

Rock County, Wisconsin



**In Person or
TELECONFERENCE**

Airport Board Meeting
Monday, January 25, 2021 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: 871 6976 8288

Passcode: 653196

Join Zoom Meeting

<https://us02web.zoom.us/j/87169768288?pwd=dktTWSs3bjlNcnkxRW1ERXpVOHpndz09>

Meeting ID: 871 6976 8288

Passcode: 653196

One tap mobile

+13126266799,,87169768288#,,,,*653196# US (Chicago)

+13017158592,,87169768288#,,,,*653196# US (Washington D.C)

Dial by your location

+1 312 626 6799 US (Chicago)

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Find your local number: <https://us02web.zoom.us/u/kefas3q24f>

Join by SIP

87169768288@zoomcrc.com

Join by Skype for Business

<https://us02web.zoom.us/skype/87169768288>

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 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, January 25, 2021 at 8:00 a.m.

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of November 16, 2020
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
 - a. Transfers
 - b. Review of payments of November and December 2020
6. Updates, Discussion and Possible Action
 - a. Mead & Hunt Presentation on the Airport's Master Plan and Runway 18/36 Alternatives
 - b. Bessie's Diner's Proposal for Outdoor Dining
 - c. Burlington Development's Request for Variance
 - d. First Addendum to Lease Agreement – Burlington Development
 - e. Agreement for Warbird Appearance
 - f. Semi-Annual Report- Attendance at Conventions/Conferences that Exceed \$1,00 per Employee per Event
 - g. Airport Director's Updates
7. Committee Requests and Motions
8. Next Meeting Date: February 15, 2021
9. Adjournment

Rock County, Wisconsin



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

Call to Order. Vice-Chair Richard called the meeting of the Airport Board to order at 8:00 a.m.

Airport Board Members Present in Person. Mr. Eric Baker, Mr. Greg Johnson and Mr. Joe Quint

Airport Board Members Present via Teleconference. Supervisors Homan and Richard, Mr. Dick Cope and Mrs. Katie Reese.

Members Absent. Supervisor Fox

<u>Staff Members Present in Person.</u>	Greg Cullen	Airport Director, in person
	Cynthia Hevel	Airport Secretary II, in person

Staff Members Present via Teleconference. Terri Carlson Rock County Risk Manager

<u>Others Present in Person.</u>	David Haas	Meisner Aircraft
	Bonnie Cooksey	Janesville Jet Center
	Jim Freeman	Helicopter Specialties
	Everett Reese	Elevation Air

<u>Others Present Via Teleconference.</u>	William Gempler	Interested Citizen
	Rick Leyes	Hangar Tenant
	Josh Gowe	Interested Citizen

Adoption of Agenda. Supervisor Homan and Mr. Johnson moved the Agenda. MOTION CARRIED.

Approval of Minutes of October 19, 2020. Supervisor Homan and Mrs. Reese moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None

Consent Calendar

Transfers. None

Review of Payments. The review for October 2020 was completed.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Updates, Discussion and Possible Action

Awarding Contract for Rental Services of Uniforms, Shop Towels and Walk-off Mats for the Southern Wisconsin Regional Airport. Mr. Cullen explained that our current contract for this service expires at the end of 2020 and the work was put out for bid. This is for a three year contract. Supervisor Homan asked if there was anyone closer than the Milwaukee area that responded and Mr. Cullen informed the Board that this was the only company to bid on the work and they are reasonably priced. Supervisor Homan and Mr. Johnson moved to award the contract to Unifirst of Menomonee Falls. MOTION CARRIED.

2021 Rates. Mr. Cullen explained that this is the time of year we usually discuss setting rates for the next year. Increases in rates are usually based on the October CPI that will be released later this week. Mr. Cullen informed the Board that it is not his intent to request an increase in rates for 2021. In addition to the fact that COVID has hit people hard this year we have had an increase each of the last three years. The September CPI was 1.4% and he anticipates that the October information will be similar. If the Board does want to do an increase we should wait until the December meeting to set the rate in order to use the October information.

Supervisor Richard stated that while personnel costs are going up, the Public Works Committee did not increase rent at the Gibbs Lake house this year for all of the same reasons Mr. Cullen stated, and would support maintaining the rates at the same level for next year.

Mr. Rick Leyes stated that he feels Mr. Cullen has done a good job on increasing the tenancy in the old t-hangars and he has spoken to some of his hangar neighbors. Mr. Leyes feels the increased occupancy is due to keeping the rates on the lower side. He does not want an increase.

Supervisor Homan stated he thinks holding off on an increase for next year is prudent and feels Mr. Cullen is doing a fantastic job on filling hangars. Supervisor Homan made a motion to maintain 2020 rates for 2021. Mr. Baker seconded the Motion. MOTION CARRIED on the following vote. AYES- 3, Supervisors Homan and Richard and Mr. Cope. NOES – 0, ABSENT – 1, ABSTAIN – 4, Mr. Baker, Mr. Johnson, Mrs. Reese, and Mr. Quint, VACANT – 1.

Expiring Terms of Board Members Mrs. Reese and Mr. Quint. Mr. Cullen stated that the Airport Board has been in existence two years now and due to the staggered beginning terms we have two Board members whose terms are expiring at the end of December, Mrs. Reese and Mr. Quint. He has spoken to both members and both have expressed a desire to stay on the Board for an additional three-year term.

Mrs. Reese thanked the Board for the last two years, she has found the experience both personally and professionally satisfying. She is looking forward to serving three more years. Supervisor Homan made a motion to approve new 3 year terms for Mrs. Reese and Mr. Quint. Supervisor Richard seconded it. MOTION CARRIED.

Airport Director's Updates. Mr. Cullen gave a verbal account of several items that have come up over the last month. The Airport is currently undergoing its first virtual Part 139 inspection. We have had to upload all of our inspection documents to a share folder that the FAA can access. They will then review

the documentation and notify us if there are any discrepancies. Mr. Cullen feels we are in good shape for this inspection.

Mr. Cullen reported that there he has noticed a tenant not following the Rules and Regs and/or Minimum Standards and asks tenants to be mindful that the documents exist to keep a level playing field for all tenants. Tenants that do not follow the Airport's compliance regulations will be notified.

Mr. Cullen mentioned that with snow season starting communication is very helpful for Airport staff's planning purposes. He asked that all tenants respond to any requests for information they receive during the upcoming season even if they have no flights scheduled as even that information is helpful.

Mr. Cullen told the Board that he just heard from the State of Wisconsin that there is funding available and he can start the process of creating a specifications worksheet for the purchase of a new snow broom truck. Ours is very old and he has been trying to replace it for quite some time. This machine will be purchased with a combination of State and Federal money and will take about a year for delivery once it has been ordered.

Mr. Cullen stated that the current vacancy on the Airport Board created by Mr. Barton's resignation last month is in the hands of the County Board Chair and County Administrator Josh Smith. There are other boards in the county that also have non-supervisor members and they want to ensure the nomination process is open to all interested citizens. As such, they are working on a mechanism to select a qualified candidate for all boards.

Mr. Leyes asked about the status of Runway 18/36. The last time he used it to take off he noticed a large crack. Mr. Cullen replied that the runway has multiple cracks and while he had been given funds in the 2020 budget for repairs to the runway, those funds were taken back when COVID-19 hit. Money has been allocated in 2021 and he is already working on getting it slurry coated or repaired as soon as possible in the new year. Due to its condition, when it snows this winter that runway will be closed in order to keep the equipment from causing additional damage during snow removal activities.

Committee Requests and Motions. None.

Next Meeting Date. The next meeting of the Airport Board will be Monday, December 14, 2020, at 8:00 a.m. Mr. Cullen asked everyone to note that it is a week earlier than usual. He felt it would be a good idea to have it a week earlier as our usual date is the week of Christmas. There were no objections noted.

Adjournment. Mr. Johnson and Mr. Quint moved to adjourn at 8:25 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Secretary II

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone					
		P2000604	11/25/2020	CHARTER COMMUNICATIONS	NOV SERVICE FOR TERMINAL	1,085.72
43-4453-4110-63100	Office&Misc Exp					
		P2000616	11/25/2020	US BANK	OFFICE SUPPLIES	11.79
43-4453-4110-64200	Training					
		P2000616	11/25/2020	US BANK	USDA WILDLIFE TRAINING	661.00
Airport Administration PROG TOTAL						1,758.51
43-4453-4453-62119	Other Services					
		P2002087	11/25/2020	PROTECTION TECHNOLOGIES	ANNUAL FIRE ALARM INSPECTION A	655.00
43-4453-4453-62160	Cleaning Contrac					
		P2000564	11/25/2020	ALSCO INC	UNIFORMS	110.72
		P2000606	11/05/2020	DIVERSIFIED BUILDING MAINTENAN	OCT CLEANING	628.22
		P2000622	11/25/2020	JAYS BIG ROLLS INC	PINK SOAP FOR TERMINAL	44.00
43-4453-4453-62164	Disposal Service					
		P2000253	11/12/2020	BADGERLAND DISPOSAL	NOV TRASH REMOVAL	32.50
		P2000561	11/12/2020	ACE PORTABLES INC	NOV PORTABLE TOILET RENTAL	142.00
43-4453-4453-62201	Electric					
			11/25/2020	ALLIANT ENERGY/WP&L	NOV ELEC	334.78
43-4453-4453-62202	Water					
			11/05/2020	CITY OF JANESVILLE	AMMO WATER	258.00
43-4453-4453-62203	Natural Gas					
			11/05/2020	ALLIANT ENERGY/WP&L	OCT GAS	74.24
43-4453-4453-62206	Sewer					
			11/05/2020	CITY OF JANESVILLE	AMMO WASTE WATER	213.80
43-4453-4453-62207	Storm Water					
			11/05/2020	CITY OF JANESVILLE	AMMO STORM WATER	24,383.08
43-4453-4453-62290	Utility Services					
			11/05/2020	CITY OF JANESVILLE	AMMO FIRE PROTECTION	265.19
43-4453-4453-63109	Other Supplies					
		P2000616	11/25/2020	US BANK	TERM RESTOOM SUPPLIES	89.51
43-4453-4453-63501	Gas/Other Fuels					
		P2000605	11/12/2020	BROWN OIL CO INC	OCT OFF ROAD DIESEL	304.00
		P2000615	11/12/2020	KWIK TRIP EXTENDED NETWORK	OCT DIESEL FUEL	329.43

**COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4453-63503	Equip Parts					
		P2000613	11/05/2020	JACKS TIRE SALES AND SERVICE I	TIRES FOR FORD F250	820.26
		P2002054	11/25/2020	FOUR SEASONS REPAIR INC	FUEL FILTER AND LINE FOR HONDA	21.25
		P2002072	11/25/2020	MONROE TRUCK EQUIPMENT INC	HYDRAULIC MOTOR SEAL KIT FOR	595.04
43-4453-4453-63702	Sand					
		P2001935	11/12/2020	FAULKS BROS CONSTRUCTION	DRY RUNWAY SAND PER FAA SPECS	8,425.79
43-4453-4453-64900	Other Expenses					
		P2000603	11/05/2020	BJ ELECTRIC SUPPLY INC	3500LM LED 120V	161.42
		P2000607	11/25/2020	FASTENAL COMPANY	FASTENERS	120.43
		P2000608	11/05/2020	GENESIS LAMP CORPORATION	AVIATION WINDSOCK	447.39
		P2000611	11/25/2020	HARRIS ACE HARDWARE LLP	WALLPAPER ADHESIVE	136.69
		P2000612	11/12/2020	GRAINGER	WORKLIGHT, GLOVES	155.44
		P2000616	11/25/2020	US BANK	RWY CRK SLR,SFTY KLEEN, FLG LT	1,182.46
		P2000620	11/05/2020	NAPA AUTO PARTS	BOXED MINIATURES, 5W20, BRAKE	122.84
		P2000622	11/25/2020	JAYS BIG ROLLS INC	PAPER TOWELS FOR AMMO	38.00
		P2001347	11/25/2020	SPRING GREEN LAWN CARE	FALL SERVICE	59.95
		P2001986	11/12/2020	BJOIN LIMESTONE INC	1 LOAD OF 5" CLEAR WASH ROCK	1,083.24
		P2002000	11/12/2020	A PLUS INSULATION	INSTALL R19 FIBERGLASS INSULA	1,225.00
		P2002030	11/25/2020	ARN BROTHERS BODY SHOP	EMERGENCY REPAIR OF AIRPORT	225.00
Airport Maintenance PROG TOTAL						42,684.67
43-4453-4454-67200	Capitla Improve					
		P2001510	11/12/2020	OSHKOSH AIRPORT PRODUCTS LLC	OSHKOSH ECO EFP RETROFIT KIT F	25,696.00
		P2002086	11/25/2020	WISCONSIN DEPARTMENT OF TRANSP	ENGINEERING LABOR DLVY-OTHER F	2,717.89
Airport Capital PROG TOTAL						28,413.89

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF NOVEMBER 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$72,857.07**

Date:

Dept Head



Committee Chair

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

<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: 72,857.07

For Job Numbers: 2114479, 2114496, 2116809, 2116863, 2122722

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone		12/17/2020	AT AND T	TELEPHONE SERVICE	101.77
		P2000604	12/17/2020	CHARTER COMMUNICATIONS	DEC AMMO SERVICE	1,085.72
43-4453-4110-63100	Office&Misc Exp					
		P2000616	12/17/2020	US BANK	OFFICE CALENDARS & PAPER	56.13
43-4453-4110-64918	Marketing					
		P2000617	12/10/2020	MIDWEST FLYER MAGAZINE	CLASSIFIED AD	53.25
		P2002160	12/17/2020	SAXERS SPORTING GOODS	ADVERTISING	94.40
Airport Administration PROG TOTAL						1,391.27
43-4453-4453-62119	Other Services					
		P2002170	12/17/2020	ABC FIRE AND SAFETY INC	YEARLY SERVICE ON AIRPORT FIRE	393.75
43-4453-4453-62160	Cleaning Contrac					
		P2000564	12/31/2020	ALSCO INC	UNIFORMS	138.40
		P2000606	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	TERMINAL CLEANING	628.22
43-4453-4453-62164	Disposal Service					
		P2000253	12/10/2020	BADGERLAND DISPOSAL	TRASH SERVICE	32.50
		P2000561	12/10/2020	ACE PORTABLES INC	PORTABLE TOILETS	142.00
43-4453-4453-62201	Electric					
			12/31/2020	ALLIANT ENERGY/WP&L	DEC ELEC	6,570.33
43-4453-4453-62203	Natural Gas					
			12/31/2020	ALLIANT ENERGY/WP&L	DEC GAS	1,875.07
43-4453-4453-62400	R & M Services					
		P2001987	12/17/2020	CENTRAL HYDRAULICS INC	REBUILD STEERING CYLINDER ON	1,100.00
43-4453-4453-63501	Gas/Other Fuels					
		P2000605	12/17/2020	BROWN OIL CO INC	NOV OFF ROAD DIESEL	2,139.00
		P2000615	12/17/2020	KWIK TRIP EXTENDED NETWORK	NOV ON ROAD DIESEL & DEF	265.84
43-4453-4453-63502	Oil/Grease/Other					
		P2002189	12/31/2020	KELLEY WILLIAMSON CO	DRUM DEPOSIT	954.33
43-4453-4453-63503	Equip Parts					
		P2000610	12/17/2020	INTERSTATE BATTERIES OF ROCKFO	31-MHD BATTERIES	353.85
		P2000613	12/17/2020	JACKS TIRE SALES AND SERVICE I	TIRES FOR AIRPORT 16	8,648.00
		P2000616	12/17/2020	US BANK	DASHBOARD FOR AIRPORT 17	274.00
		P2000618	12/23/2020	MID STATE EQUIPMENT JANESVILLE	PARTS FOR JOHN DEERE BACK HOE	1,911.14

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P2000619	12/31/2020	JOHNSON TRACTOR INC	CHAINSAW PROTECTIVE GEAR	394.55
		P2001417	12/31/2020	MAXXED OUT MOTORSPORTS	HYDRAULIC FITTING FOR ARPRT 16	326.82
		P2002095	12/10/2020	FOUR SEASONS REPAIR INC	HONDA 11HP MOTOR MODEL	973.00
43-4453-4453-64900	Other Expenses					
		P2000603	12/17/2020	BJ ELECTRIC SUPPLY INC	SOCKET ADAPTOR	10.38
		P2000611	12/23/2020	HARRIS ACE HARDWARE LLP	HEX KEY FOR FIRE ALARM RESET	88.72
		P2000616	12/17/2020	US BANK	AWOS MONITOR & BATTERIES	153.99
		P2000620	12/10/2020	NAPA AUTO PARTS	PENETRANT OIL	105.48
		P2000621	12/17/2020	MENARDS	MARKING PAINT	147.76
		P2000622	12/31/2020	JAYS BIG ROLLS INC	TOWEL DISPENSER FOR AMMO	111.50
		P2002159	12/17/2020	HENRICKSEN	HON HIE3.A.S.U OFFICE CHAIR	405.86
		P2002201	12/31/2020	DBT TRANSPORTATION SERVICES LL	AVIMET WEATHER DISPLAY PROCESS	1,820.42
Airport Maintenance PROG TOTAL						29,964.91

I have reviewed the preceding payments in the total amount of **\$31,356.18**

Date:

Dept Head



Committee Chair

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

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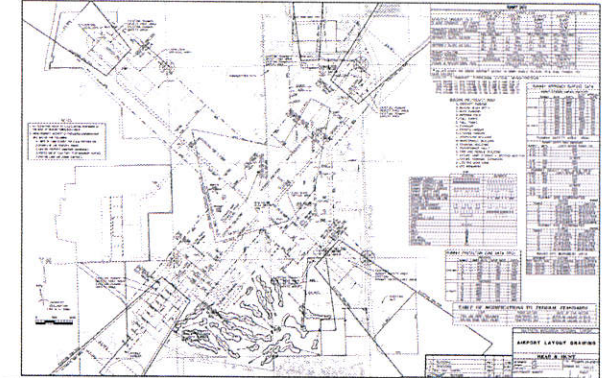
REPORT COMPLETE!

Report Total: 31,356.18

For Job Numbers: 2128441, 2131244, 2133681, 2135361

Today's Presentation

- Airport Master Plan / ALP Overview
- Tasks Completed to Date
- Runway 18/36 Alternatives
- Next Steps



Master Plan / ALP Overview

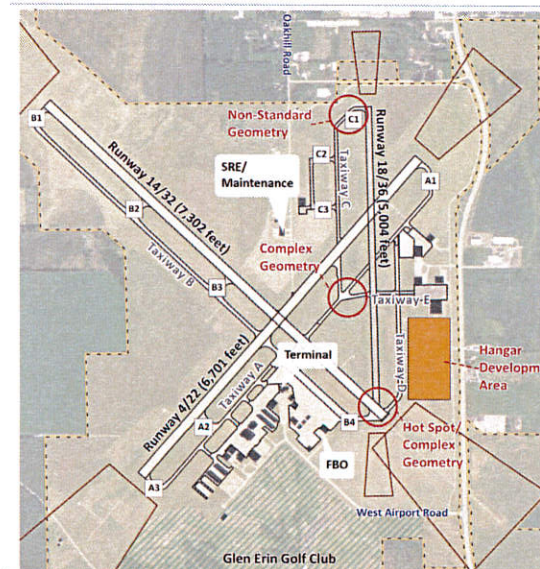
A Master Plan is:

- A 20-year plan, completed about every 10 years
 - Aviation Forecasts
 - Airport Layout Plan (ALP)
- Federal Aviation Administration (FAA) sponsored
 - Meet standards, justify funding

A Master Plan is not:

- A business plan or a marketing plan
- A wish list or funding guarantee
- A binding document
- A document that sets policies or rates

Master Plan / ALP Overview



- Major components:
 - Runway – taxiway geometry
 - Future hangar development
 - SRE / Maintenance facility
 - RPZ – Land Use
 - Forecasts
 - Updating ALP to new FAA standards (full set)

Tasks Completed to Date

- Inventory
 - What is at the Airport today: facilities, based aircraft, operations
 - Airport Role
- Aviation Activity Forecasts
 - Operations and Based Aircraft
 - Design Aircraft
 - Submitted to FAA for formal approval
- Draft Facility Requirements and Alternatives
 - What is needed at the airport in the future to meet demand

Mead&Hunt



Aviation Activity Forecasts

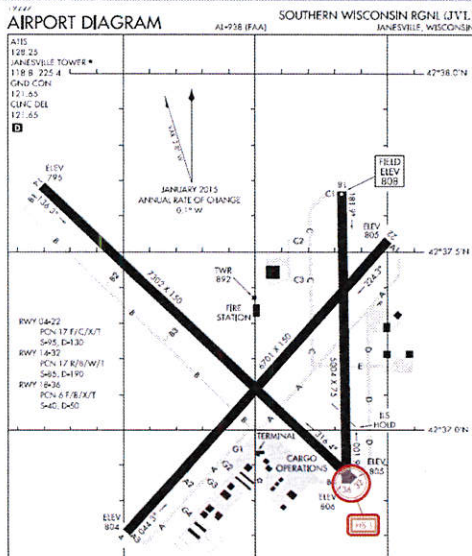
- Modest increase in operations
 - 2019: 42,000 operations
 - 2039: 49,000 operations
- Increase in based aircraft
 - 2019: 61 aircraft
 - 2039: 81 aircraft
 - Higher proportion of turboprops and jets
- Design aircraft
 - Gulfstream 500
- COVID impacts
 - Operations up in 2020



Mead&Hunt



Runway 18/36 – Existing Condition



- Non- Standard Design
- Recognized 'Hot Spot'
- Incursions and runway takeoffs
- FAA Support

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Runway 18/36 – Existing Condition

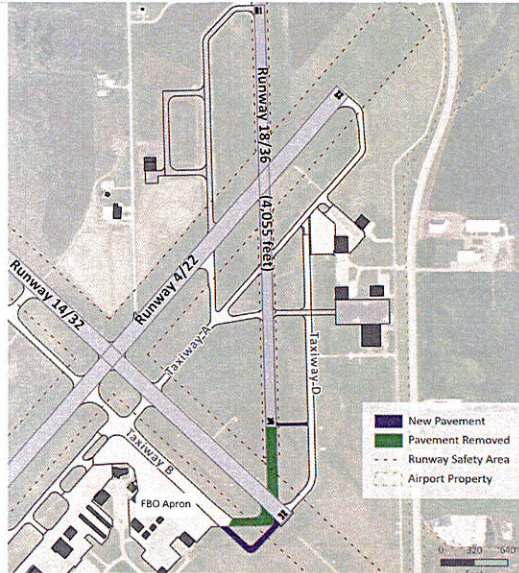


- Goals:
 - Separate runway ends
 - Reduce pilot confusion
 - Provide standard taxiway access to each runway end
 - Limit impacts to Runway 14/32
 - Limit costs and environmental impacts

Mead&Hunt



Runway 18/36 – Alternative 1

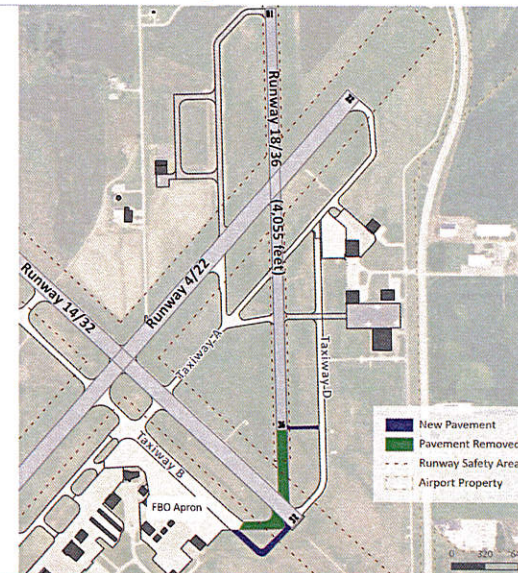


- Benefits
 - Decouples Runways 32 and 36 thresholds
 - Realigns Taxiway B4 to a right-angle entrance to Runway 32
 - Preserves length and utility of Runway 14/32
 - Preserves Runway 32 ILS
 - Maintains Taxiway D

Mead&Hunt

SOUTHERN WISCONSIN REGIONAL AIRPORT

Runway 18/36 – Alternative 1

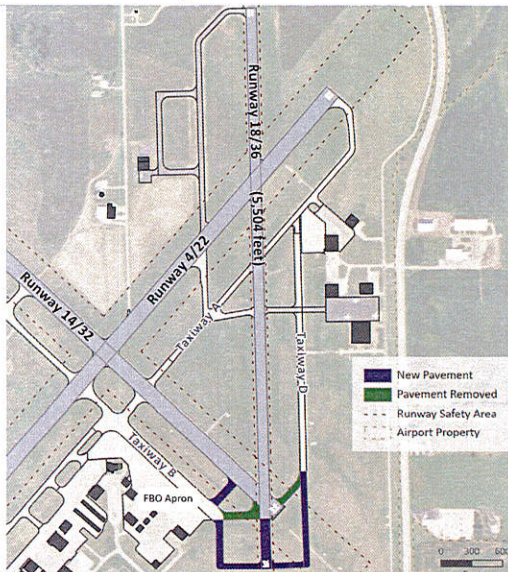


- Disadvantages
 - Reduces length and utility of Runway 18/36.
 - May need to implement approach holds on Taxiway B and/or Taxiway D.

Mead&Hunt

SOUTHERN WISCONSIN REGIONAL AIRPORT

Runway 18/36 – Alternative 2

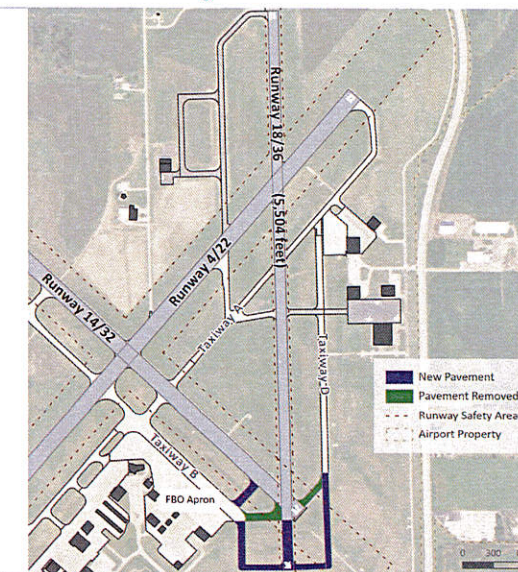


- Benefits
 - Decouples Runways 32 and 36 thresholds.
 - Corrects the non-standard taxiway geometry at Taxiway B4
 - Preserves length and utility of Runway 14/32
 - Increases length and utility of Runway 18/36

Mead&Hunt

SOUTHERN WISCONSIN REGIONAL AIRPORT

Runway 18/36 – Alternative 2

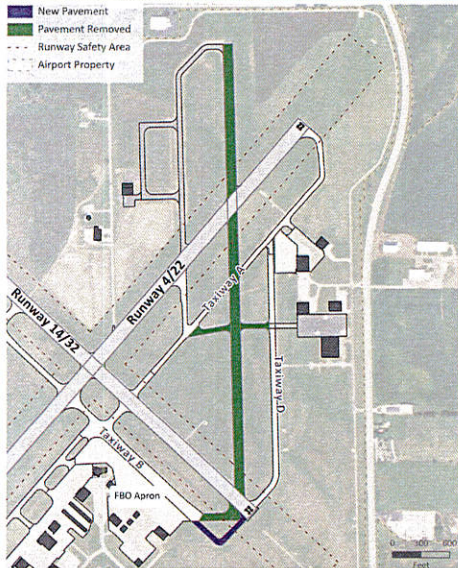


- Disadvantages
 - Retains complex intersection of Runway 32 threshold on Runway 18/36
 - Proposes new Taxiway B4 not located at runway end
 - Introduces potential non-standard Taxiway D
 - Complicates Runway 32 ILS facilities
 - Shifts Runway 36 RPZ on roadways and golf course

Mead&Hunt

SOUTHERN WISCONSIN REGIONAL AIRPORT

Runway 18/36 – Alternative 3

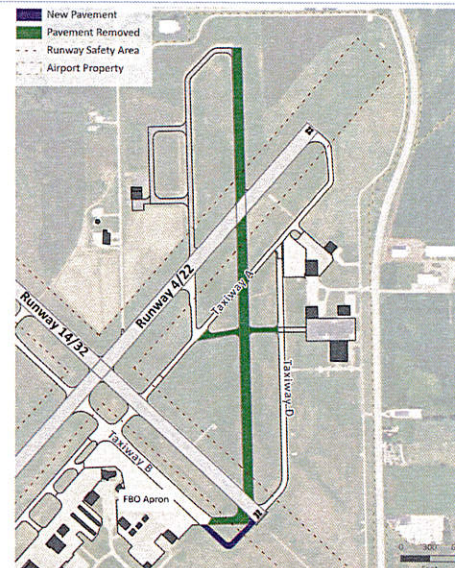


Mead&Hunt

SOUTHERN WISCONSIN
REGIONAL AIRPORT

- **Benefits**
 - Decouples Runways 32 and 36 thresholds
 - Realigns Taxiway B4 to a right-angle entrance to Runway 32
 - Preserves length and utility of Runway 14/32
 - Preserves Runway 32 ILS
 - Maintains Taxiway D

Runway 18/36 – Alternative 3

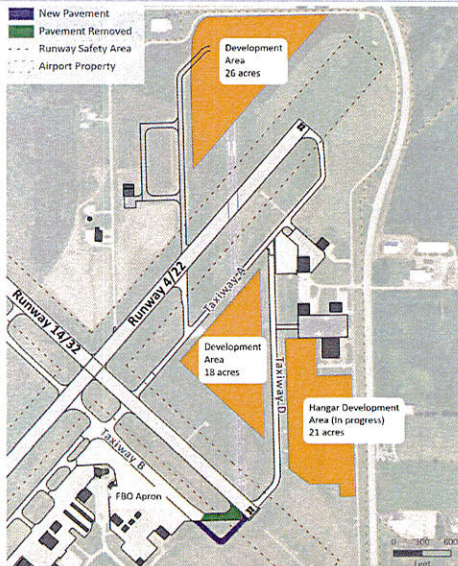


Mead&Hunt

SOUTHERN WISCONSIN
REGIONAL AIRPORT

- **Disadvantages**
 - Reduces utility of airport by removing Runway 18/36
 - Loss of use during closure of Rwy 4/22 – 14/32 intersection (reconstruction)
 - Negatively impacts aircraft users who prefer this runway when conditions warrant

Runway 18/36 – Alternative 3

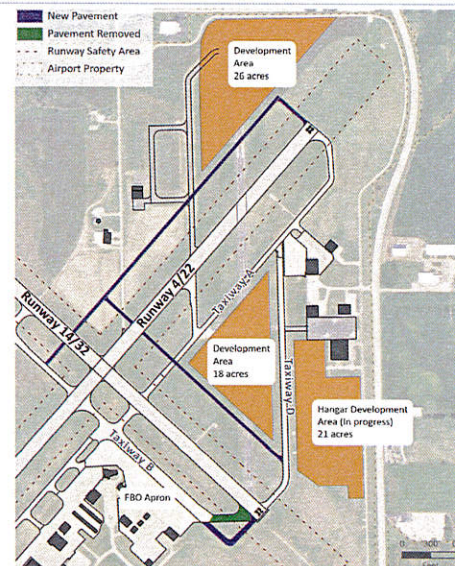


Mead&Hunt

SOUTHERN WISCONSIN
REGIONAL AIRPORT

- **Potential development areas**
- **North**
 - ~26 acres
- **Midfield**
 - ~18 acres
- **Southeast**
 - ~21 acres

Runway 18/36 – Alternative 3



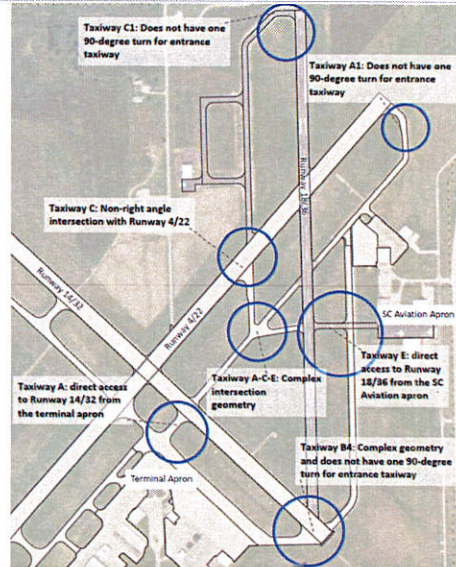
Mead&Hunt

SOUTHERN WISCONSIN
REGIONAL AIRPORT

- **Potential development areas**
- **North**
 - ~26 acres
- **Midfield**
 - ~18 acres
- **Southeast**
 - ~21 acres

Other Alternative Concepts

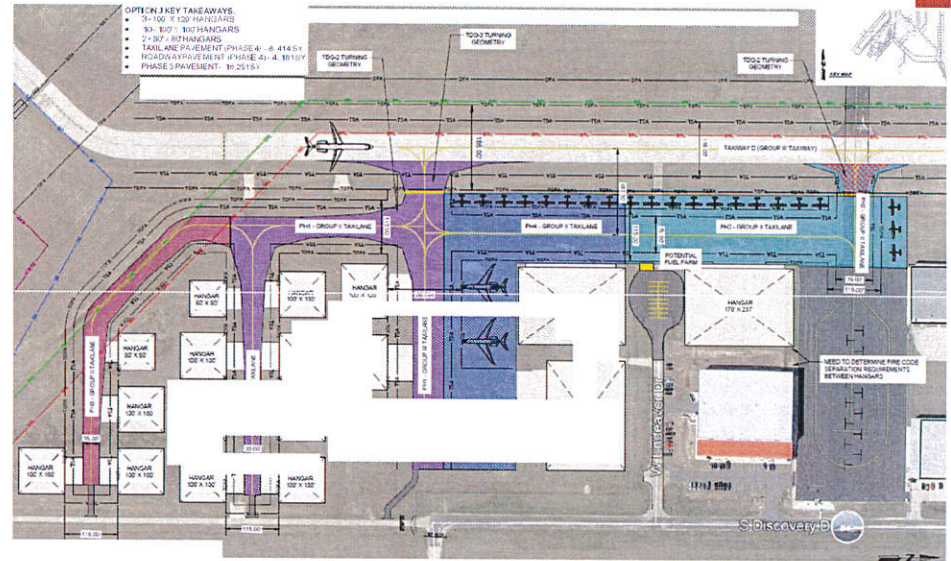
- Subsequent taxiway geometry corrections
- Hangar building areas to meet based aircraft demand
- SRE/Maintenance facility



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SOUTHERN WISCONSIN REGIONAL AIRPORT

Southeast Quadrant Hangar Concept



Mead&Hunt

Next Steps

- Forecast Approval
- Complete Facility Requirements
- Alternative Concepts
 - Preferred Runway 18/36 disposition
 - Subsequent taxiway geometry corrections
 - Hangar building areas to meet based aircraft demand
 - SRE/Maintenance facility
- 5-year Capital Improvement Plan
- Airport Layout Plan
 - FAA Approval

Thank you!

Mead&Hunt

SOUTHERN WISCONSIN REGIONAL AIRPORT

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SOUTHERN WISCONSIN REGIONAL AIRPORT

Bessie's Diner Proposal for Outdoor Dining

- Bessie's Diner and Hendricks Commercial Property see an opportunity to grow both our businesses well as increase airport traffic with an outdoor patio seating area. Currently Bessie's Diner and The Southern Wisconsin Regional Airport do not have an area for up close viewings of incoming and outgoing aircrafts with the flexibility of dining outside. We would like to propose enhancing both diners experience and profitably to SWRA
- Expanded seating area, Increased revenue, stronger business brand for both the airport and the diner along with an area that will sell itself with an amazing view are a few of the reasons an outdoor patio area would be mutually beneficial to SWRA and Bessie's Diner
- All interior and exterior work along with total associated costs paid for by Hendricks Commercial Property and Geronimo Hospitality without impacting the airport financially make this a valuable project for all parties involved
- All safety rules and policies to be followed with compliance to FAA regulations to make this area both secure and protected for both aircrafts and persons dining





703 Airport Road
Burlington, WI 53105
262.763.6600
www.MeisnerAircraft.com

Mr. Greg Cullen, C.M. – Airport Director
1716 W. Airport Road, Suite 100
Janesville, WI 53546

January 11th, 2021

Subject: Variance Request for Burlington Development Group, Inc. at KJVL.

To The Board of the Southern Wisconsin Regional Airport:

As you may know, Meisner Aircraft's principle offices are located in Burlington, Wisconsin however Burlington Development Group, Inc. (dba Meisner Aircraft, Inc.) occupies 4618 S. Columbia Dr., Janesville which is the former Blackhawk Technical hangar facility. Our business activities at the Janesville facility include:

- Aircraft & document storage
- Minor maintenance & minor paint modifications/touch-up including registration changes (Common activities associated with an aircraft sale)
- Client meetings/showings on reservation basis only

It is important to note these business operations are not solicited to the public, but are for either our company-owned aircraft or that of our clients. We are not in the painting or maintenance business and do not have any intention to be. The general public would never stop by this location for our services as all our literature and websites direct any traffic to our Burlington facility.

Regarding painting, there are six (6) exhaust fans in the hangar, and two (2) exhaust fans in the paint booth which is plenty of sufficient ventilation for the painting that occurs.

It has come to our attention that our current lease with you does not accurately illustrate some of our core business operations. We are therefore respectfully requesting a variance from the board for the following:

- To add "Aircraft Sales" and "Aircraft Restoration and Refurbishing" to the lease;
- To allow variance from your current required minimum of 8 hours per day staffing under your "Aircraft Restoration & Refurbishing" category, given we are not servicing the general public.

If you have any questions, please don't hesitate to reach out via phone or email below and I would be more than happy to help clarify anything or share about our business operation needs.

Signed: 

Christopher D. Meisner
Vice President – Meisner Aircraft, Inc.

Ph. 262.763.6600
Mobile. 262 903 7009
Email. Chris@MeisnerAircraft.com



Southern Wisconsin Regional Airport Issue Paper

Issues –

Request from Burlington Development to request a variance from hours of service requirements required by Aircraft Restoration and Refurbishing and expand its current Lease from “Aircraft Storage” services to also engage in Aircraft Sales and Aircraft Restoration and Refurbishing as defined in the Minimum Standards for Commercial Aeronautical Services for the Southern Wisconsin Regional Airport.

Discussion – Issue 1 – Requested Variance

Burlington Development, Inc. has requested to add Aircraft Sales and Aircraft Restoration and Refurbishing to their current use of Aircraft Storage as shown in their Lease Agreement.

Currently Burlington Development, Inc. meets all of the minimum standards as defined in the Minimum Standards for Commercial Aeronautical Services for the Southern Wisconsin Regional Airport for all of their requested uses with the exception of hours of service required by Aircraft Restoration and Refurbishing. The hours of available service required by the minimum standards is eight hours a day for five days a week. Mr. Meisner is requesting a variance from the hours of service because he is not offering these services to the general public, but is requesting the additional use to his lease in order to provide these services to aircraft that Burlington Development owns or that of their clients.

Section 2.4 of the Minimum Standards for Commercial Aeronautical Activities states:

2.4 Variance or Exemption

2.4.1 The Airport Board may approve variances to these Minimum Standards when a specific clause, section, or provision does not seem justified in a particular case because of special conditions and unique circumstances.

Discussion - Issue 2 – Addendum to Lease Agreement

Burlington Development, Inc. has requested to add Aircraft Sales and Aircraft Restoration and Refurbishing to their current use of Aircraft Storage as shown in their Lease Agreement. This can easily be accomplished by amending Article 9 of Burlington Development’s Lease Agreement to add these uses. Mr. Meisner of Burlington Development, Inc. has made this request in order to comply with the Airport’s Minimum Standards for Commercial Aeronautical Activities. His current Lease is for Aircraft Storage and the aircraft being stored in this location are for sale. Mr. Meisner’s sales office is located in Burlington, WI, but occasionally clients come to this location to view aircraft. Because this building has proper ventilation, Burlington Development can perform minor painting, such as tail number changes and some minor repairs and refurbishing, however, currently their lease does not allow for these activities. By adding these uses to their existing Lease, Burlington Development, Inc. would be in compliance with the Minimum Standards.

Recommendation – Matter of Policy

FIRST ADDENDUM
to
LEASE AGREEMENT
between
Southern Wisconsin Regional Airport, County of Rock, Wisconsin
and
Burlington Development, Inc.

WHEREAS, the County of Rock, Wisconsin, a municipal corporation, duly organized and existing under the laws of the State of Wisconsin, hereinafter referred to as COUNTY, and Burlington Development, Inc., hereinafter called LESSEE, entered into a certain contract hereinafter called AGREEMENT, on the 17th, day of February 2020.

WHEREAS, LESSEE desires to change Article 9.1 Permitted Use to add Aircraft Sales and Aircraft Restoration and Refurbishing to their current use of Aircraft Storage; and,

WHEREAS, LESSEE desires to change Article 9.3 Hours of Operation to incorporate a requested variance to the hours of operation required for the aircraft restoration and refurbishing as follows:

ARTICLE 9 – USE

9.1 Permitted Use

LESSEE is to use the PREMISES primarily for aircraft storage, aircraft sales and aircraft restoration and refurbishing. **LESSEE** may park personal motor vehicles and may house items incidental to **LESSEE'S** aviation operation under this lease in the hangar complex. **LESSEE** shall not, without written consent of the Airport Director and the Fire Department, store inflammables, except as are wholly contained within the engine and fuel compartments of the aircraft and vehicles. It is specifically understood that **LESSEE** may sublease hangar complex. This provision shall not relieve **LESSEE** of any of its obligations and duties under this Lease. All sub-leases must incorporate by reference this Lease and be consistent with the terms of this Lease and any sub-lease which, in whole or in part, is inconsistent with this Lease shall be null and void with respect to the inconsistent provision thereof.

9.3 Hours of Operation

LESSEE agrees to conform with the hours of operation set forth in the Minimum Requirements and Standards for Commercial Aeronautical Services at the Southern Wisconsin Regional Airport. Hours of operation shall not be reduced below the minimum without written consent of the Airport Director except during any period when the Airport is closed by any

lawful authority restricting the use thereto in such a manner as to interfere with the use of the same by the **LESSEE** for its business operation.

On January 25th, 2021 the Southern Wisconsin Regional Airport Board approved a request to grant a variance from the Airport Minimum Standards for Aircraft Restoration and Refurbishing, specifically to waive requirement 5.9(d) to keep the premises open and services available a minimum of eight (8) hours per day, five (5) days per week. LESSEE's restoration and refurbishing work is provided to LESSEE's own aircraft only and is not available to the general public.

ARTICLE 41 - AUTHORITY

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this

_____ day of _____, 2021.

LESSOR
ROCK COUNTY, WISCONSIN

BY: _____
Gregory A. Cullen, C.M.
Airport Director

LESSEE

BY: _____
Gary Meisner
Burlington Development, Inc.

December 24, 2020

Agreement for Warbird Appearance in Janesville, WI (KJVL)

This Agreement is made as of the 24th day of December 2020 by and between the **Commemorative Air Force B-29/B-24 Squadron, Tri-State CAF Wing, American Flight Museum, Inc. and Southern Wisconsin Regional Airport In Rock County Wisconsin.**

WHEREAS the B-29 aircraft *FIFI* and several support aircraft of the Commemorative Air Force B-29/B-24 Squadron will be traveling through Wisconsin on an annual summer tour in 2021; and

WHEREAS Tri-State CAF Wing is hosting a public event at Southern Wisconsin Regional Airport (KJVL) in Janesville, WI on July 23rd, 24th, and 25th, 2021; and

WHEREAS the parties believe that an appearance by these iconic aircraft will benefit each organization to maintain and preserve the historical significance of these aircraft;

THEREFORE, in consideration of the mutual promises and commitments herein, and other good and valuable consideration, the parties agree as follows:

1. The parties will join to promote an event named the "**Janesville Warbird Weekend 2021**". Emphasis will be placed on the historic occasion of these rare bombers together on the ramp, flying together. Secondary story lines will be developed to highlight the stories and sacrifice of our American Veterans.
2. The aircraft will come to Janesville, WI arriving at noon on Thursday, July 22nd and departing any time after July 25th, 2021, 5:00pm. **The aircraft will be available for a media event at 3:00 PM on Thursday, July 22nd (Weather permitting).** The event will be open to the public only on July 23rd, 24th, and 25th, 2021.
3. Each party will bring the following aircraft to the event:
 - a. B-29 *FIFI* – Commemorative Air Force B-29/B-24 Squadron
 - b. B-24 *Diamond Lil* – Commemorative Air Force B-29/B-24 Squadron
 - c. ~~C-45 *Bucket of Bolts* – Commemorative Air Force B-29/B-24 Squadron~~ ADJ 12/27/2020
 - d. P-51 Mustang *Red Nose* – Commemorative Air Force B-29/B-24 Squadron
 - e. T-6 Texan – Commemorative Air Force B-29/B-24 Squadron
 - f. PT-17 Stearman – Commemorative Air Force B-29/B-24 Squadron
 - g. AC-47 *Spooky* – American Flight Museum, Inc.
 - h. (Any other supporting aircraft(s) - Commemorative Air Force B-29/B-24 Squadron)
4. The Tri-State CAF wing will arrange the following aircraft to the event for Static Display:
 - a. Potential static only: KC-135, Rockford React Helicopter, Several transient EAA AirVenture Warbirds.

5. Tri-State CAF Wing will coordinate the static display of numerous other aircraft including a variety of experimental aircraft, helicopters, and military aircraft.
6. Tri-State CAF Wing will negotiate the appearance with the airport and set up the logistics with the FBO's, airport authorities, fire department and others as required. Tri-State CAF Wing agrees to provide additional ground support personnel to help set up crowd control, gate takers, aircraft marshalling, car parking, etc. as required.
7. Each party will look to their respective in-house teams for logistics support in scheduling their own hotel rooms and ground transport. Expenses for hotel and ground support will be the responsibility of each party for their own personnel. Tri-State CAF Wing will strive to secure ground transportation for the Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc. flight crews and ground support personnel through a donation by a local auto dealership. Tri-State CAF Wing will also attempt to secure favorable hotel discounts for all flight crews. Confirmation on the availability of loaned cars and discounted lodging will be made in advance to all parties.
8. The "Janesville Warbird Weekend 2021" will charge a gate fee permitting access for 1 day each (9am to 5pm Friday, Saturday & Sunday July 23rd, 24th, and 25th, 2021) to all attendees as follows:
 - a. \$10 per person.
 - b. \$20 per family (immediate family – parent(s) and children).
 - c. Children 8 and under free.
 - d. Attendees will have the option to purchase tickets online in advance of the event through a web portal (www.JVL21.splashthat.com).
9. The gross receipts of gate fees will be shared between the parties on the following basis:
 - a. Tri-State CAF Wing will receive ten percent (10%) of the gate receipts.
 - b. Southern Wisconsin Regional Airport will receive five percent (5%) of the gate receipts plus reimbursement at cost for hourly maintenance staff and equipment.
 - c. Commemorative Air Force B-29/B-24 Squadron will receive eighty-five percent (85%) of the gate receipts.
 - d. American Flight Museum, Inc. will retain 100 percent (100%) of a select corporate sponsorship dollar not to exceed \$3000.00.
10. Commemorative Air Force B-29/B-24 Squadron will sell rides on their aircraft and sell merchandise. No commissions will be asked for on the sale of aircraft rides as part of this agreement and retain 100% of the proceeds.
11. Commemorative Air Force B-29/B-24 Squadron will cover the cost of advertising and promotional material leading up to the event using their own PR campaigns.
12. Volunteers will collect the gate cash and distribute directly to the Commemorative Air Force B29/B-24 Squadron upon completion of the event. Total online ticket sale proceeds will be

transferred electronically from Splashthat.com (hosting websites) and included in the distribution, within 10 days after the conclusion of the event. The Commemorative Air Force B29/B-24 Squadron will distribute all the proceeds to the participating parties as outlined in section 9.

13. Total online ticket sale proceeds will be transferred electronically from Splashthat.com (hosting website) to the Commemorative Air Force B-29/B-24 Squadron, within 10 days after the conclusion of the Event. The Commemorative Air Force B-29/B-24 Squadron will distribute the proceeds to the participating parties as outlined in section 15.
14. Pete Buffington, Executive Director of Janesville Warbird Weekend, will be responsible for developing a website and social media page(s) for the promotion of both events. Each party will cooperate in the execution of the event marketing, including announcing to their respective members of the event. Pete Buffington will use all available free marketing resources local to the area leading up to the event including website promotion, social media exposure, radio interviews, TV interviews, and other marketing resources.
15. American Flight Museum, Inc. will be paid their sponsor funds as outlined in section 9, by check, issued by the Tri-State CAF Wing July 25th after Noon (12:00pm). For each day American Flight Museum, Inc. is unable to attend due to unforeseen conditions (e.g., Weather, Maintenance, Pandemics, or other Human Transmittable Virus Outbreaks, etc.), the sponsor proceeds will be reduced by one-third (1/3rd). The nonparticipation funds will be added to the gross proceeds of the event and distributed as outlined in section 9.
16. All logos of the parties are trademarks exclusively owned by the respective parties. No party shall use the other's logo or likeness in the promotion of the event without the express written consent of the other.
17. The parties pledge to cooperate as much as possible to ensure the successful staging and execution of the event. Tri-State CAF Wing will secure other attractions as space permits for the 3-day event. Food vendors (if any) will pay a 10% royalty on total sales through a separate agreement. These funds will be collected by the Tri-State CAF Wing. Food vendor royalty funds will be distributed to the Tri-State CAF Wing for a charitable cause.
18. No guarantee for hangar space is included while in agreement with this event contract. Hangar space is on a first come, first serve basis based upon availability at the various airport businesses and owners. Each party Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc. assumes the risk mother nature & the current pandemic may pose. Financial loss due to inclement weather, pandemics, and poor attendance is assumed by all agreeing parties with no contribution from each other.
19. Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc, understand and agree that they are and intend to be independent contractors and nothing in this Agreement or otherwise will cause them to have a relationship of employer and employee, principal and agent, master and servant, joint ventures, members of a joint enterprise, partners or legal

representative. No party shall have any authority to represent the other nor make any commitment for any other party.

20. Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc., and Rock County Wisconsin shall each indemnify, release, defend and hold harmless the other party and each of the other party's respective representatives, agents, employees, contractors, guests, volunteers, divisions, affiliates and invitees, and Tri-State CAF Wing, from and against any and all liabilities, claims, demands, costs, and expenses for personal injury or damage to property of third parties (including but not limited to reasonable attorneys' fees and costs) to the extent that such claims arise from: (i) negligence or other fault of the indemnifying party or its representatives, agents, employees, contractors, suppliers, customers, guests or invitees, or (ii) failure of the indemnifying party to fully perform all of its obligations under this Agreement.
21. No delay or failure by either party to exercise any right or remedy under this Agreement will constitute a waiver of such right or remedy. All waivers must be in writing and signed by an authorized representative of the party waiving its rights. A waiver by any party of any breach or covenant shall not be construed as a waiver of any succeeding breach of any other covenant.
22. Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc., and Rock County Wisconsin each waives all claims against the other parties (and against the other parties' affiliates, contractors, subcontractors, consultants, employees, agents, volunteers and vendors) for any consequential, special, punitive, exemplary, indirect or incidental damages of any kind arising directly or indirectly out of this Agreement or any performance hereunder (including without limitation lost profits or revenues or increased cost of operation or capital) under any legal theory (including without limitation tort, indemnity, or contribution).

- Continued on next page -

Accepted as of the date first written above.

Commemorative Air Force B-29/B-24 Squadron

Officer Name ALAN D HERUM

Title XO

Signature *Alan D Herum*

Date 12/27/2020

Tri-State CAF Wing

Officer Name _____

Title _____

Signature _____

Date _____

Rock County Wisconsin Airport Authority

Officer Name _____

Title _____

Signature _____

Date _____

American Flight Museum

Officer Name _____

Title _____

Signature _____

Date _____



MEMORANDUM

DATE: January 12, 2021

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 no training between July and December 2020 that fell within these guidelines.

cc: Josh Smith, County Administrator
Randy Terronez, Assistant to the County Administrator