

Rock County, Wisconsin



**In Person or  
TELECONFERENCE**

Airport Board Meeting  
Monday, November 16, 2020 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

The Airport Board is inviting you to a scheduled Zoom meeting.  
***In person attendees are required to wear a mask.***

**Meeting ID: 819 2489 0183**

**Passcode: 513658**

Join Zoom Meeting

<https://us02web.zoom.us/j/81924890183?pwd=eFVZUUC3b0lDaStSMmpEM3FWZ2s1UT09>

One tap mobile

+13017158592,,81924890183#,,,,,0#,,513658# US (Washington D.C)

+13126266799,,81924890183#,,,,,0#,,513658# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/u/kboWD0zTu4>

Join by SIP: [81924890183@zoomcrc.com](mailto:81924890183@zoomcrc.com)

Join by Skype for Business: <https://us02web.zoom.us/skype/81924890183>

Join by Telephone:

- ⊕ On your phone, dial the phone number provided above.
- ⊕ Enter the meeting ID number when prompted using your keypad.
- ⊕ Please note that long-distance charges may apply. This is not a toll-free number.
- ⊕ Once logged in please identify yourself by name.
- ⊕ Please mute your phone when you are not speaking to minimize background noise.
- ⊕ Please be patient.

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 Cynthia at (608)757-5768 if you are going to be late or unable to attend the meeting.

Airport Board Meeting  
Monday, November 16, 2020 at 8:00 a.m.

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of October 19, 2020
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
  - a. Transfers
  - b. Review of payments of October 2020
6. Updates, Discussion and Possible Action
  - a. Awarding Contract for Rental Services of Uniforms, Shop Towels and Walk-off Mats for the Southern Wisconsin Regional Airport.
  - b. 2021 Rates
  - c. Expiring Terms of Board Members Mrs. Reese and Mr. Quint
  - d. Airport Director's Updates
7. Committee Requests and Motions
8. Next Meeting Date: December 14, 2020
9. Adjournment



Airport Board Meeting - Minutes  
Monday, October 19, 2020 at 8:00 a.m.

**TELECONFERENCE**

Call to Order. Chair Fox called the teleconference 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. Dick Cope, Mr. Greg Johnson, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. Mr. Larry Barton.

Staff Members: Greg Cullen            Airport Director  
                         Cynthia Hevel        Airport Secretary II  
                         Terri Carlson         Rock County Risk Manager

Others Present:        William Gempler  
                                 Rick Leyes  
                                 Julianne Burns  
                                 Everett Reese  
                                 Randy Hughes  
                                 Jim Freeman

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

Approval of Minutes of July 20, 2020. Supervisor Homan and Mr. Johnson moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Mr. Cullen informed the Board that Mr. Quint was on the cover of Director of Maintenance magazine. Mr. Cullen expressed his appreciation for the dedication and work it took to obtain this achievement and the Board offered congratulations to Mr. Quint.

**Consent Calendar**

Transfers. None

Review of Payments. The reviews for July, August, and September 2020 were completed.

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

Fourth Addendum to Agricultural Lease. Mr. Cullen explained that the current agriculture lease expires on November 30, 2020, and our current tenant has expressed his desire to extend his lease for an additional three years. Mr. Cullen stated that our tenant, Hughes Farms and the Hughes family have been very good tenants for a long time. He recommends approving the Addendum. Supervisors Homan and Fox moved to approve the Fourth Addendum to Agricultural Lease. MOTION CARRIED.

Storage Rates for Derelict Aircraft. Mr. Cullen told the Board that after the last meeting he spoke to the County's Corporation Counsel and explained our situation on the airport regarding derelict aircraft. In response, Assistant Corporation Counsel Bridget Laurent wrote a letter to the Board requesting that they set rates for derelict aircraft in accordance with airport Rules and Regulations.

Mr. Cullen stated that the derelict aircraft situation has improved since the last meeting. One of the aircraft has been removed from the airport, another has been moved inside a private hangar and is being worked on in the hopes that the owner will be able to fly it out of here. The third aircraft has been moved from its location of the last 20-plus years on the east side of the airport. It is still on the airport, but in a better location for snow removal. Mr. Cullen feels an appropriate rate would be in the \$100 to \$200 a month rate. He feels we charge a minimum of \$228 a month for a t-hangar, and if the plane would fit into a hangar, it should be in one. Discussion on various rates took place.

Mr. Homan asked if the current aircraft on the field are going to be charged these rates. He didn't feel the plane in the private hangar should be charged as it is not sitting on the ramp anymore. Mr. Cullen responded that this will only affect the owner of the Aztec at this point and any future aircraft that become derelict.

Supervisor Richard made a motion to set the rate for derelict aircraft at \$350 per month. Mrs. Reese seconded the motion. Mr. Johnson said that he felt that \$350 was high for ramp storage and Supervisor Richard stated that it has to be high in order to be a deterrent to creating derelict aircraft in the future. Mr. Johnson said that he could agree with that. MOTION CARRIED.

Erect – A – Tube Right of First Refusal. Mr. Cullen reminded the board that at the last meeting in July, we discussed a request from Erect – A- Tube to be released from their lease and be given the right of first refusal should someone else wish to lease that parcel. Mr. Cullen has consulted with the Rock County Corporation Counsel and has drafted the letter that the Board received as part of the Agenda. The letter gives Erect – A – Tube to the right to re-Lease the land should someone else wish to enter into a new lease for the same parcel. Erect – A – Tube would have 30 days to enter into a new lease or give up their right of first refusal. Mr. Cullen stated that he felt this was fair given Erect – A- Tubes long history with the airport and their substantial investment of over \$40,000 over the last 10 years. Supervisor Homan and Mr. Johnson moved to approve the right of first refusal. MOTION CARRIED.

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

Airport 2021 Budget. Mr. Cullen told the Board that in July we received two reimbursement checks for various items one for \$167,000 and one for \$6,500. In addition the airport has requested a reimbursement from the CARES act in the amount of \$157,000.

Mr. Cullen gave a brief Power Point presentation of the Airport's 2021 budget request. Mr. Cullen touched on the possible retirement of the airport secretary and training a replacement and the City of Janesville's storm water fees which are a large portion of the budget. Mr. Cullen stated that the Resolution requesting exemption of some areas on the airport is moving through the process but he budgeted a 10% increase in these fees.

Mr. Cullen discussed revenue. He has not requested an increase in hangar, land lease rates or fuel flow for the Budget process. These increases are an option to increase revenue, but we are competitive in the market and he doesn't anticipate asking for an increase at this time.

Mr. Cullen then discussed capital improvement projects. The airport really needs a broom truck and the State has money available for this type of equipment, but even if it was ordered today, manufacturing is still one year out. There was no additional money requested for the Runway 04/22 project, but there will be a big chunk requested next year. The airport was asked to hold off on the Runway 18/36 rehabilitation as the \$150,000 sales tax money earmarked for that project was needed elsewhere due to COVID. We have re-requested that money for 2021 and it will be coming out of the airport's general fund. Mr. Cullen asked if there were any questions related to the 2021 Budget and there were none.

Supervisor Fox informed the Board that Airport Board Member Larry Barton has submitted his letter of resignation from the Airport Board effective Tuesday, October 20<sup>th</sup>. County Administrator Josh Smith has been informed and Mr. Cullen has submitted some names to Mr. Smith from people who have expressed an interest in serving on the Airport Board in the past.

Committee Requests and Motions. None

Next Meeting Date. The next meeting of the Airport Board will be Monday, November 16<sup>th</sup>, 2020 at 8:00 a.m.

Adjournment. Supervisors Richard and Mr. Cope moved to adjourn at 8:55 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Secretary II





Airport Director's Updates  
October 19, 2020

- The airport crew did a nice job at the end of June painting all the runway 14-32 markings. It looks great. They have also recently completed painting the mandatory runway designation boxes on the airfield.
- The resolution to request the City of Janesville amend their ordinance allowing an exemption of runways, taxiways, and public ramp space to calculate storm water fees was approved by the County Board of Supervisors in early August. I have been working with Corp Counsel to derive a next step forward.
- The derelict Cardinal aircraft was sold and hauled away September 9<sup>th</sup>. The Lear Jet's owner had a maintenance team working on the aircraft for two weeks in late August and early September. They were able to get a few things working but still had some vertical stabilizer issues. The plane is currently in a hangar while the owner fixes the issues. The Aztec was towed from its home of the past 20-25 years on September 23<sup>rd</sup>. It's still on airport property near the west T-hangars, but it is out of site from Highway 51 and in a better spot during snow removal operations if continues to live here any longer.
- The maintenance crew/ARFF crew went to General Mitchell International Airport September 17<sup>th</sup> to complete their annual live fire training. They not only were able to complete this training requirement but participated in their Tri-Annual large response exercise. It was a great learning experience as they dealt with mass casualties, triage, and working with multiple agencies during a disaster.
- Bessie's Diner hosted a pancake breakfast fly-in September 19. They had outdoor seating and took several COVID precautions. The weather was very nice. They had a great turn-out of both pilots and customers from landside. This has prompted some discussion if Bessie's could have some outdoor seating for their patrons. No action taken at this time.
- We have an obligation to test our ARFF truck's foam annually or 30 days prior to a Part 139 inspection. Foam is the most efficient way to fight an aircraft fire. However, an agent within the Foam, PFAS, has been reported as harmful to the environment. As such, the FAA and state officials are very much aware of this and making changes to various requirements. In the meantime, we have ordered a retro-fit foam testing kit that will be installed on our ARFF truck from Oshkosh Truck. This will allow us to test the foam without discharging anything onto the ground. Foam may be discharged in an emergency only now effective September 1, 2020. We should have our equipment installed by the end of October. This equipment cost \$25,696. However, we will receive 80% (\$20,556.80) reimbursement from the state.



- Hangar construction update: Two hangars that started construction this spring are nearly complete. Both owners should take occupancy this month. The third hangar being built this year is going up on the southeast ramp. After a few delays this summer, it appears that owner should have occupancy in late November. I've been in contact with another private owner that is doing research now but very interested to build a hangar at our airport as well. And, I've had some initial contact with a business owner from another airport that is considering starting an aviation related business here as well.
- Our engineering firm Mead & Hunt and I have been continuing the planning of our runway 4-22 rehab project. I should be receiving a 30% design concept very soon. We are currently looking at starting this project early in 2022. I don't have any cost estimate but our share will be 5%. It would involve closing down that runway for several months while we remove asphalt and use a concrete overlay or asphalt once again. Runway 14-32 and 18-36 would remain open most of that time.
- Mead & Hunt also continues to make progress on our Master Plan and Airport Layout Plan project. It's estimated at 65% completed. There will be a meeting open to the public as it nears completion as part of the process.
- I'm also working with the engineers making plans to develop our east side. That area has a lot of growth potential so we want to be ready as commercial and private owner interest remains high.
- SHINE's building project continues to move forward. SHINE contractors have been very good to work with and following all guidelines. They are making plans for the next part of building their complex which will include a main headquarters and therapeutics buildings. I'm working with City, state, and FAA officials since that proposed buildings would reside in the approach corridor of runway 22. I have not been contacted yet regarding the movement of their product once production starts.
- Received word Sep 28<sup>th</sup>, that our airport is being placed on "Inactive Status under 14 CFR Part 139". The FAA invokes the inactive status when an airport experiences an extended period without air carrier service. It gives the FAA latitude to adjust inspection schedules, but does not change the certificate holder's responsibility to fully comply with 14 CFR part 139. This status doesn't affect federal funding. Should we receive a request for commercial service/Part 121 aircraft, I have an obligation to notify my examiner.
- Congratulations to Elevation Air are in order. They recently added another C-172 to their fleet. And, they have been designated a regional FAA testing center. Experienced pilots and those learning to become a pilot can come to their facility and take FAA approved exams to fulfill various requirements.





- We hosted Vice President Pence twice between mid-August and mid-September. Things went well. I want to thank the Department of Public Works, specifically Neil Pierce and his crew for assisting me with obtaining vehicles requested by Secret Service. We were very close to hosting President Trump on Oct 3, but now it appears Oct 17<sup>th</sup> he will arrive.
  
- DPW completed some crack sealing work for us October 5 & 6 in the Terminal parking lot and southeast ramp area. The airport crew then painted Airport Road and the parking lot to freshen things up.





### Financial Relief

Jul 15, 2020 - State Bureau of Aeronautics past projects refund – \$167,856.90.

Jul 17, 2020 – Mead & Hunt refund of aerial photography conducted Sep 2018 - \$6,500 – placed into Airport General Fund.

Submitted Sep 11, 2020 - Federal CARES Act - \$157,000 from salaries account to be placed into Airport General Fund.

### 2021 Recommended Budget

Description	2020 Budget	2021 Requested	2021 Recommended
Total Revenues	\$468,802	\$490,088	\$636,388
Total Expenditures	\$997,487	\$1,032,280	\$1,176,033
Tax Levy	\$528,685	\$542,192	\$539,645

2.1%

### Action

Planning for Airport Secretary's retirement.

Requesting to advertise, hire, and have 8 weeks of transition between the outgoing and incoming. The Secretary II job classification doesn't fully capture the unique airport daily tasks. Losing 25 years of experience will have an impact.

The requested overlap would increase the salaries budget \$6,854. The County Administrator is recommending \$3,427 or 4 weeks of overlap. Will need a resolution approving any overlap and could request a budget amendment at that time when more details are known.

### Action

Currently exploring options to reduce utility expenses; specifically storm water fees estimating \$94,354 this year. 32% increase in 2020.

Although the expense wouldn't be eliminated entirely, any savings in this area would be good.

We are budgeting \$103,789 for 2021 or 10% increase.

### Action

Generate more land lease and T-hangar revenue.

Considering the present economy and impacts of COVID-19, none of the revenue predictions considered a rate increase.

2% increase = \$4,469

4% increase = \$8,938

### Action



Raise fuel flowage fee from \$.08 to \$.09 per gallon



Estimated revenue increase = \$17,300



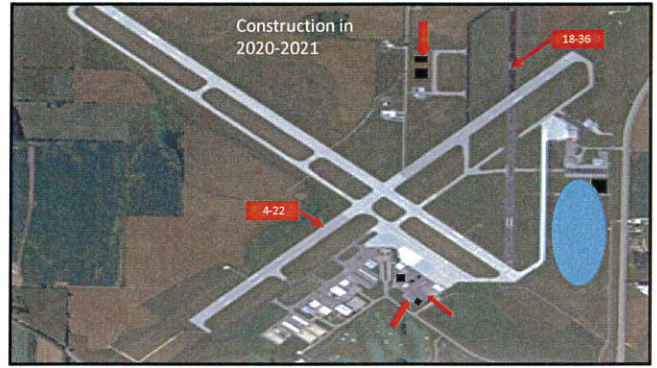
Impact: affects pilots & FBO; research has proven we are competitive with other WI airports our size

### 2021 Capital Improvement Projects

Project	Total Cost	Local Share	Budgeted	Requested
<u>Federal Aid 90/5/5</u>				
Master Plan, SRE Needs Study, Airport Layout Plan	\$330,000est	\$16,500	\$16,500	
SRE Broom Truck	\$790,000est	\$39,500	\$32,000	\$7,500
2022 Rehab Runway 4-22 Surface (phase II)	\$5,000,000est	\$250,000		
<u>State Aid 80/20</u>				
East side development	??			
<u>Local Funding</u>				
Runway 18-36 Micro-Surface				\$160,000
Total Request =				\$167,500

## 2021 Capital Equipment

Local Sales Tax Project	Total Cost	
Repair Terminal door safety release	\$3,500	
Install water softener systems (Terminal & SRE bldg.)	\$8,600	
Install T-Hangar fire extinguishers	\$1,200	
Replace SRE 24' Door Opening system	\$3,600	
Replace security gate 1 w/new opening system	\$20,000	
Replace S. Oakhill Ave culvert/asphalt	\$5,500	
Install Terminal automatic opening restroom doors	\$5,400	
Replace gate 30 operating system	\$12,000	
Replace emergency communication siren	\$7,500	
Purchase frequently used/needed tools	\$12,500	\$10,000
Total Request = \$79,800		\$77,300





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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone					
		P2000604	10/29/2020	CHARTER COMMUNICATIONS	OCT SERVICE FOR TERMINAL	1,085.72
43-4453-4110-62422	Radio R&M					
		P2001909	10/15/2020	GENERAL COMMUNICATIONS INC	KENWOOD SPEAKER MIC FOR VP5230	130.00
43-4453-4110-63100	Office&Misc Exp					
		P2000616	10/15/2020	US BANK	LAPTOP CASE, CRW LDR DIARY	48.36
43-4453-4110-64200	Training					
		P2000616	10/15/2020	US BANK	AIRPORT CONFERENCE	100.00
43-4453-4110-64918	Marketing					
		P2001904	10/15/2020	SIGN A RAMA USA	TAHOE SIGNAGE	330.00
		P2001905	10/15/2020	FOREMOST MEDIA INC	YEARLY SSL RENEWAL FOR AIRPORT	106.00
<b>Airport Administration PROG TOTAL</b>						<b>1,800.08</b>
43-4453-4453-62160	Cleaning Contrac					
		P2000564	10/29/2020	ALSCO INC	UNIFORMS	138.40
		P2000606	10/15/2020	DIVERSIFIED BUILDING MAINTENAN	SEP JANITOR SERVICE	628.22
		P2000622	10/22/2020	JAYS BIG ROLLS INC	BATHROOM SUPPLIES	91.00
		P2001848	10/01/2020	RANDYS WINDOW CLEANING	TERMINAL BUILDING WINDOW CLEAN	1,175.00
43-4453-4453-62164	Disposal Service					
		P2000253	10/15/2020	BADGERLAND DISPOSAL	OCT TRASH SERVICE	32.50
		P2000561	10/15/2020	ACE PORTABLES INC	OCT PORTABLE TOILETS	142.00
43-4453-4453-62201	Electric					
			10/29/2020	ALLIANT ENERGY/WP&L	OCT ELECTRIC	5,381.23
43-4453-4453-62203	Natural Gas					
			10/29/2020	ALLIANT ENERGY/WP&L	OCT GAS	449.08
43-4453-4453-62400	R & M Services					
		P2001417	10/08/2020	MAXXED OUT MOTORSPORTS	TIRE REPAIRS	160.00
43-4453-4453-62473	Painting					
		P2000614	10/22/2020	SHERWIN WILLIAMS	WHITE PAINT	587.65
43-4453-4453-63501	Gas/Other Fuels					
		P2000605	10/15/2020	BROWN OIL CO INC	SEP OFF ROAD DIESEL	240.00
		P2000615	10/15/2020	KWIK TRIP EXTENDED NETWORK	SEP DIESEL FUEL	277.14
43-4453-4453-63503	Equip Parts					
		P2000610	10/29/2020	INTERSTATE BATTERIES OF ROCKFO	BATTERIES FOR #14 FWD 1982	518.75



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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt		
43-4453-4453-64900	Other Expenses	P2000620	10/22/2020	NAPA AUTO PARTS	CORE DEP REFUND ON INV 352887	222.20		
		P2001806	10/08/2020	NORTHLAND EQUIPMENT CO INC	SHIPPING	169.05		
		P2001939	10/22/2020	FOUR SEASONS REPAIR INC	STARTER FOR LINE STRIPER	52.92		
		P2000603	10/15/2020	BJ ELECTRIC SUPPLY INC	14W BOLLARD JELLY JAR RETROFIT	70.34		
		P2000611	10/15/2020	HARRIS ACE HARDWARE LLP	HOSE FUEL	63.52		
		P2000616	10/15/2020	US BANK	HINGES FOR TERM BATH	218.91		
		P2000621	10/22/2020	MENARDS	BACKER ROD	109.20		
		P2001347	10/29/2020	SPRING GREEN LAWN CARE	EARLY FALL SERVICE TERM LAWN	59.95		
		P2001586	10/15/2020	WOODWARD PETROLEUM SERVICES LL	FUEL SYSTEM TEST AND REPAIR	1,195.38		
		P2001759	10/29/2020	SHERWIN INDUSTRIES INC	YEARLY RECALIBRATION OF AIRPOR	511.01		
		P2001946	10/22/2020	WOODWARD PETROLEUM SERVICES LL	UG SERVICE CALL - INSPECT AND	89.00		
		P2001947	10/22/2020	WOODWARD PETROLEUM SERVICES LL	SERVICE CALL FOR HYDROSTATIC T	99.00		
		<b>Airport Maintenance PROG TOTAL</b>						<b>12,681.45</b>
		43-4453-4454-67200	Captial Improve	P2001954	10/22/2020	WISCONSIN DEPARTMENT OF TRANSP	AIRPORT MASTER PLAN UPDATE	1,628.74
				P2001955	10/22/2020	WISCONSIN DEPARTMENT OF TRANSP	AIRFIELD LIGHTING	10,161.17
P2001956	10/22/2020			WISCONSIN DEPARTMENT OF TRANSP	RECONSTRUCT ASPHALT RAMP SE	4,741.61		
P2001957	10/22/2020			WISCONSIN DEPARTMENT OF TRANSP	EAST HANGAR DEVELOPMENT	4,156.13		
<b>Airport Capital PROG TOTAL</b>						<b>20,687.65</b>		

I have reviewed the preceding payments in the total amount of **\$35,169.18**

Date:

Dept Head



Committee Chair

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

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

Report Total: 35,169.18

For Job Numbers: 2100042, 2103665, 2108079, 2111056, 2111139, 2112522

Rock County, Wisconsin

Facilities Management  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5527



## Executive Summary

### **AWARDING CONTRACT FOR RENTAL SERVICES OF UNIFORMS, SHOP TOWELS AND WALK-OFF MATS FOR THE SOUTHERN WISCONSIN REGIONAL AIRPORT**

The Southern Wisconsin Regional Airport contracts with a private vendor to provide employee uniforms, shop towels and walk-off mats for all locations. Bids were solicited from five vendors with one responding. The only, most responsible and responsive bid was received from Unifirst of Menomonee Falls, Wisconsin.

The contract will begin January 1, 2021, and terminate December 31, 2021. Facilities Management may opt to renew the contract for two additional years, 2022 and 2023. The total contract shall not exceed three years.



**PROJECT NUMBER**            #2021-06  
**PROJECT NAME**            UNIFORMS, SHOP TOWELS & WALK-OFF MATS  
**DEPARTMENT**              SOUTHERN WISCONSIN REGIONAL AIRPORT  
**BID DUE DATE**             OCTOBER 13, 2020 – 1:30 P.M.

	<b>UNIFIRST MENOMONEE FALLS WI</b>
2021 ANNUAL COST	3,253.12
2022 ANNUAL COST	3,350.71
2023 ANNUAL COST	3,451.22
<b>TOTAL 3 YEAR CONTRACT</b>	<b>\$ 10,055.05</b>

The Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: Jodi Millis, Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

GOVERNING COMMITTEE APPROVAL:

\_\_\_\_\_  
Chair Vote            Date



#2021-06  
**INVITATION TO BID**  
**ROCK COUNTY DEPARTMENT OF PUBLIC WORKS**  
**AIRPORT DIVISION**  
**PRICING WORKSHEET**

PROJECTED ACTUAL CLEANING ORDER PER WEEK	
<b>UNIFORMS 65% / 35% POLY-COTTON BLEND ANSI COMPLIANT HI-VIS RIPSTOP TYPE R, CLASS 2, YELLOW/GREEN AND NAVY SHIRTS &amp; PANTS</b>	
Cost per week for *5 shirts + 5 pants	
\$ <u>6.60</u> + \$ <u>3.79</u> = \$ <u>10.39</u>	cost per week per employee
\$ <u>10.39</u> per week x 52 weeks x 4 employees = \$ <u>2,161.12</u>	
<b>WALK-OFF MATS</b>	
3x5 3 per week at \$ <u>6</u> week x 52 = \$ <u>312</u>	
4x6 1 per week at \$ <u>3</u> week x 52 = \$ <u>156</u>	
Yearly cost for 52 weeks \$ <u>468</u>	
<b>SHOP TOWELS</b>	
White (metal and oil free) 40 per week	
With 120 inventoried at \$ <u>0.15</u> each x 40 = \$ <u>6</u> weekly	
52 weeks = \$ <u>312</u> annually	
Replacement rate each \$ <u>1</u> every week x <u>52</u> = <u>52.00</u> This is the only other add-on cost permitted.	
<del>\$364</del>	<del>\$ 364.<sup>00</sup></del>
<b>2021 AIRPORT YEARLY COST</b>	<b>**\$3,253.12</b>

INCREASE (IF ANY) 2022 3 %

INCREASE (IF ANY) 2023 3 %

\*Based on each wearer receiving 11 sets of shirts and pants in inventory. The shirts were estimated to be all long sleeve to give Rock County a safe estimate; but each wearer has the choice of all long sleeve, all short sleeve or to mix both.

\*\*Includes a \$5 weekly delivery charge (\$260 yearly).

PLEASE PRINT OR TYPE FOLLOWING INFORMATION (EXCEPT SIGNATURE):

Company Name: UniFirst  
Signature: Paul Nozok  
Printed Name: Paul Nozok  
Title: Sales Representative  
Address: W136 N4863 Campbell Dr.  
City/State/Zip: Menomonee Falls / WI / 53051  
Telephone: 262-337-1376  
E-Mail: paul\_nozok@unifirst.com

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



**#2021-06  
INVITATION TO BID  
UNIFORMS, SHOP TOWELS AND WALK-OFF/SCRAPER MATS  
FOR  
ROCK COUNTY, WISCONSIN**

**ADDENDUM #1  
QUESTIONS / ROCK COUNTY RESPONSES**

**SIGN AND RETURN THIS FORM WITH BID.**

COMPANY: UniFirst  
SIGNATURE: Paul [unclear]  
DATE RECEIVED: 9/17/2020

## REFERENCES

Please complete form and return with your bid.

COMPANY Dalee Water Conditioning  
CONTACT NAME Dave  
ADDRESS 1360 Bluff Rd Whitewater, WI 53190  
PHONE 262-473-5524  
NUMBER OF YEARS DOING BUSINESS WITH 1 year

COMPANY Block Diesel Repair  
CONTACT NAME Cris  
ADDRESS 3248 S Tower Dr Janesville, WI 53546  
PHONE 608-756-2916  
NUMBER OF YEARS DOING BUSINESS WITH 5+ years

COMPANY Oregon Public Works  
CONTACT NAME Jeff Rev  
ADDRESS 388 Park St. Oregon, WI 53575  
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## Airport Department – Issue Paper

**Issue** – Setting the 2021 Land Lease Rates, T-hangar Rates and House Rental Rate

**Discussion** – On December 18, 1991, the Public Works Committee approved an addendum to the Airport Leases to standardize the following items;

1. Lease rates equal between like businesses
2. Renegotiate lease rate annually
3. Increase based on the US CPI-U not to exceed 4% annually

Each Lease contains the following language: Annually during the month of December, rental rates shall be re-negotiated by the parties and will be based on the urban rate of inflation, not to exceed 4% annually. Said rates are to be equal to the rental rates for other buildings in its category and be effective January 1. The Airport Director shall be responsible for re-negotiating the yearly rental charge on behalf of the **LESSOR**, subject to final approval of the Public Works Committee.

The t-hangar storage agreement states that all rates are reviewed during the month of December every year and that rates may be adjusted. Adjustments will be based on the urban rate of inflation (CPI-U). It is also agreed that the Public Works Committee may from time to time make adjustments due to market evaluations. New rates will be effective as of February 1.

Rate increases over the last 5 years have varied from 0% in 2016 and 2017 to 2% in 2018, 2.5% in 2019 and 1% this year. Current information from U.S. Bureau of Labor Statistics is showing the CPI increase at 1.4% as of the September release. I expect that the October rate, which is the rate the Airport has historically always based rates on, will be similar. However, due to the unprecedented events of 2020 and the hardships the COVID-19 pandemic has created for so many people, I am not recommending or requesting an increase in rates for 2021. I noted in my 2021 budget request that I would not be requesting an increase in rates for 2021 and this has been approved.

**Recommendation** – Maintain 2020 rates in 2021 for Land Leases, T-hangar rates and the airport house rental.



# Databases, Tables & Calculators by Subject

Change Output Options:

From: 2010 To: 2020 [GO](#)

include graphs  include annual averages

[More Formatting Options](#)

Data extracted on: November 10, 2020 (9:38:57 AM)

## CPI for All Urban Consumers (CPI-U)

Series Id: CUUR0000SA0  
 Not Seasonally Adjusted  
 Series Title: All items in U.S. city average, all urban consumers, not seasonally adjusted  
 Area: U.S. city average  
 Item: All items  
 Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	217.535	218.576
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	223.598	226.280
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	228.850	230.338
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.366	233.548
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.384	237.088
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	236.265	237.769
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	238.778	241.237
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	244.076	246.163
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	250.089	252.125
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	254.412	256.903
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280				257.557	

## 12-Month Percent Change

Series Id: CUUR0000SA0  
 Not Seasonally Adjusted  
 Series Title: All items in U.S. city average, all urban consumers, not seasonally adjusted  
 Area: U.S. city average  
 Item: All items  
 Base Period: 1982-84=100

Download: [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5	2.1	1.2
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0	2.8	3.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7	2.3	1.8
2013	1.6	2.0	1.5	1.1	1.4	1.8	2.0	1.5	1.2	1.0	1.2	1.5	1.5	1.4
2014	1.6	1.1	1.5	2.0	2.1	2.1	2.0	1.7	1.7	1.7	1.3	0.8	1.7	1.5
2015	-0.1	0.0	-0.1	-0.2	0.0	0.1	0.2	0.2	0.0	0.2	0.5	0.7	-0.1	0.3
2016	1.4	1.0	0.9	1.1	1.0	1.0	0.8	1.1	1.5	1.6	1.7	2.1	1.1	1.5
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2.0	2.2	2.1	2.2	2.0
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	2.5	2.4
2019	1.6	1.5	1.9	2.0	1.8	1.6	1.8	1.7	1.7	1.8	2.1	2.3	1.7	1.9
2020	2.5	2.3	1.5	0.3	0.1	0.6	1.0	1.3	1.4				1.2	

<b>Rate History</b>			
<b>For Year</b>	<b>CPI</b>	<b>Land Lease Increase</b>	<b>T-Hangar Increase Effective Feb 1</b>
1/1/2021			
1/1/2020	1.80%	1.00%	1.00%
1/1/2019	2.50%	2.50%	2.50%
1/1/2018	2.00%	2.00%	2.00%
1/1/2017	1.60%	0.00%	0.00%
1/1/2016	0.20%	0.00%	0.00%
1/1/2015	1.70%	0.00%	0.00%
1/1/2014	1.00%	0.00%	0.00%
1/1/2013	2.20%	0.00%	0.00%
1/1/2012	3.50%	1.30%	1.30%
1/1/2011	1.20%	1.20%	0.00%
1/1/2010	-1.30%	0.00%	0.00%
1/1/2009	3.70%	3.00%	3.00%
1/1/2008	3.50%	3.50%	3.50%
1/1/2007	1.30%	1.30%	1.30%
1/1/2006	4.30%	4.00%	4.00%
1/1/2005	3.20%	3.30%	3.30%
1/1/2004	2.00%	1.70%	1.70%
1/1/2003	2.00%	1.70%	1.70%