

Rock County, Wisconsin



Airport Board Meeting
Monday, July 15, 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 June 17, 2019
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
 - a. Transfers
 - b. Review of Payments
6. Resolution – Authorizing Easement to Alliant Energy
7. Updates, Discussion and Possible Action
 - a. Semi-Annual Report – Attendance at Conventions/Conference that Exceed \$1,000 per Employee per Event.
 - b. Discuss/Possible Action: Request from Blackhawk Technical College Foundation to waive conference room rental fee.
 - c. Discuss/Possible Action: Appoint members of Airport Governance Committee and set meeting dates.
 - d. Airport Director's Updates
8. Committee Requests and Motions
9. Next Meeting Date: August 19, 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.

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, June 17, 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
 Kevin Smith Airport Crew Leader
 Mitch Heinzen Rock Internship Summer Intern

Others Present: Russ Podzilni County Board Supervisor Chairman
 Matt Schuh Airport Tenant
 Rick Leyes Airport Tenant
 Dave Haas Jetson Aviation
 Everett Reese Elevation Air, LLC
 Cody Hanson Elevation Air, LLC
 Bonnie Cooksey Janesville Jet Center
 Alex Smith Airport Tenant
 Mark Graczykowski WI Bureau of Aeronautics
 Terry Donovan Mead & Hunt, Inc.

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

Approval of Minutes of May 20, 2019. Mr. Cope and Mr. Barton moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Mr. Cullen introduced the Airport's summer intern, Mitch Heinzen. Mitch will be working at the Airport June 17 – August 1 as part of the Rock Internship Program. Mr. Cullen also updated the board on the following: May traffic count exceeded 15,000 operations which was a new record for our airport; explained how the \$600,000 economic impact to the local economy during SAFECON was calculated; informed the safety concerns for the rotating beacon tower platform was fixed and thanked Mr. Brent Sutherland for his assistance; explained the four electronic gate operating systems that were

approved in recent months was replaced; and several taxiways have been re-named as a result of new federal guidance.

Consent Calendar

Transfers. NONE

Review of Payments. Mr. Cope and Mr. Barton inquired about the \$19,937.14 for the 1st quarter storm water fees. Mr. Cullen explained this was the invoice amount imposed by the City of Janesville. He further explained this expense has been sharply increasing since 2017 and that Mr. Josh Smith has been briefed. Mr. Barton asked if board members should get involved and Mr. Cullen asked to keep it at the administrator level for now. Board members also inquired about the hotel expense of the Airport Crew Leader Mr. Kevin Smith. Mr. Smith provided an explanation of the Snow Symposium he attended in Buffalo, NY to learn the latest methods in snow removal. Mr. Cope inquired about the \$12,180 between J&B Signs and La Crosse Sign Company. Mr. Cullen explained that one was a repair and the other was a new sign. Both were budgeted items.

Updates, Discussion and Possible Action

Discuss/Possible Action: Business view Magazine Request. Mr. Cullen provided a recap from the May meeting and used the internet to show a web page of the company and one example of story accomplished about St Paul Airport. He further discussed some responses of the salesman's email that was distributed. Chair Fox asked who this magazine targets and the size of their distribution. Mr. Barton asked what some of the tenants thought as they may be the ones receiving solicitation. Mr. Reese provided feedback that it wouldn't bother him to receive solicitation that he'd carefully consider spending any marketing dollars like he would with any other vendor calling him. And, he would do some more homework to see what other flying associations thought of this company or talk to anyone that has used them. Mr. Quint stated that he would also consider spending money to advertise his business with this company but would hope they'd not pursue him if he didn't advertise. Most felt this would be targeted to the businesses not the T-hangar tenants. Supervisor Richard and Mawhinney moved to table the topic. MOTION FAILED on the following vote. AYES- Supervisors Fox, Mawhinney, Richard. NOES – Board members Baker, Reese, Barton, Quint, Cope, and Johnson. After some more discussion Chair Fox asked Mr. Cullen to find out more information: What circulation presence does the company have? Speak to references, and check with trade associations for feedback.

Discuss/Possible Action: Runway 18-36. Mr. Cullen covered each option that was being considered for runway 18-36 that was distributed to board members. Of the seven options, Mr. Baron and Chair Fox moved to proceed with the micro-surfacing over the existing asphalt option. Discussion followed. Mr. Reese agreed with the decision stating the airport needs that runway when crosswinds are a factor. Mr. Cullen agreed with the motion and stated it's good to make this decision now so we can appropriately request money in the 2020 budget. Mr. Graczykowski mentioned that it's possible the County could receive some state financial assistance. Perhaps this

could be part of a bigger contract with other airports doing the same re-surfacing which may help get a better rate to complete the work. Mr. Donovan also stated that keeping this runway now and making repairs will help when Runway 4-22 is closed and being updated with projected work in two to three years. Mr. Cullen also added this will allow the Airport Board to then strategically plan in the next 5-7 years as to what should be done with Runway 18-36, if anything further. MOTION CARRIED.

Discuss/Possible Action: Elevation Air's Minimum Standards Variance Request. Mr. Reese provided a synopsis of the Airport's Minimum Standard, paragraph 5.7.g. He explained that his business plan will not allow maintenance type of activities within his leased space. Therefore, he didn't see a need to maintain a waste oil receptacle within the immediate vicinity of the hangar. Mr. Barton inquired as to the cost of a waste oil receptacle but otherwise little discussion. Supervisors Richard and Mawhinney moved to allow the variance request. MOTION CARRIED on the following vote. AYES - Supervisors Richard and Mawhinney. NOES – 0. ABSTAINED – Supervisor Fox, Board members Reese and Quint.

Discuss/Possible Action: Update Airport's Minimum Standards. Chair Fox requested that prior to reviewing the recommended changes thus far, that a sub-committee be established to thoroughly review the Airport's Minimum Standards. Mr. Cullen agreed and added that the sub-committee should also review the Airport's Rules and Regulations. Both of these documents would then come back to the Airport Board and subsequently the County Board of Supervisors. Mr. Cullen will select a sub-committee. Mr. Barton asked that anyone that may be selected is mindful of acting in good faith. That we don't want to appear to be self-serving and the committee should consult with Corp Counsel. Mr. Cullen will establish a committee by the July Airport Board meeting and provide appropriate updates.

Discuss/Possible Action: TSA Pre-check conference room fee waiver request. Mr. Cullen informed the board of an opportunity that would benefit southern Wisconsin and northern Illinois. The Transportation Security Administration hires a contractor to visit airports and conduct security background checks for travelers wishing to use the faster TSA Pre-check security lines versus the normal security lane at commercial airports. The mobile team would need use of our conference room during the week of Sep 30 – Oct 4. Any member of the local community that would like to apply for or update/renew their TSA Pre-check status, could come to Southern Wisconsin Regional Airport, complete the paperwork, pay the \$85 fee, and be updated in the TSA system during their next commercial flight. The Milwaukee region representative will assist in the marketing efforts. This will allow the local community a chance to get this service done close to home and visit our facilities. Supervisor Richard and Mr. Cope moved to waive the conference room fee. MOTION CARRIED.

Committee Requests and Motions. None.

Next Meeting Date. The next meeting of the Airport Board will be on Monday, July 15, 2019, at 8:00 a.m.

Minutes of the Airport Board
June 17, 2019

Adjournment. Mr. Quint and Supervisor Mawhinney moved to adjourn at 8:47 a.m. MOTION CARRIED.

Respectfully Submitted,

Greg Cullen, C.M.
Airport Director

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	TELEPHONE		06/13/2019	AT AND T	MAY AT & T	95.17
		P1900962	06/20/2019	CHARTER COMMUNICATIONS	JUN SERVICE FOR AMMO	137.12
43-4453-4110-63100	OFC SUPP & EXP		06/20/2019	US BANK	STAPLES 2 ORDERS	158.62
43-4453-4110-64200	TRAINING EXP		06/20/2019	US BANK	HOTELS FOR CULLEN & HEVEL WAMA	218.00
43-4453-4110-64918	MARKETING		06/20/2019	MIDWEST FLYER MAGAZINE	JUN/JUL CLASSIFIED AD	53.25
43-4453-4110-65103	PUBLIC LIABILITY		06/13/2019	AERO INSURANCE	AIRPORT LIABILITY INSURANCE	10,684.00
		P1901672			Airport Administration PROG TOTAL	11,346.16
43-4453-4453-62160	CLEANING CONTRAC					
		P1900634	06/20/2019	ALSCO INC	UNIFORMS WK OF JUN 10	83.04
		P1900637	06/13/2019	DIVERSIFIED BUILDING MAINTENAN	MAY CLEANING AMMO & TERM	628.22
43-4453-4453-62164	DISPOSAL SERV					
		P1900635	06/20/2019	ADVANCED DISPOSAL SERVICES	MAY 2019 TRASH	162.65
		P1900636	06/06/2019	ACE PORTABLES INC	JUNE PORTABLE TOILETS	142.00
43-4453-4453-62201	ELECTRIC		06/20/2019	ALLIANT ENERGY/WP&L	ALLIANT ENERGY / JUN	402.97
43-4453-4453-62203	NATURAL GAS		06/20/2019	ALLIANT ENERGY/WP&L	ALLIANT ENERGY / JUNE	96.68
43-4453-4453-62400	R & M SERV					
		P1900641	06/06/2019	MID STATE EQUIPMENT JANESVILLE	BLADES FOR 20' RHINO	698.04
		P1900657	06/20/2019	NAPA AUTO PARTS	AIR FILTER	136.97
		P1901657	06/06/2019	SCHUH PLUMBING SOLUTIONS LLC	REPAIR AMMO PLUMING TO OBTAIN	1,450.00
43-4453-4453-63501	GAS & FUELS					
		P1900864	06/13/2019	BROWN OIL CO INC	MAY OFF ROAD DIESEL	778.60
		P1901317	06/20/2019	KWIK TRIP EXTENDED NETWORK	MAY DIESEL FUEL IN VEHICLES	430.34
43-4453-4453-64900	OTHER SUPPL/EXP					
		P1900594	06/13/2019	MENARDS	HEDGE TRIMMER CONDUIT NON META	108.97
		P1900595	06/20/2019	US BANK	SAFECON MEDIA DAY SUPPLIES	52.04
		P1900633	06/20/2019	BJ ELECTRIC SUPPLY INC	CRH LT100 1 LT CONN	36.48

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JUNE 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P1900642	06/20/2019	HARRIS ACE HARDWARE LLP	CONNECTOR COMP EMT 1"	17.45
		P1900647	06/06/2019	FASTENAL COMPANY	SHOP SUPPLIES	86.32
Airport Maintenance PROG TOTAL						5,310.77

I have reviewed the preceding payments in the total amount of **\$16,656.93**

Date:

Dept Head Gregory A. Cella

Committee Chair _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board

INITIATED BY

Southern Wisconsin Regional Airport Board

SUBMITTED BY



Gregory A. Cullen C.M. Airport

Director

DRAFTED BY

July 3, 2019

DATE DRAFTED

AUTHORIZING EASEMENT TO ALLIANT ENERGY AT SOUTHERN WISCONSIN REGIONAL AIRPORT

1 **WHEREAS**, Rock County owns the Southern Wisconsin Regional Airport located in the City of
2 Janesville; and,
3

4 **WHEREAS**, Alliant Energy desires to obtain an easement along US Highway 51 for the purpose of
5 installing underground electric facilities to the new Shine Medical Technologies project. The new
6 line will currently serve the new facility on the east side of US Highway 51 and in the future, they
7 will loop it to the Dollar General circuit. By placing the line on private property instead of in the
8 right of way, it should protect the line from future road projects that could require the line to be
9 moved.
10

11 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
12 assembled this _____ day of _____, 2019, that the County Board Chair and County
13 Clerk are authorized to sign the easement with Alliant Energy.

Respectfully submitted,

SOUTHERN WISCONSIN REGIONAL
AIRPORT BOARD

COUNTY BOARD STAFF COMMITTEE

Brent Fox, Chair

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Mary Mawhinney, Vice Chair

Rick Richard

Richard Bostwick

Eric Baker

Henry Brill

Larry Barton

Betty Jo Bussie

Dick Cope

Louis Peer

Greg Johnson

Alan Sweeney

Joe Quint

Terry Thomas

Katie Reese

Bob Yeomans

FISCAL NOTE:

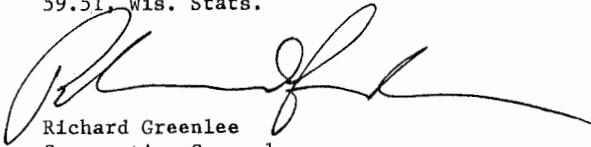
No fiscal impact.



Sherry Oja
Finance Director

LEGAL NOTE:

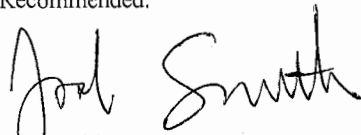
The County Board is authorized to take this action pursuant to §§ 59.01 and
59.51, Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

Authorizing Easement to Alliant Energy at Southern Wisconsin Regional Airport

This Resolution authorizes a utility easement along property owned by the County on the east side of US Highway 51. This property is used as a Runway Protection Zone for Runway 04/22. The easement provides a strip of land 12 feet in width on the described property for the purpose of installing underground electric and communication lines and other equipment as needed for the purpose of transmitting electricity or communication signals. This project is being completed for the purpose of providing the new Shine Medical Technologies facility with electrical service.

The easement requires the grantee (Alliant Energy) to meet standards established by the FAA as related to airport safety for the protection of aircraft either landing or taking off, requires the restoration of the easement area to "as is" condition, and requires the grantee to cover any cost of damages.

Respectfully Submitted,

Gregory A. Cullen C.M.
Airport Director



Alliant Energy
4902 North Biltmore Lane
P.O. Box 77007
Madison, WI 53707-1007

1-800-ALLIANT (800-255-4268)
alliantenergy.com

July 1, 2019

Mr. Greg Cullen

Alliant Energy is working on a project to install underground electric facilities to the new Shine Medical Project. We are reaching out to Rock County to request an easement along the west edge of property adjacent to S. US. Highway 51.

Easements allow us to install our facilities outside of Wisconsin D.O.T right of way. We prefer to install our facilities on private property rather than in R.O.W. This generally protects our cable from future road projects that may require a relocate.

I hope to answer some questions you may have below.

1. There is no cost to Rock County/Airport for this easement.
2. The land use does not change, i.e. farming can continue over the cable route.
3. This is an underground easement that would not have facilities that impact the RPZ.
4. All restoration and or crop damage during installation and future maintenance of the cable is at Alliant Energy's expense.

Currently the cable will only feed Shine, however in the future we plan to loop it to the Dollar General circuit. The cable would also be available to the county for any future electric needs you may have on your parcels east of Highway 51.

I look forward to discussing any other questions you or the board may have. Thank you for your time considering this request.

Sincerely,

Zach Stocks
Engineering Technician
Alliant Energy-WP&L
3730 Kennedy Road
Janesville, WI 53545-8812



Alliant Energy - Engineering and Construction
Work Management System

Designed / Non-Designed Job Sketch - OH / UG / Gas

WR Desc: Shine Easement request

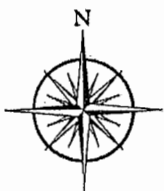
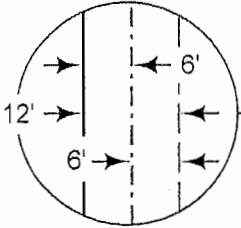
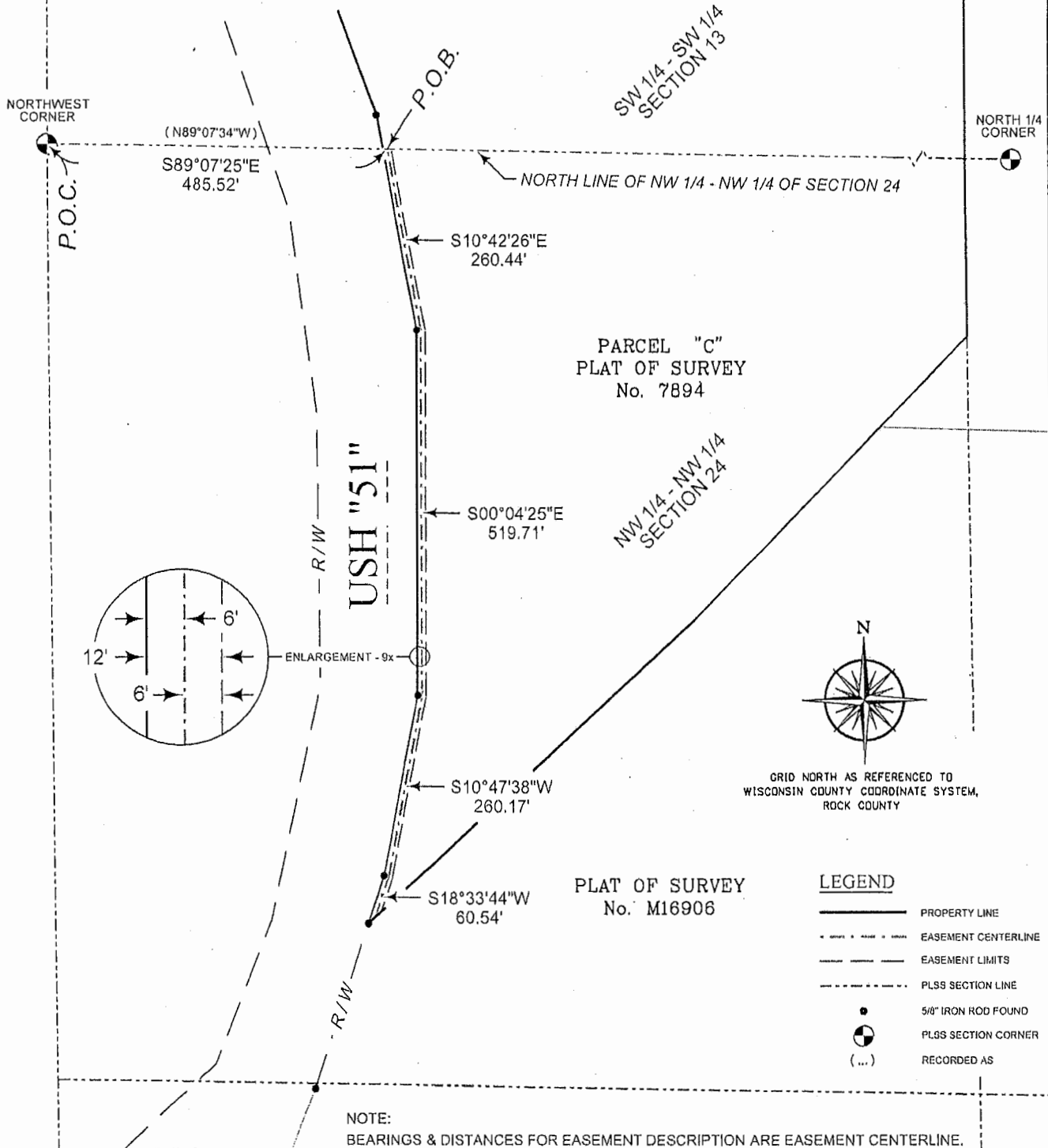
Request:

Customer Name: Shine Medical		Map No.	Sched. Date	Comp. Req. Date	Std. Const. Date
Address: S US Highway 51		TD Code	DHL No.	Start Date	Start Time
City: Janesville, WI		Joint Trench		Refund File No.	
Customer Ph:		Id	Cal	Dist	
Planned By: Zach Stocks	Phone No: 608.757.7516	Y/N	Y/N	Y/N	



EXHIBIT B

LOCATED IN THE NW1/4 OF THE NW1/4 SECTION 24,
T. 2 N., R. 12 E., CITY OF JANESVILLE, ROCK COUNTY, WISCONSIN.



GRID NORTH AS REFERENCED TO
WISCONSIN COUNTY COORDINATE SYSTEM,
ROCK COUNTY

LEGEND

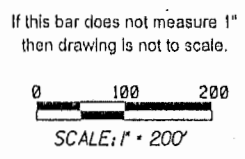
	PROPERTY LINE
	EASEMENT CENTERLINE
	EASEMENT LIMITS
	PLSS SECTION LINE
	5/8" IRON ROD FOUND
	PLSS SECTION CORNER
	(...) RECORDED AS

NOTE:
BEARINGS & DISTANCES FOR EASEMENT DESCRIPTION ARE EASEMENT CENTERLINE.

File: X:\Office\Annex\Surveyor\Easements\Rock\Shine Medical Tech - Jonesville\EASEMENT MAP\Shine Medical Tech Esmt Map.dgn



This drawing shall be used solely for easement description purposes and thus may only be relied upon for such purpose.



WP&L UTILITY EASEMENT MAP	
PROPERTY OWNER / EASEMENT GRANTOR: ROCK COUNTY AIRPORT	
Drawn: TJT	Date: 06/21/2019
Scale: 1" = 200'	SHEET 1 OF 1



MEMORANDUM

DATE: June 24, 2019

TO: Southern Wisconsin Regional Airport Board

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

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 employee who attended an educational symposium that fell within the above guidelines.

Attendance was at the Northeast Chapter of the AAAE International Aviation Snow-Symposium in Buffalo, NY 4/26/19 through 5/2/19.

<u>Attendee</u>	<u>Training</u>	<u>Travel</u>	<u>Lodging</u>	<u>Meals</u>	<u>Total</u>
Kevin Smith	\$1,045.00	\$246.30	\$1,289.94	\$0.00	\$2,581.24

cc: Josh Smith
Marilyn Bondehagen

Greg Cullen

From: RICK RICHARD
Sent: Friday, June 21, 2019 8:46 AM
To: BRENT FOX
Cc: Greg Cullen
Subject: Agenda Item

Brent,

Can we add to the July airport agenda a request that a meeting room fee be waived for a August 21st meeting of Blackhawk Technical College Board and Blackhawk Technical College Foundation - non profit, education organization ?

Thanks, Rick