

Rock County, Wisconsin



Airport Board Meeting
Monday, July 20, 2020 at 8:00 a.m.
Southern Wisconsin Regional Airport Terminal Conference Room
1716 W. Airport Rd.
Janesville, WI 53546

BOARD MEMBERS ARE WELCOME TO ATTEND IN PERSON OR VIA ZOOM
THE PUBLIC IS INVITED TO ATTEND VIA TELECONFERENCE ONLY

Join Zoom Meeting

<https://us02web.zoom.us/j/89995710086?pwd=MnpXZFJsbmJlOXRCMzZVVFPZLazErUT09>

Meeting ID: 899 9571 0086

Password: 017834

One tap mobile

+13126266799,,89995710086#,,,,0#,,017834# US (Chicago)

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Meeting ID: 899 9571 0086

Password: 017834

Find your local number: <https://us02web.zoom.us/u/kZxpzdJoQ>

Join by Skype for Business

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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 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 be unable to attend the meeting.

Airport Board Meeting
Monday, July 20, 2020 at 8:00 a.m.

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of June 15, 2020
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
 - a. Transfers
 - b. Review of payments of June 2020
6. Updates, Discussion and Possible Action
 - a. Leasehold Mortgage for Helicopter Specialties
 - b. Junior Leasehold Mortgage for Helicopter Specialties
 - c. Leasehold Mortgage Helicopter Specialties
 - d. Semi-Annual Report – Attendance at Conventions/Conference that Exceed \$1,000 per Employee per Event
 - e. Erect-A-Tube
 - f. Airport Director’s Updates
 - g. Resolution City of Janesville Storm Water Ordinance Exemption
7. Committee Requests and Motions
8. Next Meeting Date: August 17, 2020
9. Adjournment

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, June 15, 2020 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, Homan and Richard, Mr. Eric Baker, Mr. Larry Barton, Mr. Dick Cope, Mr. Greg Johnson (via teleconference), Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. None.

Staff Members: Greg Cullen Airport Director
 Cynthia Hevel Airport Secretary II
 Amy Friend Rock County Parks Community Coordinator

Others Present: David Haas Meisner Aircraft
 Everett Reese Elevation Air

Others Present Via Teleconference: William Gempler Interested Citizen
 Rick Leyes Hangar Tenant
 Jim Freeman Helicopter Specialties
 James Dillavou SC Aviation
 William Truax Tenant
 Josh Gowey Interested Citizen

Adoption of Agenda. Supervisors Richard and Homan moved the Agenda. MOTION CARRIED.

Approval of Minutes of May 18, 2020. Mr. Cope and Mr. Barton moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None.

Consent Calendar

Transfers. None

Review of Payments. The review for May 2020 was completed.

Updates, Discussion and Possible Action

Airport Minimum Standards Final Review. Mr. Cullen informed the board that final version of the Airport Minimum Standards was ready to be approved by the Airport Board and sent to the full County Board for approval. Changes that were requested at the last meeting were made and Mr. Cullen went over those changes. Supervisors Richard and Homan moved approval of the final draft. MOTION CARRIED.

Airport Rules and Regulations Final Review. Mr. Cullen stated that the final version of the Rules and Regulations had been discussed some time ago, but they had never been approved by the Airport Board to move on to the County Board for approval. All changes requested by the Board during previous meetings have been made. Mr. Barton and Mr. Quint moved approval of the final draft. MOTION CARRIED.

Airport Storm Water. Mr. Cullen stated that at the last meeting he was tasked with finding out how the airport in Eau Claire was able to be exempt from paying storm water fees on their runways and taxiways. What he found is that the City of Eau Claire's Storm Water Management Plan has specific language that exempts runways and taxiways from paying the fees. Mr. Cullen's recommendation is to approach the City of Janesville and request that they exempt our runways and taxiways from the storm water fees. Mr. Cullen calculates we could save up to 85% of that cost if the exemption were created and has spoken with both the County's Corporation Counsel and County Administrator about this.

Discussion on approaching the City of Janesville to either change the wording in their exemption language to include runways and taxiways or just grant an exemption to the airport took place. The consensus of opinion of the board members was that it needs to be done by Resolution from the County Board.

Mr. Barton made a motion that the Airport Director proceed forthwith in creating a Resolution from the County Board requesting the City of Janesville exempt public use areas of the Southern Wisconsin Regional Airport from paying storm water fees. Supervisor Fox seconded the motion. MOTION CARRIED.

Collateral Assignment of Lease for Helicopter Specialties 4746 S. Columbia Dr. Supervisor Fox requested that this item be combined with:

Collateral Assignment of Lease for Helicopter Specialties 4710 S. Columbia Dr. This is a paperwork change requested by Helicopter Specialties' bank. Last month a Collateral Assignment of Lease was approved that included both buildings. After the meeting, the bank decided to split the buildings out and created one document for each building. Supervisor Richard and Mrs. Reese moved to approve two Collateral Assignment of Leases for Helicopter Specialties. MOTION CARRIED.

Airport Director's Updates. Mr. Cullen told the Board that he had just a few items to talk about, the first was an update on the terminal area forecast that he told the board about several months ago. The National Weather Service is doing some testing this week and next week, and if everything goes well, we will have our own Terminal Area Forecast on July 1st.

This week airport maintenance will be working on repainting the white lines on Runway 14/32 so the runway will be closed during the day for most of the week.

On May 23, 2020, the airport took a lightning strike or strikes and three gates were damaged. One of the gates was a new gate that was still under warranty and that gate has been repaired. The other two gates will be an insurance claim and we are still working on getting them repaired.

The airport's 2021 budget request meeting will take place on July 14th at 6:00 p.m. via Zoom. Airport Board members are welcome to attend, or Mr. Cullen will give an overview at the Board meeting on July 20th.

Supervisor Richard left at 8:29 a.m.

Mr. Cullen stated that he has been working on the derelict aircraft problem. Mr. David Haas has been working with the owner of the Cardinal over on the west side. The new owner of the aircraft is working on getting a title for the aircraft since the previous two owners both died without wills. Once he has proper ownership, he will work on getting it sold. It is currently for sale and has a for sale sign in it. The Aztec on the east side of the airport has actually been moved from one spot to another, but Mr. Cullen has been in contact with the owner weekly, and he is working on getting it moved off the airport.

Committee Requests and Motions. None

Next Meeting Date. The next meeting of the Airport Board will be Monday, July 20, 2020, at 8:00 a.m.

Adjournment. Mr. Quint and Supervisor Homan moved to adjourn at 8:31 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Secretary II

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

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|--|------------------|----------|------------|--------------------------------|--------------------------------|-----------------|
| 43-4453-4110-62210 | Telephone | | 06/18/2020 | AT AND T | MAY PHONE FOR FAX AWOS SHOP | 98.91 |
| | | P2000604 | 06/25/2020 | CHARTER COMMUNICATIONS | JUN TERM SERVICE | 1,086.11 |
| 43-4453-4110-63100 | Office&Misc Exp | | 06/18/2020 | US BANK | LABEL MAKER | 138.72 |
| | | P2000616 | 06/18/2020 | US BANK | ARFF HOTEL & ONLINE TRAINING | 1,306.00 |
| | | P2001420 | 06/11/2020 | FOX VALLEY TECHNICAL COLLEGE | ARFF SCHOOL FOR GREGG ANDERSON | 1,275.00 |
| | | P2001421 | 06/11/2020 | FOX VALLEY TECHNICAL COLLEGE | ARFF SCHOOL FOR MIKE HARRIS | 1,275.00 |
| Airport Administration PROG TOTAL | | | | | | 5,179.74 |
| 43-4453-4453-62119 | Other Services | | 06/11/2020 | 5 ALARM FIRE AND SAFETY EQUIPM | FIT / FLOW TEST FOR FIVE AIRPO | 910.00 |
| | | P2001416 | 06/11/2020 | 5 ALARM FIRE AND SAFETY EQUIPM | FIT / FLOW TEST FOR FIVE AIRPO | 910.00 |
| 43-4453-4453-62160 | Cleaning Contrac | | 06/25/2020 | ALSCO INC | UNIFORMS | 83.04 |
| | | P2000564 | 06/25/2020 | ALSCO INC | UNIFORMS | 83.04 |
| | | P2000606 | 06/11/2020 | DIVERSIFIED BUILDING MAINTENAN | MAY JANITOR SERVICE | 628.22 |
| 43-4453-4453-62164 | Disposal Service | | 06/11/2020 | BADGERLAND DISPOSAL | JUNE DISPOSAL SERVICE | 32.50 |
| | | P2000253 | 06/11/2020 | BADGERLAND DISPOSAL | JUNE DISPOSAL SERVICE | 32.50 |
| | | P2000561 | 06/18/2020 | ACE PORTABLES INC | JUNE PORTABLE TOILET RENTAL | 142.00 |
| 43-4453-4453-62201 | Electric | | 06/18/2020 | ALLIANT ENERGY/WP&L | ALLIANT ENERGY \ JUN ELEC | 1,145.00 |
| | | | 06/18/2020 | ALLIANT ENERGY/WP&L | ALLIANT ENERGY / JUN ELEC | 375.50 |
| 43-4453-4453-62400 | R & M Services | | 06/11/2020 | SCHUH PLUMBING SOLUTIONS LLC | EMERGENCY REPLACEMENT OF TERMI | 7,830.00 |
| | | P2001419 | 06/11/2020 | SCHUH PLUMBING SOLUTIONS LLC | EMERGENCY REPLACEMENT OF TERMI | 7,830.00 |
| 43-4453-4453-63501 | Gas/Other Fuels | | 06/11/2020 | BROWN OIL CO INC | MAY DIESEL FUEL | 431.80 |
| | | P2000605 | 06/11/2020 | BROWN OIL CO INC | MAY DIESEL FUEL | 431.80 |
| | | P2000615 | 06/11/2020 | KWIK TRIP EXTENDED NETWORK | MAY FUEL | 206.18 |
| 43-4453-4453-63503 | Equip Parts | | 06/25/2020 | GRAINGER | MACHINE KEY FOR AIR COMP | 3.84 |
| | | P2000612 | 06/25/2020 | GRAINGER | MACHINE KEY FOR AIR COMP | 3.84 |
| | | P2000619 | 06/18/2020 | JOHNSON TRACTOR INC | EQUIP PARTS | 16.95 |
| | | P2000620 | 06/18/2020 | NAPA AUTO PARTS | BELT FOR JACOBSON MOWER | 11.74 |
| | | P2001311 | 06/18/2020 | MAXXED OUT MOTORSPORTS | HYDRAULIC HOSE REPAIR - | 562.17 |
| 43-4453-4453-64900 | Other Expenses | | | | | |

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

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|---------------------------------------|-----------------|----------|------------|--------------------------------|--------------------------------|------------------|
| | | P2000602 | 06/11/2020 | AMERICAN INDUSTRIAL STEEL AND | HOT ROLL & ANGLE IRON TERMINAL | 171.60 |
| | | P2000603 | 06/11/2020 | BJ ELECTRIC SUPPLY INC | ELECTRICAL SUPPLIES | 42.33 |
| | | P2000607 | 06/11/2020 | FASTENAL COMPANY | SHIMS & PINS | 30.82 |
| | | P2000611 | 06/11/2020 | HARRIS ACE HARDWARE LLP | SPRAY PAINT, SANDING DISK, CUT | 141.26 |
| | | P2000620 | 06/18/2020 | NAPA AUTO PARTS | BRAKE CLEANER | 199.98 |
| | | P2001347 | 06/11/2020 | SPRING GREEN LAWN CARE | LAWN CARE | 59.95 |
| | | P2001422 | 06/11/2020 | WISCONSIN DNR-ENVIRONMENTAL FE | 2020 STORMWATER TIER II FEE | 130.00 |
| | | P2001428 | 06/11/2020 | SGTS INC | REPROGRAM SECURITY COMPUTER TI | 436.25 |
| 43-4453-4453-67120 | Capital Assets | | | | | |
| | | P2000963 | 06/25/2020 | LA CROSSE SIGN CO INC | FINAL PMT ON SIGNS | 5,870.00 |
| Airport Maintenance PROG TOTAL | | | | | | 19,461.13 |
| 43-4453-4454-67200 | Capitla Improve | | | | | |
| | | P2001418 | 06/11/2020 | WISCONSIN DEPARTMENT OF TRANSP | TAXIWAY LIGHT REPLACEMENT - | 2,762.50 |
| | | P2001423 | 06/11/2020 | WISCONSIN DEPARTMENT OF TRANSP | RUNWAY LIGHT REPLACEMENT | 2,327.64 |
| | | P2001424 | 06/11/2020 | WISCONSIN DEPARTMENT OF TRANSP | TAXIWAY LIGHT REPLACEMENT | 1,173.31 |
| Airport Capital PROG TOTAL | | | | | | 6,263.45 |

I have reviewed the preceding payments in the total amount of **\$30,904.32**

Date:

Dept Head 

Committee Chair _____

ROCK COUNTY

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

06/25/2020

| <u>Account Number</u> | <u>Account Name</u> | <u>PO#</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Inv/Enc Amt</u> |
|-----------------------|---------------------|------------|-------------------|--------------------|--------------------|--------------------|
|-----------------------|---------------------|------------|-------------------|--------------------|--------------------|--------------------|

REPORT COMPLETE!

Report Total: 30,904.32

For Job Numbers: 2056626, 2058614, 2061066

Southern Wisconsin Regional Airport Issue Paper

Issue – Three Leasehold Mortgages for HSI Aviation Holdings, LLC

Discussion – HSI Aviation Holdings, LLC has applied and been approved for, a loan with Blackhawk Bank using its building as collateral. As a requirement of the loan, the lender has requested the county approve a standard Leasehold Mortgages. These Mortgages are between Helicopter Specialties and the bank and our signature simply denotes permission as required below.

ARTICLE 10 - ASSIGNMENT/SUB-LEASE

It is agreed this Lease can be assigned to a closed corporation, wholly owned by hangar owners. However, **LESSEE** shall not assign this Lease nor sublet PREMISES, or any part thereof, other than as provided for in this Article or in Article 9.1, without the prior, written approval of the Transportation Committee. Approval shall not be unreasonably withheld.

The documents provided by the bank have been processed through the contract review procedure and been approved.


Recommendation – Approve three Leasehold Mortgages for HSI Aviation Holdings, LLC.



MEMORANDUM

DATE: July 14, 2020

TO: Southern Wisconsin Regional Airport Board

FROM: Gregory A. Cullen, C.M., Airport Director 

RE: Semi-Annual Report – Attendance at Conventions/Conferences that Exceed \$1,000 per Employee per Event

Resolution 06-9A-087 requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that the Southern Wisconsin Regional Airport Department had the following employees who attended training that fell within the above guidelines.

Attendance was at the Fox Valley Technical College Aircraft Rescue and Fire Fighting School, in Appleton, Wisconsin, 6/1/20 through 6/5/20.

| <u>Attendee</u> | <u>Training</u> | <u>Lodging</u> | <u>Meals</u> | <u>Total</u> |
|-----------------|-----------------|----------------|--------------|--------------|
| Gregg Anderson | \$1,275.00 | \$ 328.00 | \$ 180.16 | \$1,783.16 |
| Mike Harris | \$1,275.00 | \$ 328.00 | \$ 103.28 | \$1,706.28 |

cc: Josh Smith
Marilyn Bondehagen

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Gregory A. Cullen
INITIATED BY



Gregory A. Cullen
DRAFTED BY

Airport Board
SUBMITTED BY

June 23, 2020
DATE DRAFTED

City of Janesville Storm Water Ordinance Exemption

1 **WHEREAS**, Rock County owns and maintains an Airport known as the Southern Wisconsin Regional
2 Airport, which was annexed into the City of Janesville in 2007; and,
3
4 **WHEREAS**, the Airport provides improved surfaces for aircraft arrivals, departures, and temporary
5 parking as a Large General Aviation public-use Airport and an estimated economic impact to the
6 community of \$63 million dollars; and,
7
8 **WHEREAS**, the Airport maintains the Federal Aviation Regulation Part 139 standards to support 55,000
9 aircraft operations in 2019; and,
10
11 **WHEREAS**, the Airport has been paying storm water utility fees based on the 2017 study by MSA
12 Professional Services that reported a total number of Equivalent Residential Units (ERUs) measured on all
13 airport properties as 2,262.4, despite no airport runoff is conveyed to City-owned or managed storm water
14 infrastructure; and,
15
16 **WHEREAS**, the Airport has seen a 160% increase in storm water fees from 2017 through present day;
17 currently paying \$24,383.08 per quarter after receiving maximum allocated credits; and,
18
19 **WHEREAS**, the Chippewa Valley Regional Airport successfully appealed to the City of Eau Claire, WI
20 to amend their local ordinance and exclude their Airport Runways and Taxiways from being charged storm
21 water fees.
22
23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
24 assembled this day of _____ day of _____, 2020, do hereby request an amendment
25 within the Janesville, WI Code of Ordinances, Chapter 32 – Storm Water System, Article II, Section 32-
26 22, *Nonresidential property* to read "...excluding publicly-owned rights of way, airport runways, airport
27 taxiways, airport public-use parking aprons,..."..

Respectfully submitted,

SOUTHERN WISCONSIN REGIONAL AIRPORT BOARD

Brent Fox, Chair

Dick Cope

Rick Richard, Vice-Chair

Greg Johnson

Dave Homan

Joe Quint

Eric Baker

Katie Reese

Larry Barton

City of Janesville Storm Water Ordinance Exemption
Page 2

COUNTY BOARD STAFF COMMITTEE

Kara Purviance, Chair

J. Russell Podzilni

Richard Bostwick

Alan Sweeney

Tom Brien

Bob Yeomans

Kevin Leavy

Jeremy Zajac

Louis Peer

FISCAL NOTE:

The County will pay over \$96,000 in storm water fees to the City of Janesville in 2020. The exempting of runway and taxi way improved surfaces from the storm water fee calculation would save the County a significant amount each year.

/s/ Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

EXECUTIVE SUMMARY

City of Janesville Storm Water Ordinance Exemption

The Southern Wisconsin Regional Airport is a public-use, Large General Aviation airport. The Airport provides runways, taxiways, and associated parking aprons, maintained and certified within the Federal Aviation Regulation Part 139 standards. The Airport conducted 55,000 operations in 2019 and has an economic impact to the surrounding community of \$63 million dollars. The Airport relies on the Rock County tax levy to operate.

Since 2007, the Southern Wisconsin Regional Airport lies within the city limits of Janesville. As such, the Airport pays utility fees on a quarterly basis to the City. In 2016, MSA Professional Services was contracted on behalf of the Airport to respond to proposed changes in the City of Janesville's storm water utility program scheduled to take effect July 1, 2017. The study identified the Airport's total number of Equivalent Residential Units (ERU) measured on all airport properties was found to be 2,262.4. This was an increase from the 1,882.3 value in the City's storm water utility database. However, the MSA report also stated that no airport runoff is conveyed to City-owned or managed storm water infrastructure.

The Airport has seen a significant rise each year in storm water fees since that study. The total amount paid in 2017 was \$36,211.04, 2018 was \$59,603.89, and 2019 was \$75,182.80. The estimated total this year will be \$96,681.78 or an increase of 160% since 2017 despite receiving maximum allowable ERU credit.

This resolution requests the Rock County Board of Supervisors to support an initiative similar to the Chippewa Valley Regional Airport. That Airport approached the City of Eau Claire, WI to amend their city ordinance and allow an exemption of their airport runways and taxiways improved surfaces from being used to calculate storm water fees. The action was approved and resulted in significant utility savings to the Airport.