

# Rock County, Wisconsin



Airport Board Meeting  
Monday, September 20, 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 Minutes of July 19, 2021
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
  - a. Transfers
  - b. Review of payments of July 2021 and August 2021
6. Updates, Discussion and Possible Action
  - a. Approve Sublease Agreement Between Burlington Development Group, Inc. and Aviation Safety Solutions, LLC.
  - b. Airport Director's Updates
7. Committee Requests and Motions
8. Next Meeting Date: TBD
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



Airport Board Meeting - Minutes  
Monday, July 19, 2021 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. Mr. Eric Baker, Supervisor Brent Fox, Mr. Greg Johnson, Mr. Joe Quint, Mrs. Katie Reese, Ms. Christine Rebout and Supervisor Richard.

Airport Board Members Absent. Supervisor Dave Homan. Mr. Dick Cope.

Staff Members Present. Greg Cullen Airport Director.

Others Present.

Everett Reese	Elevation Air
Astrid Melms	Elevation Air
Dave Haas	Meisner Aircraft
James Dillavou	SC Aviation
Chuck Valle	SC Aviation
Jim Freeman	Helicopter Specialties

Adoption of Agenda. Supervisor Richards and Mrs. Reese moved the Agenda. MOTION CARRIED.

Approval of Minutes of June 21, 2021. Mr. Baker and Mr. Quint moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None

**Consent Calendar**

Transfers. None

Review of Payments. The review for June 2021 was completed.

## **Updates, Discussion and Possible Action**

Semi-Annual Report – attendance at conventions/conferences that exceed \$1,000 per employee per event. Mr. Cullen referenced the report. Two maintenance workers attended ARFF training in Appleton, WI in May. Report will be sent to the County Administrator office per policy.

Approve Resolution Recognizing Mrs. Cynthia Hevel. Mrs. Reese and Mr. Baker moved the resolution. Mr. Cullen informed the board of the County policy for employees that qualify to receive a retirement resolution for faithful and dedicated service. Cynthia has been an outstanding employee and definitely worthy of such recognition. MOTION CARRIED.

Approve Resolution Awarding Contract for new Gate Opener at Southern Wisconsin Regional Airport and Amending the Southern Wisconsin Regional Airport Budget. Supervisor Richards and Mr. Quint moved the resolution. Mr. Cullen explained the gate electronic system for gate 30 was budgeted to be replaced this year. The project went out for bid. One responsive bidder provided an estimate \$7,350 over budget. Request to use funds from the Airport Fund balance to cover the remaining portion and award the bid to The Tschudy Corporation DBA as American Fence Co. MOTION CARRIED.

Approve Second Addendum to Lease Agreement between Southern Wisconsin Regional Airport and Moose Holdings, LLC. Supervisor Fox and Mr. Quint moved the addendum. Mr. Cullen described the changes that were being captured on the Moose Holdings, LLC lease agreement exhibit A. The leased area will more accurately capture five tie-down positions on the ramp side of the Elevation Air building and allow space for the future above-ground fuel storage tank. Exhibit B will capture an area adjacent to the County west t-hangar area that Moose Holdings, LLC plans to develop more t-hangar buildings that will provide more amenities for customers. MOTION CARRIED. 6 – YES. 0 – NO. MRS. REESE – ABSTAINED.

Approve Lease between Southern Wisconsin Regional Airport and Schultz Investments. Mr. Quint and Supervisor Richards moved the lease agreement. Mr. Cullen informed the board that Mr. Brady Schultz would like to build a hangar in the available area next to Mr. Truax. Building would not likely start until next spring. MOTION CARRIED.

Presentation from Chuck Valle in Support of Obtaining Terminal Automated Radar Display and Information System (TARDIS). Mr. Valle first approached the board in March of this year. His goal as a pilot for SC Aviation and private citizen was to inquire with the FAA and obtain contacts in an effort to obtain a TARDIS to improve aviation safety at our airport. Mr. Valle provided a 25-minute presentation with contacts made, responses given, data discovered, and recommendations moving forward. Mr. Reese asked if the Control Tower is able to use ADSB tracking. Currently, that method isn't an approved FAA source for separating air traffic. Supervisor Richards asked how the system actually works. Mr. Valle stated that it's basically a mirror image of the same radar tracks the Rockford Approach Controllers would see. It would be an aide for our tower controllers to track aircraft other than be a see an avoid tower only. Since Mr. Valle has exhausted all efforts without receiving much if any interest from the FAA or WI DOT/BOA, Supervisor Fox and Mr. Cullen plan to

Minutes of the Airport Board  
July 19, 2021

draft a letter and submit to Congressman Steil's office. The letter will describe many of the items Mr. Valle discovered and support the justification for our airport to receive a TARDIS.

Airport Director's Updates. Mr. Cullen gave the Board information on the following topics as outlined in the attached Document on the following topics:

- Described the estimates received to improve A/V capability.
- Warbird Weekend reminder.
- Airport Rescue Plan Act financial assistance.
- Farewell social being planned for Mrs. Hevel.

Committee Requests and Motions. None.

Next Meeting Date. The next meeting date will be August 16, 2021 at 8:00 a.m.

Adjournment. Mr. Johnson and Mr. Richards moved to adjourn at 8:53 a.m. MOTION CARRIED.

Respectfully Submitted,

Greg Cullen, CM  
Airport Director

ROCK COUNTY

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

07/30/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone		07/15/2021	AT AND T	JUL SERVICE	101.77
		P2100097	07/22/2021	CHARTER COMMUNICATIONS	AMMO JUL SERVICE	989.50
43-4453-4110-63100	Office&Misc Exp		07/15/2021	US BANK	PENS	9.59
43-4453-4110-64200	Training	P2101612	07/22/2021	LEADERSHIP DEVELOPMENT ACADEMY	TUITION FOR KEVIN SMITH	1,250.00
43-4453-4110-64918	Marketing	P2100090	07/01/2021	MIDWEST FLYER MAGAZINE	JUN/JUL HANGAR ADD	53.25
<b>Airport Administration PROG TOTAL</b>						<b>2,404.11</b>
43-4453-4453-62160	Cleaning Contrac		07/15/2021	US BANK	TERM BATHROOM SUPPLIES	118.30
		P2100117	07/08/2021	DIVERSIFIED BUILDING MAINTENAN	JUNE CLEANING IN TERMINAL	731.40
		P2100264	07/22/2021	UNIFIRST CORP	UNIFORMS	231.72
43-4453-4453-62164	Disposal Service	P2100063	07/22/2021	BADGERLAND DISPOSAL	TRASH PICK UP FOR JUNE	176.13
43-4453-4453-62201	Electric		07/29/2021	ALLIANT ENERGY/WP&L	JUL ELEC	2,906.18
43-4453-4453-62203	Natural Gas		07/01/2021	ALLIANT ENERGY/WP&L	GAS JUN	220.94
43-4453-4453-62400	R & M Services	P2100109	07/22/2021	MAXXED OUT MOTORSPORTS	TIRES FOR MOWER	191.00
43-4453-4453-62473	Painting	P2100101	07/22/2021	SHERWIN WILLIAMS	PNT FOR SEG CIRC, SPAYER PRTS	2,261.44
43-4453-4453-63501	Gas/Other Fuels	P2100091	07/15/2021	KWIK TRIP EXTENDED NETWORK	JUN ON ROAD DIESEL AND DEF	310.70
		P2100098	07/15/2021	BROWN OIL CO INC	JUN OFF ROAD DIESEL	1,078.80
43-4453-4453-63502	Oil/Grease/Other	P2100089	07/22/2021	NAPA AUTO PARTS	OIL	51.60
43-4453-4453-63503	Equip Parts	P2100104	07/08/2021	MID STATE EQUIPMENT JANESVILLE	PARTS FOR RHINO FLAIL MOWER	324.19
		P2100110	07/08/2021	FOUR SEASONS REPAIR INC	EQUIP PARTS	53.34
		P2101093	07/22/2021	REINDERS INC	OIL LEAK ON TORO	450.58

ROCK COUNTY

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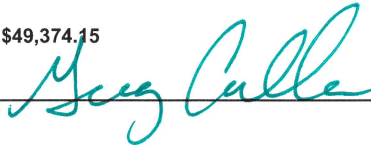
07/30/2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4453-64900	Other Expenses	P2101140	07/15/2021	WAUSAU EQUIPMENT COMPANY INC	PARTS FOR REPAIR OF BLOWER UNI	30,829.18
		P2100062	07/22/2021	BJ ELECTRIC SUPPLY INC	BULBS	287.19
		P2100065	07/22/2021	HARRIS ACE HARDWARE LLP	MINERAL SPIRITS	39.98
		P2100096	07/15/2021	JAYS BIG ROLLS INC	FLOOR PADS AND GLOVES	83.00
		P2100099	07/22/2021	GENESIS LAMP CORPORATION	BEACON BULBS	128.93
		P2101611	07/22/2021	COLLINS SANITARY	CAMERAL LOCATE IN SEWER LINE	250.00
<b>Airport Maintenance PROG TOTAL</b>						<b>40,724.60</b>
43-4453-4454-67200	Captial Improve	P2101552	07/08/2021	WISCONSIN DEPARTMENT OF TRANSP	EAST SIDE HANGAR DEVELOPMENT	73.47
		P2101553	07/08/2021	WISCONSIN DEPARTMENT OF TRANSP	CRACK SEAL 18/36	462.18
		P2101554	07/08/2021	WISCONSIN DEPARTMENT OF TRANSP	REHABILITATE RWY 04/22	18.09
		P2101555	07/08/2021	WISCONSIN DEPARTMENT OF TRANSP	MASTER PLAN UPDATE	657.57
		P2101556	07/08/2021	WISCONSIN DEPARTMENT OF TRANSP	ARFF TRUCK	16.31
		P2101557	07/08/2021	WISCONSIN DEPARTMENT OF TRANSP	TAXIWAY LIGHTING PROJECT	606.81
		P2101558	07/08/2021	WISCONSIN DEPARTMENT OF TRANSP	MASTER PLAN UPDATE	515.52
		P2101609	07/22/2021	WISCONSIN DEPARTMENT OF TRANSP	FBO RAMP RECONSTRUCTION	362.74
		P2101610	07/22/2021	WISCONSIN DEPARTMENT OF TRANSP	RUNWAY 04/22 REHABILITATION	3,532.75
		<b>Airport Capital PROG TOTAL</b>				

I have reviewed the preceding payments in the total amount of **\$49,374.15**

Date:

Dept Head



Committee Chair

ROCK COUNTY

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

07/30/2021

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

Report Total: 49,374.15

For Job Numbers: 2201556, 2203568, 2207721, 2207766, 2210848, 2213584

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**

FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone					
			08/19/2021	AT AND T	AUG PHONE	101.70
43-4453-4110-64918	Marketing	P2100097	08/19/2021	CHARTER COMMUNICATIONS	AUG TERM SERVICE	991.79
		P2100090	08/19/2021	MIDWEST FLYER MAGAZINE	AUG/SEP CLASSIFIED AD	53.25
<b>Airport Administration PROG TOTAL</b>						<b>1,146.74</b>
43-4453-4453-62119	Other Services	P2101758	08/19/2021	5 ALARM FIRE AND SAFETY EQUIPM	FIT FLOW TEST FOR MSA SCBA AS	910.00
		P2101761	08/26/2021	SAFETY KLEEN SYSTEMS INC	SERVICE ON PARTS WASHER	121.50
43-4453-4453-62160	Cleaning Contrac	P2100084	08/19/2021	US BANK	HAND TOWELS	91.08
		P2100096	08/19/2021	JAYS BIG ROLLS INC	HAND SOAP FOR TERM	46.00
		P2100117	08/19/2021	DIVERSIFIED BUILDING MAINTENAN	JUL CLEANING SERVICE	783.90
		P2100264	08/26/2021	UNIFIRST CORP	MATS	289.65
43-4453-4453-62164	Disposal Service	P2100063	08/19/2021	BADGERLAND DISPOSAL	TRASH SERVICE AUG	176.13
43-4453-4453-62201	Electric		08/26/2021	ALLIANT ENERGY/WP&L	AUG ELEC	3,123.39
43-4453-4453-62202	Water		08/19/2021	CITY OF JANESVILLE	TERM WATER	318.72
43-4453-4453-62203	Natural Gas		08/05/2021	ALLIANT ENERGY/WP&L	GAS JULY	235.32
43-4453-4453-62206	Sewer		08/19/2021	CITY OF JANESVILLE	TERM WASTE WATER	277.16
43-4453-4453-62207	Storm Water		08/19/2021	CITY OF JANESVILLE	TERM STORM WATER	23,972.76
43-4453-4453-62290	Utility Services		08/19/2021	CITY OF JANESVILLE	AMMO FIRE PROTECTION	265.19
43-4453-4453-62473	Painting	P2100101	08/19/2021	SHERWIN WILLIAMS	RUNWAY PAINT	180.58
43-4453-4453-63501	Gas/Other Fuels	P2100091	08/19/2021	KWIK TRIP EXTENDED NETWORK	JULY DIESEL & DEF	299.37
		P2100098	08/19/2021	BROWN OIL CO INC	JUL OFF RD DIESEL	488.30



**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**

FOR THE MONTH OF AUGUST 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4453-63502	Oil/Grease/Other					
		P2100089	08/26/2021	NAPA AUTO PARTS	HYDRAULIC FLUID	138.06
43-4453-4453-63503	Equip Parts					
		P2100089	08/19/2021	NAPA AUTO PARTS	CIR BREAKER/FUSE	6.81
		P2100095	08/19/2021	JOHNSON TRACTOR INC	O RING AND HOSE	119.30
43-4453-4453-64900	Other Expenses					
		P2100065	08/19/2021	HARRIS ACE HARDWARE LLP	SILICONE & FASTENERS	37.28
		P2100103	08/19/2021	NUTRIEN AG SOLUTIONS INC	POLARIS AND MAXIMIZER	750.00
		P2100105	08/19/2021	MENARDS	4 X 4 POSTS	35.14
		P2101759	08/19/2021	TRI COR MECHANICAL INC	REPAIR OF TERMINAL ROOF TOP	1,172.56
<b>Airport Maintenance PROG TOTAL</b>						<b>33,838.20</b>

I have reviewed the preceding payments in the total amount of **\$34,984.94**

Date:

Dept Head



Committee Chair

ROCK COUNTY

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**

08/30/2021

FOR THE MONTH OF AUGUST 2021

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

Report Total: 34,984.94

For Job Numbers: 2216218, 2221316, 2221347, 2223326

## EXECUTIVE SUMMARY

### Sublease Agreement Between Burlington Development Group, Inc. and Aviation Safety Solutions, LLC

Burlington Development Group, Inc., formerly Jeston Aviation, LLC, has requested to sublease part of their hangar at 4618 S. Columbia Dr. to Aviation Safety Solutions, LLC. In compliance with Article 10 of Burlington Development Group's existing lease, they are requesting approval from the Airport Board to move forward sub-leasing this space.

Recommend approving this agreement.

Respectfully submitted,

Gregory A. Cullen, CM  
Airport Director

## AIRPORT SUBLEASE

This Sublease Agreement, from the Second Addendum Lease Agreement between the Southern Wisconsin Regional Airport and Jetson Aviation, LLC February 17, 2020, made by and between Burlington Development Group, Inc. 703 Airport Road, Burlington, WI 53105, hereinafter referred to as "Lessor", and Aviation Safety Solutions, LLC of 9109 S County Road K, Beloit, WI 53511, hereinafter referred to as "Lessee" effective \_\_\_\_\_, 2021, the Lessor and Lessee for and in consideration of the keeping by the parties of their respective obligations hereinafter contained, agree as follows:

### ARTICLE 1 PREMISES SUBJECT TO LEASE

That part of the hangar area of the Southern Wisconsin Regional Airport identified as 4618 S. Columbia Dr. Janesville, WI 53546 ("Premises") for two office areas in the northeast portion of the 2<sup>nd</sup> floor, totaling about 1,000 sqft.

### ARTICLE 2 TERM

The term of this lease shall be month-to-month commitment, commencing on the date above first written, providing that the Lessee complies with all terms and conditions as set forth herein.

### ARTICLE 3 PAYMENT OF RENT & UTILITIES

Lessor shall pay for all utilities for the Premises, other than Lessee's private internet service which shall be installed and maintained at Lessee's own expense with Lessor's permission. Lessor shall work reasonably with Lessee to arrange a comfortable and reasonable climate for the operation of their business. Lessee will pay to Lessor a monthly rent of [REDACTED] payable in advance on the first day of each month, except when that day falls on a weekend or legal holiday, in which case rent is due on the next business day.

### ARTICLE 4

Lessee agrees that rent charged is based on intended use for private office use and aviation training services.

### ARTICLE 5 ADDITIONAL PROVISIONS

Improvements: Lessee agrees to communicate with Lessor if altering their Premises. See Attachment A for Request for Changes.

Lessee shall provide a certificate of insurance showing proof of insurance and naming Burlington Development Group, Inc. and Meisner Aircraft, Inc. as additional insured & a waiver of subrogation. All insurance must be in force throughout the term of the lease.