

Rock County, Wisconsin



Airport Board Meeting  
Monday, March 15, 2021 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

**IN PERSON ONLY - NO ZOOM MEETING IS SCHEDULED**  
**In person attendees are required to wear a mask.**

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of February 15, 2021
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
  - a. Transfers
  - b. Review of payments of December 2020 and February 2021
6. Updates, Discussion and Possible Action
  - a. Resolution: Approving the Purchase of Parts for Repair to Airport Equipment and Amending the Southern Wisconsin Regional Airport Board Budget
  - b. Airport Director's Updates
7. Committee Requests and Motions
8. Next Meeting Date: April 19, 2021
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

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

Rock County, Wisconsin



Airport Board Meeting - Minutes  
Monday, February 15, 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. Supervisor Brent Fox, Mr. Eric Baker, Mr. Greg Johnson and Mr. Joe Quint, Mrs. Katie Reese.

Airport Board Members Present via Teleconference. Supervisors Homan and Richard, Mr. Dick Cope.

Members Absent. 1 Vacancy

<u>Staff Members Present in Person.</u>	Greg Cullen	Airport Director
	Cynthia Hevel	Airport Secretary II

<u>Others Present in Person.</u>	Jamie Keraka	Bessie's Diner
	Bonnie Cooksey	Janesville Jet Center
	Jim Freeman	Helicopter Specialties
	Everett Reese	Elevation Air

<u>Others Present Via Teleconference.</u>	Wes Davis	Vice-Chair, Rock County Board of Supervisors
	Terry Donovan	Mead & Hunt
	Rick Leyes	Hangar Tenant
	Earl Arrowood	MATC Tower Manager

Adoption of Agenda. Supervisor Fox notified the Board the Mr. Meisner of Burlington Development had contacted him and asked that Item 6e First Addendum to Lease Agreement – Burlington Development, be removed from the Agenda, and Mr. Cullen stated that he did not have any Director's updates to report and requested that item 6f Airport Director's Updates, be removed from the Agenda. Mr. Quint and Mr. Johnson moved the Agenda as amended. MOTION CARRIED.

Approval of Minutes of January 25, 2021. Mr. Quint and Mr. Johnson moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None

## Consent Calendar

Transfers. None

Review of Payments. The review for January 2021 and December 2020 was completed. Mr. Cullen explained that one of the items in the bill report appeared misleading because the descriptions were reversed, but the amounts in the accounts were correct.

## Updates, Discussion and Possible Action

Lease Between Southern Wisconsin Regional Airport, County of Rock, Wisconsin and Jon S. Vesely Revocable Trust. Mr. Cullen explained that he had been approached by Mr. Jon Vesely regarding building a hangar. He would like to build between Chris Anderson and Janesville Jet Center and his hangar would take up that whole corner. He has plans for a building right now but may reduce the size of the building. Mrs. Reese and Supervisor Fox motioned to approve the Lease Agreement. MOTION CARRIED.

Resolution: Awarding Contract for New Gate and Opener at Southern Wisconsin Regional Airport and Amending Budget. Mr. Cullen explained that the Airport has been replacing gate operators over the last couple years and this particular one is the main gate on the airport for maintenance and emergency service response. This gate was budgeted for \$20,000 and sent out for bid. Two bids were received and the lowest came in at \$27,750 which is \$7,750 over budget. The Resolution amends the budget to pay for the gate and awards the contract to The Tschudy Corporation DBA American Fence Co. Mr. Quint and Mr. Johnson motioned to approve the Resolution: Awarding Contract for New Gate and Opener at Southern Wisconsin Regional Airport and Amending the Southern Wisconsin Regional Airport Board Budget. MOTION CARRIED.

Disposition of Runway 18/36. Mr. Cullen gave a short recap of the options for Runway 18/36 that Mead & Hunt presented to the Board at January's meeting. Mr. Cullen is asking the Board to make a decision on the options as presented so that the Airport Layout Plan (ALP) can be completed. Making this decision does not mean that there is a contract to begin this work, it just allows the airport to complete the ALP for future planning. Supervisor Fox asked for clarification "Does getting it on the plan, open it up for funding?" Mr. Cullen replied that it does, but it is considered non-essential from an FAA Standpoint, 14/32 and 04/22 are the primary runways and runway 18/36 will not get funding from the FAA. It will be up to the Rock County to fund any improvements.

The options for Runway 18/36 are:

1. Shorten the runway by 1,000 feet and create a connector to taxiway "D" and fix the associated geometry.
2. Lengthen Runway 18/36 which would cross runway 14/32 and create associated taxiways.
3. Remove the Runway altogether and alleviate the hotspot and geometry issues.

Mr. Cullen feels the best option is the first option which is to shorten Runway 18/36 by 1,000 feet. This allows the airport to remain useable during construction. Some general discussion on the number of operations that use that runway during the year and comments in support of Option 1 took place.

Supervisor Fox made a motion to adopt alternative #1 for the Airport Layout Plan. Mrs. Reese seconded the motion. MOTION CARRIED.

Mr. Cullen mentioned that he is in the process of getting bids for a slurry seal that will hopefully extend the life of Runway 18/36 for another five to seven years. Mr. Arrowood asked if the shortened Runway would build in a safety area and Mr. Donovan replied that it would be turf, but there would be a safety area.

Bessie's Diner's Proposal for Outdoor Dining. Ms. Keraka, Bessie's manager told the Board that she was there today to ask to Board to approve their request to build an outdoor dining area. The area would be approximately 15' x 27' and have 5 to 7 tables. They estimate that it will increase Bessie's revenue by 25%, Bessie's will pay for all expenses to have the area installed and will follow all rules and regulations as required by the Airport.

Mr. Cullen informed the Board that currently Bessie's has a five-year lease with a yearly Lease rate of \$1.00 unless they have adjusted gross sales of \$800,000 a year. If the adjusted gross sales exceed \$800,000 then they will pay 7%. Bessie's opened for business in August of 2018 and had \$257,118. In 2019 they had adjusted gross sales of \$711,457 this was the year of the SAFECON event. In 2020 they had adjusted gross sales of \$583,331 even with COVID. He also stated that he thinks the restaurant has done a good job listening in regards to the design and the need to reduce FOD. Supervisor Fox asked if the panels enclosing the area are glass or if they are screen and Ms. Keraka replied that they are tempered glass. Mr. Cullen said they he will have to explore painting some lines on the ramp for plane parking, but the airport was going to do that regardless of this proposal.

Some additional conversation took place regarding the restaurant's utilities, public access to the dining area and fire codes took place.

Mrs. Reese made a motion to allow Bessie's Diner to proceed with planning to install an outdoor dining area according to the presented plan. Supervisor Homan seconded the motion. Supervisor Fox stated that because of his relationship with Geronimo Hospitality (the restaurant's parent company) he will have to abstain from voting. Motion Carried on the follow vote. 6 AYES, 0 NOES, 1 ABSTAIN, 1 VACANT.

Committee Requests and Motions. None.

Next Meeting Date. The next meeting date will be March 15, 2021 at 8:00 a.m.

Adjournment. Mrs. Reese and Supervisor Homan moved to adjourn at 8:33 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Secretary II

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF FEBRUARY 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone		02/18/2021	AT AND T	JAN TELEPHONE SERVICE	101.77
		P2100097	02/18/2021	CHARTER COMMUNICATIONS	FEB AMMO SERVICE	1,085.72
43-4453-4110-63205	Membership Dues					
		P2100084	02/18/2021	US BANK	MEMBERSHIP DUES	1,564.00
43-4453-4110-64918	Marketing					
		P2100090	02/18/2021	MIDWEST FLYER MAGAZINE	FEB/MAR CLASSIFIED HANGAR AD	53.25
<b>Airport Administration PROG TOTAL</b>						<b>2,804.74</b>
43-4453-4453-62160	Cleaning Contrac					
		P2100117	02/18/2021	DIVERSIFIED BUILDING MAINTENAN	JAN CLEANING	675.80
		P2100264	02/18/2021	UNIFIRST CORP	MATS	166.99
		P2100723	02/25/2021	ALSCO INC	UNIFORM DAMAGES	210.36
43-4453-4453-62164	Disposal Service					
		P2100055	02/04/2021	ACE PORTABLES INC	PORTABLE TOILET RENTAL	142.00
		P2100063	02/11/2021	BADGERLAND DISPOSAL	JAN TRASH PICK UP	34.13
43-4453-4453-62201	Electric					
			02/25/2021	ALLIANT ENERGY/WP&L	FEB ELEC	29.21
43-4453-4453-62202	Water					
			02/25/2021	CITY OF JANESVILLE	AMMO WATER	284.40
43-4453-4453-62206	Sewer					
			02/25/2021	CITY OF JANESVILLE	AMMO WASTE WATER	235.55
43-4453-4453-62207	Storm Water					
			02/25/2021	CITY OF JANESVILLE	AMMO STORM WATER	24,257.14
43-4453-4453-62290	Utility Services					
			02/25/2021	CITY OF JANESVILLE	AMMO FIRE PROTECTION	265.19
43-4453-4453-63109	Other Supplies					
		P2100084	02/18/2021	US BANK	TOOLS	530.89
		P2100110	02/18/2021	FOUR SEASONS REPAIR INC	SNOWBLOWER	719.00
43-4453-4453-63501	Gas/Other Fuels					
		P2100091	02/11/2021	KWIK TRIP EXTENDED NETWORK	JAN DIESEL & DEF	325.72
		P2100098	02/11/2021	BROWN OIL CO INC	2021 DIESEL	3,354.00
43-4453-4453-63503	Equip Parts					
		P2100084	02/18/2021	US BANK	TOOLCAT PARTS	56.61

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF FEBRUARY 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P2100089	02/25/2021	NAPA AUTO PARTS	BRAKE HOSE & COUPLING	110.61
		P2100095	02/04/2021	JOHNSON TRACTOR INC	FILTERS	78.00
		P2100104	02/18/2021	MID STATE EQUIPMENT JANESVILLE	PARTS FOR FLAIL MOWER	534.20
		P2100746	02/11/2021	ZARNOTH BRUSH WORKS INC	200-19.5-46 POLY WAFERS FOR	2,450.70
		P2100788	02/11/2021	OSHKOSH AIRPORT PRODUCTS LLC	SHIPPING FOR	579.40
		P2100897	02/25/2021	BOBCAT OF JANESVILLE	DRIVE BELT FOR TOOLCAT	564.17
		P2100912	02/25/2021	BOBCAT OF JANESVILLE	PART #79K12 ATTACHMENT SIDE O	104.83
43-4453-4453-64900	Other Expenses					
		P2100064	02/11/2021	AIRGAS INC	WELDING SUPPLIES	510.71
		P2100065	02/25/2021	HARRIS ACE HARDWARE LLP	DISTILLED WATER	54.85
		P2100084	02/18/2021	US BANK	WILDLIFE MANAGEMENT TOOLS	1,374.39
		P2100089	02/04/2021	NAPA AUTO PARTS	GREASE	124.20
		P2100096	02/04/2021	JAYS BIG ROLLS INC	ABSORBENT FLOOR PADS	45.00
		P2100102	02/04/2021	PALSTEEL	SHOP SUPPLIES	237.92
		P2100116	02/11/2021	GRAINGER	LIQUID RETAINING COMPOUND	64.76
		P2100739	02/04/2021	ENTRANCE SYSTEMS LLC	SHIPPING	338.00
43-4453-4453-67120	Capital Assets					
		P2100333	02/11/2021	ADDIE WATER SYSTEMS INC	ADDIE WATER SOFTENER MODEL	4,995.00
<b>Airport Maintenance PROG TOTAL</b>						<b>43,453.73</b>

I have reviewed the preceding payments in the total amount of **\$46,258.47**

Date:

Dept Head



Committee Chair

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF FEBRUARY 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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**REPORT COMPLETE!**

Report Total: 46,258.47

For Job Numbers: 2147274, 2149139, 2152398, 2154715, 2154720

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF DECEMBER 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4453-62164	Disposal Service					
		P2000561	02/04/2021	ACE PORTABLES INC	DEC PORTABLE TOILETS	142.00
43-4453-4453-64900	Other Expenses					
		P2000611	02/04/2021	HARRIS ACE HARDWARE LLP	REGULATOR	25.99
<b>Airport Maintenance PROG TOTAL</b>						<b>167.99</b>
43-4453-4454-67200	Capitla Improve					
		P2002212	02/04/2021	WISCONSIN DEPARTMENT OF TRANSP	EAST SIDE HANGAR DEVELOPMENT	1,632.11
		P2002213	02/04/2021	WISCONSIN DEPARTMENT OF TRANSP	AIRPORT MASTER PLAN CHARGES	959.91
		P2002215	02/04/2021	WISCONSIN DEPARTMENT OF TRANSP	RUNWAY 04/22 REHABILITATION	770.92
		P2002216	02/04/2021	WISCONSIN DEPARTMENT OF TRANSP	ARFF TRUCK CHARGES	13.25
		P2002217	02/04/2021	WISCONSIN DEPARTMENT OF TRANSP	AIRPORT MASTER PLAN, ARFF/SRE	102.21
		P2002218	02/04/2021	WISCONSIN DEPARTMENT OF TRANSP	PARCEL 41 LAND REIMBURSEMENT	58.62
<b>Airport Capital PROG TOTAL</b>						<b>3,537.02</b>

I have reviewed the preceding payments in the total amount of **\$3,705.01**

Date:

Dept Head



Committee Chair



**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF DECEMBER 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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**REPORT COMPLETE!**

Report Total: 3,705.01

For Job Numbers: 2147248

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board  
INITIATED BY



Gregory A. Cullen, C.M. Airport Director  
DRAFTED BY

Southern Wisconsin Regional Airport Board  
SUBMITTED BY

March 1, 2021  
DATE DRAFTED

### APPROVING THE PURCHASE OF PARTS FOR REPAIR TO AIRPORT EQUIPMENT AND AMENDING THE SOUTHERN WISCONSIN REGIONAL AIRPORT BOARD BUDGET

1 **WHEREAS**, Rock County owns an airport known as the Southern Wisconsin Regional  
2 Airport; and,  
3

4 **WHEREAS**, in April 2011 the airport took delivery of a 2011 SnoGo blower unit purchased  
5 from Wausau Equipment Company in conjunction with a 2010 Caterpillar Wheel Loader and  
6 bucket at a contract cost of \$384,350; and  
7

8 **WHEREAS**, this piece of equipment is critical to the airport's efficient snow removal  
9 operation as required by the Airport's FAA approved Snow and Ice Control Plan; and,  
10

11 **WHEREAS**, on February 12, 2021 the SnoGo blower attachment became inoperable due to  
12 the failure of the lower gear box assembly. Wausau Equipment Company, Inc. is the  
13 manufacturer of this equipment and has provided a statement that they are the sole provider of  
14 the parts needed to repair it. Parts for this repair have been quoted at a cost of \$31,696.08, and  
15 airport staff will perform the repair; and,  
16

17 **WHEREAS**, a contingency fund of \$500 is requested to cover freight and other possible  
18 incidental expenses related to the repair of the snow blower.  
19

20 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors  
21 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby approve  
22 a purchase order to Wausau Equipment Company in the amount of \$31,696.08 for the parts  
23 needed to repair the Airport's 2011 SnoGo snow blower unit and a contingency fund of  
24 \$500 be added to the airport's Machinery and Equipment Parts account for shipping and  
25 incidental expenses.  
26

27 **BE IT FURTHER RESOLVED** that the Airport's 2021 budget be amended as follows:  
28

29	BUDGET	INCREASE/	AMENDED
30 ACCOUNT/DESCRIPTION	3/1/21	(DECREASE)	BUDGET
31 <u>Source of Funds:</u>			
32 43-4453-4453-46400	\$7,750	\$32,196	\$39,946
33 Fund Balance			
34			
35 <u>Use of Funds:</u>			
36 43-4453-4453-63503	\$15,000	\$32,196	\$47,196
37 Machinery and Equipment Parts			

Respectfully Submitted:

SOUTHERN WISCONSIN REGIONAL  
AIRPORT BOARD

\_\_\_\_\_  
Brent Fox, Chair

\_\_\_\_\_  
Rick Richard, Vice Chair

\_\_\_\_\_  
Dave Homan

\_\_\_\_\_  
Eric Baker

\_\_\_\_\_  
Dick Cope

\_\_\_\_\_  
Greg Johnson

\_\_\_\_\_  
Joe Quint

\_\_\_\_\_  
Katie Reese

\_\_\_\_\_  
Vacant

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of \_\_\_\_\_

\_\_\_\_\_  
Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats., requires the project to be let to the lowest responsible bidder. Wausau Equipment Company, Inc., is the sole source provider of the Wausau parts for repair. As an amendment to the adopted 2021 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

s/Richard Greenlee

Richard Greenlee  
Corporation Counsel

FISCAL NOTE:

This resolution authorizes the use of up to \$32,196 of the Airport's approximately \$500,000 in fund balance for the purchase of repair parts.

/s/Sherry Oja

Sherry Oja  
Finance Director

# EXECUTIVE SUMMARY

## APPROVING THE PURCHASE OF PARTS FOR REPAIR TO AIRPORT EQUIPMENT AND AMENDING THE SOUTHERN WISCONSIN REGIONAL AIRPORT BOARD BUDGET

In 2011 the airport took delivery of a 2010 Caterpillar Loader with a 2011 SnoGo blower attachment at a contract cost of \$384,350. This piece of equipment is critical to the Airport's snow removal process and is used to blow piles of plowed snow off the pavement and out of Airport's movement and non-movement areas.

On February 12, 2021 during snow removal operations the lower gear box assembly became inoperable and caused a catastrophic failure of the machine. Wausau Equipment Company, Inc. located in New Berlin is the manufacturer of this piece of equipment and based on the letter dated February 25, 2021 from Christine Shepherd, Customer Service Manager for Wausau Equipment Company, Inc., is the sole provider of parts that can be used to repair it. The quote for the parts for this repair is \$31,696.08 and does not include freight.

Shipping costs are unknown at this time and the airport is requesting an additional \$500 in contingency to go towards shipping costs and any other incidental expenses incurred during the repair of this equipment. Airport staff can perform the repair saving the cost of labor.



February 25, 2021

Southern WI Regional Airport  
Attn. Kevin Smith  
1716 W Airport Rd. STE 100  
Janesville, WI 53546-9158

Subj: Wausau Parts Products – Authorized Dealer/Manufacturer

Dear Mr. Smith,

Wausau Equipment Company, Inc. located at 1905 South Moorland Road, New Berlin, WI 53151, is the sole distributor of all aviation products manufactured by Wausau, including plows, blowers, brooms, carriers, de-icers, snow removal attachments, parts and services, sold to airports in Wisconsin and throughout the US.

Thank you.

Regards,

A handwritten signature in cursive script that reads "Christine Shepherd".

Christine Shepherd  
Customer Service Manager  
D: 262-796-6158  
[cshepherd@wausauequipment.com](mailto:cshepherd@wausauequipment.com)

