Security of pedestrian gates
8. Set next meeting date if needed.
9. Adjournment

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Note: It is possible, that a quorum another governmental body may be present.  
However, no business of that second governmental body will be conducted

Board Members, please contact Cynthia at (608)757-5768 if you are going to be late or be unable to attend the meeting.

Rock County, Wisconsin



Airport Governance Ad Hoc Committee - Minutes  
Friday, January 10, 2020 at 8:30 a.m.  
Janesville Jet Center  
4606 S. Atlantis Dr.  
Janesville, WI 53546

Call to Order. Airport Director Greg Cullen called the meeting of the Airport Governance Ad Hoc Committee to order at 8:35 a.m...

Ad Hoc Members Present. Mr. Greg Cullen, Mrs. Bonnie Cooksey, Mr. Jim Dillavou, Mr. Greg Johnson, and Mr. Richard Leyes.

Staff Members Present. Cynthia Hevel

Others Present:

David Haas	Meisner Aircraft
Jim Freeman	Helicopter Specialties
Everett Reese	Elevation Air
Josh Gowey	Interested Citizen

Review Minutes of December 6, 2019. Mr. Cullen asked if everyone had a chance to review the minutes of the last meeting and if there were any changes. There was some discussion about the definitions, but there were no changes to the minutes. Mr. Johnson and Mr. Dillavou made a motion to approve the minutes. MOTION CARRIED.

Discussion on Previous Recommendations. Mr. Cullen stated that after our last meeting he had some homework to do. One of those items was to review all of the definitions in the Minimum Standards. He has done this and there will be several definition that he recommends for revision. The other item that he looked into was which version of NFPA 407 the City of Janesville has adopted. The City adopted by ordinance the 2012 version. While the 2017 version of NFPA 407 allows for hot fueling in certain circumstances, the 2012 version does not. Mr. Cullen recommends following the same standard as the City and not changing the minimum standards to allow for hot fueling. There was some discussion on this matter, but the decision was made to recommend no change.

Discuss and make recommendations if needed to Southern Wisconsin Regional Airport's Minimum Standards.

Discussion on Section 5 Specialized Aviation Service Operations (SASO). A discussion on 5.1.2 Leased Space Requirements took place, there were no changes recommended. In Sec. 5.1.3 Responsible Personnel, the recommendation was made to reword this paragraph to more accurately reflect current business practices. There was no change recommended for Section 5.1.4 Insurance Requirements.

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Discussion on Section 5.2 Flight Training. It was recommended that all paragraphs in each SASO's requirements that relate to parking be changed to state that Lessee shall comply with the City of Janesville parking requirements and eliminate the minimum number currently stated. There were no other changes for Section 5.2.

Other than the parking change recommended during discussion on Section 5.2, there were no changes recommended for the following sections:

- Section 5.3 Airframe and Power Plant Maintenance
- Section 5.4 Air Charter or Taxi or Aircraft Management Operations
- Section 5.5 Aircraft Rental
- Section 5.6 Avionics Sales and Maintenance
- Section 5.7 Aircraft Storage Hangars
- Section 5.8 Aircraft Sales
- Section 5.9 Aircraft Restoration and Refurbishing

Discussion on Section 5.10 Specialized Flying Services. It was recommended that Letter d. be reworded to update current methods of communication and delete "pager" and delete the hours of operation.

Discussion on Section 5.11 Light-Sport Aircraft Service Provider. It was recommended that Letter d. be reworded to update current methods of communication and delete "pager".

Discussion on Section 5.12 Agriculture Aircraft Spraying Operation. The following changes were recommended.

Letter c. Change paragraph to read, "Employ at least one employee to meet customer demands. A minimum of one employee will hold the appropriate FAA certificate(s)."

Letter h. It was recommended that Letter h. be reworded to update current methods of communication and delete "pager".

Letter i. Delete this paragraph relating to customer lounge, public telephones and restrooms in its entirety.

Letter j. Change to the same requirements as all other SASOs requiring parking be in compliance with the City of Janesville.

Discussion on Section 6 Flying Clubs. There were no changes recommended.

Discussion on Section 7 Self-Fueling Operators. The following changes were recommended.

Letter d. Change to the same requirements as all other SASOs requiring parking be in compliance with the City of Janesville.

Letter e. Delete this paragraph requiring a paved walkway within the Leased area to accommodate pedestrian access to the operator's office.

Letter n. Re-word to paragraph to eliminate the requirement of submitting BOLs to airport administration.

In addition to the above changes a lengthy discussion on above-ground vs. below-ground fuel storage tanks and whether this subject needs to be addressed in the Minimum Standards took place. Mr. Cullen will look into this before the next meeting and we can discuss it further then.

There were no further changes recommended for Section 7.

Discussion on Section 8 Through-The-Fence Agreements. There was a very lengthy discussion on this topic. The general consensus of this committee was that through the fence (TTF) operations are taking place on the airport and are hurting operators that are following the Rules and Regulations/Minimum Standards. This Committee recommends defining a TTF and adding it to this Section along with stronger language prohibiting TTF operations and enforcement repercussions. Mr. Cullen will look into this and place it on the next agenda for further discussion.

Discussion on Section 9 Airport Security. There were no changes recommended for the following:

- Letter a.
- Letter b.
- Letter c.
- Letter d.
- Letter f.
- Letter g.

Letter e, which relates to gate security was discussed. Mr. Cullen is going to do some checking with the City of Janesville as to what they need for access in case of emergency, and then this paragraph will be discussed at the next meeting.

There were no further recommendations for changes to the Minimum Standards.

Mr. Cullen stated that he is hoping to present the recommended changes for both the Rules and Regulations and Minimum Standards at the February Airport Board meeting and discussion on the next meeting date took place.

Set next meeting date if needed. The next meeting date will be on Monday, January 20<sup>th</sup> at 9:00 a.m. or immediately following the Airport Board meeting in the terminal conference room.

Adjournment. Greg Johnson and Jim Dillavou moved to adjourn the meeting at 10:42 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Airport Secretary II

## Updates to Minimum Standards Definitions

Remove the word “means” at the start of every definition

**Advisory circular (AC)** - refers to a type of publication offered by the Federal Aviation Administration (FAA) to provide guidance for compliance with airworthiness regulations, pilot certification, operational standards, training standards, and any other rules within the 14 CFR Aeronautics and Space Title.

**Aircraft** - a vehicle that is able to fly by gaining support from the air. It counters the force of gravity by using either static lift or by using the dynamic lift of an airfoil,<sup>[1]</sup> or in a few cases the downward thrust from jet engines. A device that is used or intended to be used for flight in the air. Common examples of aircraft include airplanes, helicopters, airships (including blimps), gliders, para-motors and hot air balloons.<sup>[2]</sup>

**Employee** - a person who is hired for a wage, salary, fee or payment to perform work for an employer.

**Flight Training** – that training other than ground training, received from an authorized instructor in flight in an aircraft.

**General Aviation** - all civil aviation operations other than scheduled air services and nonscheduled air transport operations for remuneration or hire.

**Light Sport Aircraft** - an aircraft, other than a helicopter or Powered-lift, that since its original certification, has continued to meet the following: Max. Gross Takeoff Weight: 1,320 lbs. (600 kg) or 1,430 lbs. for seaplanes (650 kg).

