



Southern Wisconsin Regional Airport Board
Monday, March 18, 2019 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 February 18, 2019
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
 - a. Transfers
 - b. Review of Payments
6. Resolution-- Awarding Contract for Gate Openers at Southern Wisconsin Regional Airport
7. Updates, Discussion and Possible Action
 - a. Request from FAA
 - b. T-Hangar Follow-up Discussion
 - c. Runway 18/36 Pavement Condition Discussion
8. Committee Requests and Motions
9. Next Meeting Date: April 15, 2019 at 8:00 a.m.
10. 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.



Director's Updates

- Purchasing: the airport and Rock County must follow state statutes, ordinances, and local policies when making purchases. At times, I may be asking the Airport Board to approve various items for purchase. The County Purchasing Department has provided a brief guideline that's used to know which entity has authority to approve purchases and at which dollar amount. Please see the attached document.
- Capital Assets/Improvements: Last month I discussed major capital projects that are requested in the FY19 budget. There were also smaller equipment items and various improvements requested in this budget cycle as well. Since January 1st, we've installed four new tires on the end loader tractor, \$9,745, purchased a new steam washer \$8,470, purchased a new tow behind blower, \$7,350, and purchased new shades for the conference room and administrative offices in the terminal building, \$7,147.63. We have a purchase order approved to repair the SWRA sign at the entrance of Airport Road. We are also negotiating new signage to identify SWRA on the exterior parking lot side of the terminal building. And, I'm trying to replace four electronic gate operating systems. That has recently gone out for bid. Hoping to receive bids prior to March meeting for selection and remain within budgeted amount.
- The 2020 budgeting process/planning/requesting/etc. will start in early May.
- 2018 Part 139 inspection results: I mentioned last month the airport receives an inspection every 12-24 months by an FAA inspector. Last May during our inspection, we received 14 write-ups. This was enough that the inspector created a Letter of Investigation (LOI). A majority of the infractions were administrative in nature, a lack of quality training and training documentation. We were able to close some of the issues within a few weeks and the inspector downgraded the finding from an LOI to a Letter of Compliance (LOC). The staff worked hard and as of January 7, 2019, the LOC was closed out. One of the more serious issues was the pavement condition of runway 18-36. Prior to the inspection, we could use that runway for commercial air carriers. Presently, our Airport Compliance Manual (ACM) reflects that only runways 4-22 and 14-32 may be used for air carriers.
- ACM update: One of our ACM requirements is to annually review the Airport Emergency Plan (AEP). We hadn't done a good job of documenting these reviews in the past. Now, the ACM identifies that the AEP will be reviewed each January with notification given to the FAA Great Lakes office. The AEP was reviewed thoroughly and signed by myself, the Control Tower Manager, Janesville Police Chief, Rock County Sheriff, Rock County 911 Center Director, Rock County Emergency Management Director, Janesville Acting Fire Chief, and the Rock County Medical Examiner's Director of Operations effective January 31, 2019. The ACM itself is due for an annual review in February, but it should be relatively easy since we've updated many things already since our inspection.

Summary of Purchasing Policy/ Ordinance/ State Statute

Repair, construction or remodel is considered Public Work. (All equipment that supports the building, HVAC, plumbing and Electrical)

- Over \$5,000 but under \$25,000 requires Class 1 notice (full advertised bid process) and requires a bid summary form, executive summary and Committee approval only.
- Over \$25,000 requires a Class 1 notice (full advertised bid process) and requires a bid summary form, resolution, executive summary and Committee and County Board approval.

Services not considered public work (engineering, consulting, assessments and etc.).

- Over \$10,000 yet under \$25,000 no resolution required just an executive summary and only Committee approval needed.
- Over \$25,000 requires a resolution, executive summary and Committee and County Board approval.

Capital purchases (tools, furniture, lawn mowers and equipment that does not support the building)

- Over \$10,000 and under \$25,000 requires an attempt to get 3 quotes, a quote summary form, executive summary and Committee approval only.
- Over \$25,000 requires a Class 1 notice (requires a full bid process) a bid summary form, resolution, executive summary, Committee and County Board approval.

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
43-4453-4110-62210	TELEPHONE		02/14/2019	CHARTER COMMUNICATIONS	924.98
			02/14/2019	AT AND T	93.77
43-4453-4110-63100	OFC SUPP & EXP	P1900595	02/14/2019	US BANK	58.63
43-4453-4110-63205	MEMBERSHIP DUES	P1900595	02/14/2019	US BANK	310.00
43-4453-4110-64200	TRAINING EXP	P1900850	02/07/2019	AMERICAN ASSOCIATION OF AIRPOR	1,254.00
43-4453-4110-64918	MARKETING	P1900650	02/14/2019	MIDWEST FLYER MAGAZINE	49.50
Airport Administration PROG TOTAL					2,690.88
43-4453-4453-62160	CLEANING CONTRAC	P1900634	02/07/2019	ALSCO INC	110.72
		P1900637	02/07/2019	DIVERSIFIED BUILDING MAINTENAN	628.22
		P1900653	02/07/2019	JAYS BIG ROLLS INC	138.00
43-4453-4453-62164	DISPOSAL SERV	P1900635	02/21/2019	ADVANCED DISPOSAL SERVICES	64.74
		P1900636	02/14/2019	ACE PORTABLES INC	142.00
43-4453-4453-62201	ELECTRIC		02/07/2019	ALLIANT ENERGY/WP&L	3,388.44
			02/07/2019	CHARTER COMMUNICATIONS	137.12
43-4453-4453-62202	WATER		02/07/2019	CITY OF JANESVILLE	165.00
43-4453-4453-62203	NATURAL GAS		02/21/2019	ALLIANT ENERGY/WP&L	2,188.02
43-4453-4453-62206	SEWER		02/07/2019	CITY OF JANESVILLE	208.30
43-4453-4453-62207	STORM WATER CHGS		02/07/2019	CITY OF JANESVILLE	7,685.69
43-4453-4453-62290	OTHER SERV		02/07/2019	CITY OF JANESVILLE	22.15
43-4453-4453-62400	R & M SERV	P1900657	02/14/2019	NAPA AUTO PARTS	988.74
		P1900658	02/14/2019	MOTION AND CONTROL ENTERPRISES	5.86
		P1900733	02/07/2019	HOTSY CLEANING SYSTEMS INC	200.00
		P1900916	02/21/2019	MB COMPANIES INC	58.08
		P1900999	02/28/2019	MAXXED OUT MOTORSPORTS	115.00
43-4453-4453-63501	GAS & FUELS	P1900864	02/21/2019	BROWN OIL CO INC	3,051.00
43-4453-4453-64900	OTHER SUPPL/EXP	P1900595	02/14/2019	US BANK	69.95
		P1900643	02/14/2019	INTERSTATE BATTERIES OF ROCKFO	423.00
		P1900649	02/14/2019	GENESIS LAMP CORPORATION	402.27
		P1900898	02/14/2019	AIRGAS INC	65.30
		P1900915	02/21/2019	CONTROL WORKS	195.00
		P1900916	02/21/2019	MB COMPANIES INC	17.47
43-4453-4453-67120	CAP ASSETS				

COMMITTEE REVIEW REPORT
FOR THE MONTH OF FEBRUARY 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
		P1900591	02/07/2019	BUDGET BLINDS OF JANESVILLE	6,775.00
Airport Maintenance PROG TOTAL					27,245.07

I have reviewed the preceding payments in the total amount of \$29,935.05

Date:

Dept Head



Committee Chair

RESOLUTION NO. _____

AGENDA NO. _____

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 5, 2019
DATE DRAFTED

AWARDING CONTRACT FOR GATE OPENERS AT SOUTHERN WISCONSIN REGIONAL AIRPORT

- 1 **WHEREAS**, Rock County owns an airport known as the Southern Wisconsin Regional
- 2 Airport; and,
- 3
- 4 **WHEREAS**, the Airport Department budgeted to replace four electric gate openers on the
- 5 airport; and,
- 6
- 7 **WHEREAS**, specifications for the gates were prepared and the County Purchasing Division
- 8 solicited bids for the construction.
- 9
- 10 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors
- 11 duly assembled this _____ day of _____, 2019, does hereby award a
- 12 contract of \$50,000 for the replacement of four electric gate openers at the Southern
- 13 Wisconsin Regional Airport to Century Fence of Pewaukee, WI.

Respectfully Submitted:

SOUTHERN WISCONSIN REGIONAL AIRPORT BOARD

Brent Fox, Chair

Mary Mawhinney, Vice Chair

Rick Richard

Eric Baker

Larry Barton

Dick Cope

Greg Johnson

Joe Quint

Katie Reese

AWARDING CONTRACT FOR GATE OPENERS AT SOUTHERN WISCONSIN
REGIONAL AIRPORT
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FISCAL NOTE:

Sufficient funds are available in the Airport funds for the cost of this project. The project is being funded by sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

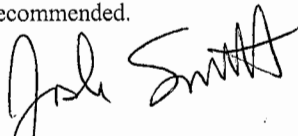
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Bridget Laurent
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Awarding Contract for Gate Openers at Southern Wisconsin Regional Airport

The four electric gate openers budgeted for replacement on the Southern Wisconsin Regional Airport were installed in 2001. The openers are starting to fail. Replacement parts are becoming harder to find and more costly.

The Airport has several newer gates that were installed as part of the Airport perimeter road project completed in 2015 that are of a different style. These newer style gates are easier to work on and parts are less expensive. Having consistency with the gates will make keeping stock parts on hand easier as well.

These gates were originally budgeted for replacement in 2017 but the airport was not able to complete the bid process and gate replacement during that budget year. Funds from 2017 were carried over to 2018. During the 2018 bid process all bids came in at more than double the 2017 carried over amount. For 2019, the airport carried over the 2018 funds and budgeted for an additional amount to cover the increase in price.



BID SUMMARY FORM

BID NUMBER 2019-16
 BID NAME GATE OPENERS
 BID DUE DATE MARCH 4, 2019 – 1:30 P.M.
 DEPARTMENT SOUTHERN WISCONSIN REGIONAL AIRPORT

	CENTURY FENCE PEWAUKEE WI
COST PER GATE	\$ 12,500.00
TOTAL COST 4 GATES	\$ 50,000.00
PARTS WARRANTY	1 YEAR
LABOR WARRANTY	1 YEAR
START DATE	MARCH 20, 2019
COMPLETION	1 WEEK FROM START

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Three additional vendors were solicited that did not respond. One bidder submitted a "No Bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Century Fence - Pewaukee

Gregory A. Cullen March 6, 2019
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

CYNTHIA HEVEL

From: Jurg.Grossenbacher@faa.gov
Sent: Wednesday, February 13, 2019 10:34 AM
To: CYNTHIA HEVEL
Cc: chris@progressiveair.org
Subject: FW: Conference Room

Hello Cynthia;

Once again, I am requesting your help in regards to securing the conference room for the evening of April 30, 2019 or another evening to hold a free FAA Safety Seminar for your local pilot group. The FAA Safety Seminars serve to enhance the safety aspects of our general aviation pilots through increased knowledge and best practices that we teach.

I will speak on the accidents and incidents that occurred in Wisconsin in 2018. Your local Designated Pilot Examiner will speak about the issues that he encounters while giving a practical test to a pilot.

These safety seminars are always free to the pilots and mechanics that attend them. I will also have several of my FAA Safety Representatives from the Janesville area participate. In the past we had access to the room at 5PM for the 6PM-8PM meeting. I do not require the use of any electronic equipment. We normally have between 25-40 pilots from the Janesville area attend a seminar.

The FAA however does not have the budget to rent a room, which in the past have always been donated by the airport committee or the FBO. I would request that the members of the airport committee allow us to use the conference room free of charge for a Monday or Tuesday evening during January.

Could you please let me know if that would be allowed? If you have any questions please call me at (262) 894-4836.

Sincerely,

Jurg Grossenbacher
FAAST Program Manager
Milwaukee FSDO
(414) 486-2995