

# Rock County, Wisconsin



Airport Board Meeting  
Monday December 13, 2021 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

## AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of November 15, 2021 Minutes
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
  - a. Transfers
  - b. Review of payments of November 2021
6. Updates, Discussion and Possible Action
  - a. Approve Road Sign Lease Agreement Between The Southern Wisconsin Regional Airport and Moose Holdings, LLC
  - b. Request For Purchase: The Green Earth De-ice Company
  - c. Airport Director's Updates
7. Committee Requests and Motions
8. Next Meeting Date
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 Larissa at (608)757-5768 if you are going to be late or unable to attend the meeting.

# Rock County, Wisconsin



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

1. Call to Order. Chair Fox called the meeting of the Airport Board to order at 8:00 a.m.
2. Airport Board Members Present. Mr. Eric Baker, Mr. Dick Cope, Supervisor Brent Fox, Supervisor Dave Homan, Mr. Joe Quint, Mrs. Katie Reese, and Supervisor Rick Richard.
3. Airport Board Members Absent. Ms. Christine Rebout and Mr. Greg Johnson.
4. Staff Members Present. Greg Cullen, Airport Director  
Larissa DeLair, Secretary II
5. Others Present.

Rick Leyes	T-Hangar Tenant
Dave Haas	Meisner Aircraft
Everett Reese	Elevation Air
Jim Freeman	Helicopter Specialties
Adam Kowalczyk	Carver Aero
Astrid Melms	Elevation Air
6. Adoption of Agenda. Mr. Cullen moved to strike item 6D as not ready. Mrs. Reese and Supervisor Homan moved the Agenda. MOTION CARRIED.
7. Approval of September 20, 2021 Minutes. Supervisor Homan and Mrs. Reese moved the minutes. MOTION CARRIED
8. Citizen Participation, Communications, Announcements, and Information. None.
9. Consent Calendar.
  - a. Transfers. None
  - b. Review of September and October payments 2021. The review of payments for September 2021 and October 2021 was completed. Supervisor Homan and Mrs. Reese moved review of payments. MOTION CARRIED.
10. Updates, Discussion and Possible Action
  - a. Expiring Terms of Board Members Mr. Baker and Mr. Cope. Mr. Cullen reached out to Mr. Baker and Mr. Cope. Mr. Baker would like to serve another 3-year term. However, Mr. Cope has declined. Chair Fox thanked Mr. Cope for his time on the board. The County Administrator has been notified. County Board Chair Bostwick will pursue filling Mr. Cope's vacancy. Mr. Cullen was asked to send names of interested individuals to Mr. Bostwick.

- b. 2022 Rates. Mr. Cullen provided data that the October CPI was 5.7% for 2021. He explained that in previous years, the November meeting was used for initial discussion but that rates were historically established in December for the following year. However, the board could choose to establish that rate now. By the airport's rules, the board couldn't increase any rate higher than 4% in a given year. Mr. Cullen recommended a 3% rate increase due to rising costs and help fight inflation rates nationally. Supervisor Richard and Mr. Cope moved a 3% rate increase for 2022. Minimal discussion ensued. Motion passed 2 to 1. Supervisor Richard and Mr. Cope = AYES. Supervisor Homan = NO. Supervisor Brent Fox, Mrs. Katie Reese, Mr. Joe Quint and Mr. Eric Baker = ABSTAINED.
- c. Airport Director Updates. Mr. Cullen gave the Board information on the following topics as outlined in the attached document on the following topics:

- The 2022 Airport Budget approved by County Board Supervisors.
- Mr. Kevin Smith and Mr. Cullen attended the Wisconsin Aviation Conference in Elkhart Lake, WI on October 17, 2021. Mr. Cullen was voted to become WAMA's President for 21-22.
- Part 139 inspection will occur November 18<sup>th</sup> and November 19, 2021 virtually.
- On November 8, 2021, the state BOA sent guidance how airports can claim their Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) Federal Stimulus Funding.
- We are having a pre-season Snow and Ice Control Committee meeting November 16, 2021 at 11:00 a.m. to discuss the upcoming snow season.
- The Airport, DPW and Facilities Maintenance are terminating our uniform contract with UniFirst effective December 31, 2021. We will change business back to Cintas.
- Mr. Cullen has been in contact with a company from Milwaukee. They are in development stages to build two large greenhouses on property of McFarlane Pheasant Farm. Building to begin in the spring of 2022.
- Runway 4-22 rehab project (AIP39) contract is signed by all parties. Total cost is \$2,255,858.17 and work to begin as spring weather allows.

11. Committee Requests and Motions. None

12. Next meeting Date. December 13, 2021 at 8:00 a.m.

13. Adjournment. Supervisor Homan and Mr. Quint moved to adjourn at 8:23 a.m. MOTION CARRIED.

Respectfully Submitted,

Larissa DeLair  
Airport Secretary

ROCK COUNTY

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

11/24/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone		11/18/2021	AT AND T	AT&T PHONE SERVICE	101.70
		P2100097	11/24/2021	CHARTER COMMUNICATIONS	TERM SERVICE	989.50
43-4453-4110-62422	Radio R&M		11/04/2021	US BANK	AVIATION HEADSET EAR CUSHIONS	139.80
		P2102273	11/24/2021	GENERAL COMMUNICATIONS INC	TOWER RADIO - REPLACED DESK MI	86.00
43-4453-4110-63100	Office&Misc Exp		11/18/2021	US BANK	OFFICE SUPPLIES	388.60
43-4453-4110-64200	Training		11/18/2021	US BANK	WI AVIATION CONF & USDA APHIS	1,246.97
43-4453-4110-64918	Marketing		11/18/2021	SIGN A RAMA USA	SIGNAGE FOR TERMINAL	611.25
					<b>Airport Administration PROG TOTAL</b>	<b>3,563.82</b>
43-4453-4453-62119	Other Services		11/11/2021	PROTECTION TECHNOLOGIES	ANNUAL FIRE ALARM INSPECTION &	674.00
		P2102229	11/18/2021	PROTECTION TECHNOLOGIES	ANNUAL FIRE ALARM MONITORING	600.00
43-4453-4453-62160	Cleaning Contrac		11/04/2021	US BANK	TERM PAPER TOWELS, TP	313.30
		P2100117	11/11/2021	DIVERSIFIED BUILDING MAINTENAN	OCT TERM/MAINTENANCE CLEANING	731.40
		P2100264	11/24/2021	UNIFIRST CORP	MATS	267.16
43-4453-4453-62164	Disposal Service		11/11/2021	BADGERLAND DISPOSAL LLC	OCTOBER PORTABLE TOILETS	142.00
43-4453-4453-62201	Electric		11/24/2021	ALLIANT ENERGY/WP&L	NOV ELEC	3,267.27
43-4453-4453-62203	Natural Gas		11/04/2021	ALLIANT ENERGY/WP&L	OCT GAS	347.77
43-4453-4453-62400	R & M Services		11/18/2021	US BANK	PARTS RETURN - ECO DISPLAY	8.31
		P2102133	11/24/2021	STENSTROM PETROLEUM SERVICES	PUMP REPAIR AT MAINTENANCE	256.00
		P2102161	11/11/2021	ALPINE AUTO ELECTRIC LLC	CAT STARTER - REPAIR, SOLENOID	146.18
		P2102272	11/24/2021	CORPORATE CONTRACTORS INC	TERMINAL ROOF REPAIR	2,135.89
43-4453-4453-62473	Painting		11/11/2021	SHERWIN WILLIAMS	PAINT	195.50



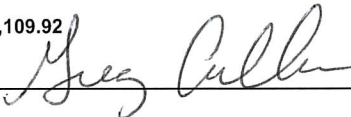
ROCK COUNTY

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

11/24/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4453-63501	Gas/Other Fuels	P2100091	11/11/2021	KWIK TRIP EXTENDED NETWORK	AUG, SEPT, OCT FUEL	1,236.34
		P2100098	11/11/2021	BROWN OIL CO INC	DIESEL DYED-OFF ROAD USE ONLY	616.50
43-4453-4453-63503	Equip Parts	P2100089	11/11/2021	NAPA AUTO PARTS	HEAD GASKET	45.78
		P2100092	11/04/2021	FASTENAL COMPANY	WASHERS, RINGS, BOLTS	85.23
		P2101093	11/04/2021	REINDERS INC	V-BELT	187.87
		P2102127	11/11/2021	BURNS INDUSTRIAL SUPPLY CO INC	HOSE FOR BOBCAT TOOLCAT	146.55
43-4453-4453-64900	Other Expenses	P2100065	11/11/2021	HARRIS ACE HARDWARE LLP	COUPLER/PLUGSET, HEX BUSHING	37.03
		P2100096	11/24/2021	JAYS BIG ROLLS INC	TOWELS, PADS, WIPES, GLOVES	331.00
		P2100099	11/04/2021	GENESIS LAMP CORPORATION	WINDSOCKS	511.70
		P2101918	11/11/2021	HALVERSON CARPET CENTER LTD	REMOVE EXISTING BROKEN TILE	820.00
		P2102188	11/18/2021	WAUSAU EQUIPMENT COMPANY INC	FREIGHT	1,672.71
<b>Airport Maintenance PROG TOTAL</b>						<b>14,775.49</b>
43-4453-4454-67200	Captial Improve	P2102232	11/18/2021	WISCONSIN DEPARTMENT OF TRANSP	ENGINEERING - MASTER PLAN	1,770.61
<b>Airport Capital PROG TOTAL</b>						<b>1,770.61</b>

I have reviewed the preceding payments in the total amount of **\$20,109.92**

Date: \_\_\_\_\_ Dept Head 

Committee Chair \_\_\_\_\_

ROCK COUNTY

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

11/24/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
----------------	--------------	-----	------------	-------------	-------------	-------------

**REPORT COMPLETE!**

Report Total: 20,109.92

For Job Numbers: 2250642, 2251885, 2255531, 2256548

## EXECUTIVE SUMMARY

### Road Sign Lease Agreement Between The Southern Wisconsin Regional Airport and Moose Holdings, LLC

The Southern Wisconsin Regional Airport of Rock County owns a pedestal sign post at the corner of US Highway 51 and Airport Road. Currently, Glen Erin and Bessie's Diner have lease agreements with the airport to advertise their businesses using that post. There is room for one more business to advertise. Moose Holdings, LLC, has requested to lease the final remaining spot on our post.

Rock County Ordinance 4.369 A: Signs off the Lessee leased property are prohibited, except as part of the Airport directional and locational sign system. 4.369 E describes variance considerations. I believe adding a sign advertising Moose Holdings businesses to our post with established tenant businesses at this airport meets the intent of variance consideration. Therefore, approving this lease agreement will also confirm the approval of a variance request. Moose Holdings, LLC will still need to apply for a sign permit, pay appropriate fee, and abide by the Road Sign Lease Agreement details.

Recommend approving this agreement.

Respectfully submitted,

Gregory A. Cullen, CM  
Airport Director

# Southern Wisconsin Regional Airport Road Sign Lease Agreement

This Lease Agreement (hereinafter "Lease Agreement"), is made this 13<sup>th</sup> day of December 2021, by and between the COUNTY OF ROCK, WISCONSIN, a municipal corporation, duly organized and existing under the laws of the State of Wisconsin, hereinafter referred to as COUNTY, and Moose Holdings, LLC, hereinafter "LESSEE".

WHEREAS, COUNTY is the owner of certain real estate in Rock County, Wisconsin, known as the Southern Wisconsin Regional Airport (Hereinafter "The Airport"), which includes certain fixtures used in connection with its operation of The Airport;

WHEREAS, COUNTY desires to lease certain parts of The Airport to LESSEE, and to grant to LESSEE the other rights herein set forth, upon the terms and conditions herein state; and

In consideration of the terms, conditions, promises, and obligations herein set forth; IT IS HEREBY AGREED, by and between COUNTY and LESSEE, that:

## (1) PREMISES

COUNTY does hereby lease, demise and let to LESSEE a sign structure no larger than six feet by twelve feet located at the intersection of State Highway 51 and West Airport Road.

## (2) TERM

The term of this lease shall commence on January 1, 2022, and run concurrent with the term identified in Sec. 2.01 of the Moose Holdings LLC lease dated November 1, 2019.

## (3) CONSIDERATION

LESSEE agrees to pay the COUNTY for the use of the existing pole structure the sum of \$370 per year.

(3.1) Payment to COUNTY will be annually on or before the 1<sup>st</sup> day of February.

(3.2) It is further understood that annually during the month of December, rental rates may be adjusted by the Airport Board. Adjustments will be based on the urban rate of inflation, not to exceed 4% annually and will be effective February 1<sup>st</sup>. Increases will be raised to the nearest whole dollar.

(3.3) Late payments shall be subject to interest, thereon payable at the rate of one and one half (1 ½) percent per month, until paid in full.



#### (4) USE

LESSEE agrees to keep the sign structure in reasonably good repair at LESSEE's own expense, and at the termination of this agreement, return all fixtures and personal property in reasonable good condition by repairing or replacing all broken or missing articles. LESSEE shall repair all damages to the existing pole structure caused by its employees, guests, agents, and patrons.

Should LESSEE fail to keep sign in good order and repair as is reasonably required in order to preserve and protect the general appearance and value to COUNTY's premises in the immediate vicinity thereof, and if such maintenance and repair is not initiated by LESSEE within ten (10) days after receipt of written notice, COUNTY shall have the right to terminate this lease and perform the necessary repairs or remove the sign structure, and the cost of which shall be borne by LESSEE.

(4.1) LESSEE agrees to comply with the Rock County Ordinances, Chapter 4, Subpart 3 – Airport Sign Regulations.

(4.2) COUNTY hereby grants to LESSEE a variance for an Off Premises Sign as allowed under Rock County Ordinance 4.369(E).

#### (5) NON-DISCRIMINATION

The LESSEE, personal representative, or successors in interest, as part of the consideration hereof, does hereby covenant and agree that (1) no person on the grounds of race, color, sex, creed or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, sex, creed, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the LESSEE shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation-effectuation of Title VI of the Civil Rights Act of 1964, and as said discrimination covenants, the COUNTY shall have the right to terminate the Contract and to re-enter and repossess said land and the facilities thereon, and hold same as if said Contract had never been made or issued.

#### (6) AFFIRMATIVE ACTION

The LESSEE assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The LESSEE assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The LESSEE assures that it will require that its covered sub-organizations provide assurances to the LESSEE that they similarly will undertake affirmative action programs and that

## EXECUTIVE SUMMARY

### Request For Purchase: The Green Earth Deice Company

The airport uses liquid E-36 to combat ice build-up on runways and occasionally some taxiways during the winter season. The product is most effective at the onset of an event when temperatures are above 15 degrees Fahrenheit. I would like to add to our inventory of 5,000 gallons and purchase an additional 1,750 gallons at a cost of \$16,000. This includes shipping. We have enough funds in our 2021 budget for this specific purchase. The product doesn't expire.

Recommend approving this agreement.

Respectfully submitted,

Gregory A. Cullen, CM  
Airport Director