

Rock County, Wisconsin



Airport Board Meeting
Monday, May 20, 2019 at 8:00 a.m.
Southern Wisconsin Regional Airport Terminal Conference Room
1716 W. Airport Rd.
Janesville, WI 53546

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of April 15, 2019
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
 - a. Transfers
 - b. Review of Payments
6. Updates, Discussion and Possible Action
 - a. Discuss/Possible Action: Business View Magazine Request
 - b. Discuss/Possible Action: Runway 18/36
 - c. SAFECON Wrap Up
7. Committee Requests and Motions
8. Next Meeting Date: June 17, 2019 at 8:00 a.m.
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 at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, April 15, 2019 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, Mawhinney and Richard, Mr. Eric Baker, Mr. Larry Barton, Mr. Dick Cope, Mr. Greg Johnson, Mr. Joe Quint and Mrs. Katie Reese.

Members Absent. None

Staff Members:

Greg Cullen	Airport Director
Cynthia Hevel	Airport Specialist
Jodi Millis	Purchasing Manager
Kevin Smith	Airport Maintenance Crew Leader

Others Present:

Russ Podzilni	County Board Chair
David Haas	Jetson Aviation
James Dillavou	SC Aviation
Christine Rebout	Janesville Area Convention and Visitors Bureau
Tom Wolff	SC Aviation

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

Approval of Minutes of March 18, 2019. Chair Fox noticed a typographical error on the second line of Page 3 of the proposed Minutes of March 18, 2019. The word "is" should have been the word "it." Chair Fox asked if there were any other changes to the minutes. There were none. Supervisors Mawhinney and Fox moved the minutes be approved as amended. MOTION CARRIED.

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

Consent Calendar

Transfers. NONE

Review of Payments. The review was completed.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Resolutions

Awarding Contract for Gate Openers at Southern Wisconsin Regional Airport.

Mr. Cullen introduced Ms. Jodi Millis and stated that he had invited Ms. Millis to attend today's meeting to explain the purchase/bidding policy of Rock County. Ms. Millis explained to the Board that when the bid process is needed, the department in question provides the technical specifications and then she works with that department to put the bid package together. She then solicits bidders directly from the County's bidder list depending on the type of work each contractor performs. She also puts a notice in the paper and on the county's website. There are Plan Houses that monitor government websites and then distribute bidding opportunities to companies all over the country.

All bids are returned to the courthouse and Ms. Millis then opens them in front of a witness. She rejects any bids that don't meet our specifications and from the remaining bidders, the project is awarded to the lowest, most responsive, most responsible bidder. This project was sent to all the electricians on the county's bidder list and some gate companies that did some work for the Department of Public Works. This project has been bid out three times and the first two bids came in over budget. This third time they requested that the price be per gate operator rather than for all four gate operators as a whole.

Mr. Barton asked how many bids were received, and Ms. Millis replied only one, but she did reach out to a few contractors that did not bid and the general response was that there just wasn't enough electrical work for them to submit bids.

Supervisor Richard made a motion to award the Contract for Gate Openers at Southern Wisconsin Regional Airport to Century Fence of Pewaukee, Wisconsin. Mr. Johnson seconded the Motion.
MOTION CARRIED.

Accepting Wisconsin Department of Tourism's Meetings Mean Business Grant Funds and Amending the 2019 Southern Wisconsin Regional Airport Department Budget.

Mr. Cullen introduced Christine Rebout from the Janesville Area Convention and Visitor's Bureau (JACVB) and asked her to tell the Board about the proposed grant. The JACVB works to bring large scale events to the area that will have significant economic impact to the area. The University of Wisconsin Madison was able to attract the SAFECON event and reached out to JACVB. The event needed an airport to hold the competition at but Southern Wisconsin Regional needed a few tweaks to make it acceptable. Ms. Rebout informed the Board that the Wisconsin Department of Tourism makes grants available for businesses to attract events to the State that would have a significant economic impact to the state and to help defray the expense of those events. The JACVB on behalf of the Wisconsin Department of Tourism has made \$7,000 available to the airport to defray costs from the upcoming SAFECON event in May.

Mr. Cullen explained that the SAFECON event will bring about 100 aircraft to the airport but we do not have enough tie downs for that many planes. The \$7,000 grant will be used to help purchase low-profile barricades that will be used for aircraft tie downs.

Supervisor Richard made a motion to accept the Wisconsin Department of Tourism's Meetings Mean Business Grant Funds and Amend the 2019 Southern Wisconsin Regional Airport Department Budget. Chair Fox seconded it. MOTION CARRIED.

Updates, Discussion and Possible Action.

Consider/Approve Lease No. 3 Between Southern Wisconsin Regional Airport, County of Rock, Wisconsin and Hershey Lane, LLC. Chair Fox stated that there is a flurry of economic growth going on, at the airport. The Lease they are considering today is for Hershey Lane to build a new hangar. He will be abstaining from voting on this item as he is the manager of Hershey Lane. Supervisor Mawhinney moved the Lease, Mr. Cope seconded it. Chair Fox explained that he is building a new hangar near the Seneca building. Supervisor Richard asked when it would be completed and Chair Fox replied this year. Mr. Barton asked how the Lease is determined and the answer was that it is a standardized Lease the airport has used for many years. MOTION CARRIED on the following vote. AYES – 8, Supervisors Mawhinney and Richard, Board Members Baker, Barton, Cope, Johnson, Quint, and Reese. NOES-0. ABSTAIN – 1 Chair Fox.

T-Hangar Discussion and Possible Action. Mr. Cullen informed the Committee that he had received the results of the survey he sent out last month and then reviewed the results with the Board. Mr. Cullen stated that T-hangars have been a topic of discussion since he started here and he feels a decision needs to be made. He has provided two options to the Board in the handout that was at their seats. The first option is to reduce the rent on the two older t-hangar buildings. The reduced rent could potentially attract more tenants and if it were to fill those hangars, in the end the Airport would be increasing overall revenue. If the buildings were full, we could potentially justify future improvements to the buildings.

The second option is to combine all of the current tenants into one building and then tear down the one empty building. This would open up the space for the development of private/condo style hangars. This option would have an expense of the building demolition and land prep.

The airport currently stores equipment in two of the empty hangars, so either option would require the airport to find alternate storage for the equipment.

Mr. Barton asked about the size of the buildings and asked Mr. Cullen if he had a favorite option and why. Mr. Cullen responded that if he had to pick, he would choose option two as this would allow the land to be developed by someone that could offer better amenities.

Mr. Barton felt that option two runs counter to the survey results. The survey indicated that people were not lining up for condo style hangars. He thinks that option one may be the better option.

Chair Fox said the he would be more in favor of option one, he would like to see the hangars used more.

Supervisor Richard asked if there was an option to get more tenants without lowering the rent. Could we market the hangars and offer incentives such as free rent for some time period. Mr. Cullen responded that he thought we could.

Mr. Quint asked how long it would take to see if option one works and Mr. Cullen said he thought we should give it at least two years.

Mr. Barton stated that if his memory served the maintenance cost on those hangars was not great and Mr. Cullen replied that he was correct.

Supervisor Richard stated that was not going to be in favor of reducing rent. The rent was not increased for numerous years and is in line with other airports.

Further discussion on how to work with option one took place.

Supervisor Richard made a motion to maintain the current t-hangars at the current rates but to offer up to three months of free rent as an incentive for new tenants in t-hangars 25-44.

Supervisor Mawhinney seconded the motion. MOTION CARRIED.

Southeast Ramp Construction Update. Mr. Cullen showed the Board a map of the proposed ramp construction area. The area is near the Janesville Jet Center and includes ramp area for four other tenants. This ramp is severely cracked and in very poor condition. The project will replace the pavement, add two tie downs, and correct some drainage issues.

Mr. Cullen stated that the original construction proposal paved inside the leased area of the four tenants that surround this ramp area. Because our Land Leases state that improvements inside the Lease area are to be paid for by the Lessee, this would make the tenants responsible for paying for the project inside their lease area. This project is estimated to cost between \$860,000 and \$900,000. The project will be paid for 80/20 State/County, but it will be very costly for the tenants to pay their portion.

The alternative is to not repair any of the pavement inside the leased area. However this option does not fully repair the pavement or fix the drainage issues. The tenants would have the option of requesting the repairs and paying for them.

Mr. Cullen spoke with County Administrator Josh Smith last week. Mr. Cullen made the recommendation to Mr. Smith that we proceed with the full repair. The project will begin around the first of August and be completed in approximately four or five weeks. Tenants will have to pay for the repair inside their leased area, but the county can be flexible on giving tenants the time to pay. Mr. Cullen has been in contact with all of the tenants affected except one. The four tenants he has been in contact with know that this is coming and are monitoring the project.

Chair Fox commented that as a past tenant in that area, he knows how bad that pavement is, but wondered if Mr. Cullen had looked into the cost of crack sealing. Mr. Cullen stated that he did not, but crack sealing has been done on this area in the past.

Hunting Policy Review. Mr. Cullen stated that the airport has been allowing hunting on the land referred to as the Hipp Farm for many years. He went over the basic provisions of the policy and stated that they are the same as the un-written policy we have been using for many years.

Mr. Cullen wanted the Board to be aware of this activity because while we have never had a problem in the past, we were recently contacted by a neighbor that claimed one of our hunters trespassed on his land. The neighbor does not like the fact that the airport allows hunting on this land. Mr. Cullen told the Board that Corporation Counsel looked over the policy and said that it looked fine, but Corporation Counsel does not get involved in policy making. Mr. Cullen also had a map done by the County Surveyor and the Surveyor went down to the property and marked it.

Discussion took place on the following topics:

- Number of animals removed
- Number of permits issued
- What if any cost is charged to the hunters

Airport Director's Updates. Mr. Cullen gave a verbal recap of his handout (copy attached).

Committee Requests and Motions. None.

Next Meeting Date. The next meeting of the Airport Board will be on Monday, May 20, 2019 at 8:00 a.m.

Adjournment. Mr. Barton and Supervisor Mawhinney moved to adjourn at 9:02 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Airport Specialist

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2019**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	TELEPHONE					
			04/18/2019	AT AND T	APR PHONE FOR AWOS/SHOP	96.97
		P1900962	04/18/2019	CHARTER COMMUNICATIONS	APR TERMINAL SERVICE	1,067.00
43-4453-4110-63100	OFC SUPP & EXP					
		P1900595	04/18/2019	US BANK	MSDS BIND, LAMINATING, BUS CRD	237.68
43-4453-4110-64200	TRAINING EXP					
		P1900595	04/18/2019	US BANK	FLIGHT FOR SNOW SYMPOSIUM	796.30
43-4453-4110-64918	MARKETING					
		P1900650	04/04/2019	MIDWEST FLYER MAGAZINE	CLASSIFIED AD APR/MAY '19	49.50
Airport Administration PROG TOTAL						2,247.45
43-4453-4453-62119	OTHER SERVICES					
		P1901359	04/18/2019	DYNE TECHNOLOGIES LLC	ARFF FOAM TEST	155.00
		P1901360	04/18/2019	SAFETY KLEEN SYSTEMS INC	PARTS WASHER SERVICE	121.50
43-4453-4453-62160	CLEANING CONTRAC					
		P1900634	04/25/2019	ALSCO INC	UNIFORMS 4/15	110.72
		P1900637	04/04/2019	DIVERSIFIED BUILDING MAINTENAN	MARCH 2019 CLEANING	628.22
		P1900653	04/25/2019	JAYS BIG ROLLS INC	TERM BATH SUPPLIES	242.00
43-4453-4453-62164	DISPOSAL SERV					
		P1900635	04/18/2019	ADVANCED DISPOSAL SERVICES	MAR TRASH SERVICE	64.74
		P1900636	04/11/2019	ACE PORTABLES INC	APR PORTABLE TOILETS	142.00
43-4453-4453-62201	ELECTRIC					
			04/25/2019	ALLIANT ENERGY/WP&L	ALLIANT ENERGY / APR	3,628.56
43-4453-4453-62203	NATURAL GAS					
			04/18/2019	ALLIANT ENERGY/WP&L	ALLIANT ENERGY \ APR	1,203.31
43-4453-4453-62400	R & M SERV					
		P1900638	04/25/2019	BOBCAT OF JANESVILLE	RELAY FOR TOOLCAT	82.18
		P1900657	04/25/2019	NAPA AUTO PARTS	BLISTER PACK CAPS FOR TOOLCAT	32.32
		P1900659	04/25/2019	POWER BUROW PRODUCTS	REBUILD CYLINDER FOR 16	230.88
43-4453-4453-63501	GAS & FUELS					
		P1900864	04/11/2019	BROWN OIL CO INC	MAR DIESEL FUEL	582.50
		P1901317	04/11/2019	KWIK TRIP EXTENDED NETWORK	MAR GAS FOR VEHICLES	424.35
43-4453-4453-64900	OTHER SUPPL/EXP					
		P1900595	04/18/2019	US BANK	ANGLE IRON, AMMO PLUMB VALVE	749.43

COMMITTEE REVIEW REPORT
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FOR THE MONTH OF APRIL 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P1900642	04/25/2019	HARRIS ACE HARDWARE LLP	BARREL BOLT FOR LOUNGE	85.88
		P1900647	04/25/2019	FASTENAL COMPANY	SHOP SUPPLIES	131.03
		P1900653	04/25/2019	JAYS BIG ROLLS INC	PAPER TOWELS	80.00
		P1900655	04/04/2019	GRAINGER	CONDENSATE DRAIN PAN	41.75
		P1900656	04/25/2019	NUTRIEN AG SOLUTIONS INC	POLARIS AND MAXIMIZER	480.00
		P1901190	04/11/2019	AIRGAS INC	NITROGEN FOR ARFF	97.53
		P1901304	04/25/2019	THIELE HEATING AND AIR CONDITI	REPLACE A/C IN AMMO BUILDING A	2,564.92
		P1901316	04/25/2019	DECKER SUPPLY CO INC	SHIPPING	8,016.25
		P1901357	04/18/2019	AMERICAN INDUSTRIAL STEEL AND	HOT ROLL, ANGLE	20.73
Airport Maintenance PROG TOTAL						19,915.80
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43-4453-4454-67200	CAPITAL IMPROV					
		P1901238	04/04/2019	WISCONSIN DEPARTMENT OF TRANSP	LABOR DELIVERY OTHER FOR RUNWA	11,132.03
		P1901239	04/04/2019	WISCONSIN DEPARTMENT OF TRANSP	ENGINEERING TAXIWAY LIGHTING	39,189.50
		P1901241	04/04/2019	WISCONSIN DEPARTMENT OF TRANSP	LABOR DELIVERY OTHER COST	5,326.23
Airport Capital PROG TOTAL						55,647.76

I have reviewed the preceding payments in the total amount of **\$77,811.01**

Date:

Dept Head

Gregory A. Cullen

Committee Chair

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF APRIL 2019**

04/25/2019

<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>
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REPORT COMPLETE!

Report Total: 77,811.01

For Job Numbers: 1876692, 1876694, 1880508, 1885560, 1887363

Rock County – Airport Department Issue Paper

Issue – Runway 18-36 pavement condition

Discussion – As mentioned during the April Airport Board meeting, the pavement condition of runway 18-36 has lived its life expectancy and is now deteriorating quickly. While the runway is useable to most airplanes in its current state, the FAA Certification Inspector removed this runway from our Airport Compliance Manual in May of 2018. This means we can't use this runway for aircraft hired to transport people. Because we have two other runways in very good condition, not having the smallest of the three to use for commercial services isn't critical in itself. However, the runway is producing quite a bit of foreign object debris (FOD), more and more cracking is occurring, and the painted markings are fading which could cause pilot confusion and most certainly, FAA certification infractions during the next inspection.

I've been considering various options for several months. I've discussed this issue with pilots, engineers, staff, and Bureau of Aeronautics members. We've explored removing several inches of asphalt and installing new asphalt within the existing dimensions. We've explored rehabbing the runway with a micro-surface layer, which would extend the life 7-8 years, similar to what was accomplished in 2012. We've discussed removing the runway and lights, removing the "hot-spot" at the approach end of runway 36, but creating a grass/turf runway strip. And, there was a discussion about simply closing the runway by painting yellow Xs', issuing a permanent NOTAM, and turning off the lights. There are pros and cons with each.

Recommendation – At this time, I recommend to rehab this runway with a micro-surface product in the 2020 budget. While closing the runway could be done quickly and would cost the least amount of money, I believe this airport should maintain three runways while further long-range planning can take place. A micro-surface product can correct the FOD issue, provide a reliable third runway, and give us time to properly engineer a plan within the next 7-8 years. A mill and overlay project would require more engineering and expense and delay an immediate need. Additionally, as we are currently updating our Airport Master Plan and Airport Layout Plan (ALP), we can properly annotate those documents and plan for an asphalt runway with possible taxiway improvements and/or a turf runway. In either case, having an updated ALP will be a great starting point when planning with the FAA, BOA, and other partners.

Further discussion and action at meeting.