

Rock County, Wisconsin



PLEASE NOTE
LOCATION

Airport Governance Ad Hoc Committee
Friday, January 10, 2020 at 8:30 a.m.
Janesville Jet Center
4606 S. Atlantis Dr.
Janesville, WI 53546

1. Call to Order
2. Review Minutes of December 6, 2019
3. Discussion on Previous Recommendations
4. Discuss & make recommendations if needed to Southern Wisconsin Regional Airport's Minimum Standards for Commercial Aeronautical Activities.
5. Set next meeting date if needed.
6. Adjournment

Note: It is possible, that a quorum another governmental body may be present.
However, no business of that second governmental body will be conducted

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 be unable to attend the meeting.

Rock County, Wisconsin



Airport Governance Ad Hoc Committee - Minutes
Friday, December 6, 2019 at 8:30 a.m.
Southern Wisconsin Regional Airport Terminal Conference Room
1716 W. Airport Rd.
Janesville, WI 53546

Call to Order. Airport Director Greg Cullen called the meeting of the Airport Governance Ad Hoc Committee to order at 8:30.

Ad Hoc Members Present. Mr. Greg Cullen, Mrs. Bonnie Cooksey, Mr. Jim Dillavou, Mr. Greg Johnson, and Mr. Richard Leyes.

Staff Members Present. Cynthia Hevel

Others Present:

David Haas	Meisner Aircraft
Jim Freeman	Helicopter Specialties
Everett Reese	Elevation Air
Josh Gowey	Interested Citizen

Review Minutes of November 15, 2019. Mr. Cullen asked if everyone had a chance to review the minutes of the last meeting and if there were any changes. There were no changes to the minutes, Mr. Johnson and Mrs. Cooksey made a motion to approve the minutes. MOTION CARRIED.

Discussion on Previous Recommendations. Mr. Cullen stated that he had received an e-mail from Joe Quint who runs Blackhawk Aircraft Maintenance on the topic of hot fueling. Mr. Quint stated that NFPA 4.2.14 addresses hot fueling and that it is allowed for very specific purposes including agriculture. Mr. Reese stated that hot fueling happens all the time and with changes in aircraft manufacturing and the increased use of APUs, this will become a bigger topic in the future. It was determined that Mr. Cullen would do some additional checking to see which NFPA version is currently used by the State of Wisconsin and the City of Janesville. The Rules and Regulations should comply with whatever is currently accepted by the City of Janesville.

Mr. Cullen stated that he had also received some feedback from Earl Arrowood, the airport's tower Manager. He was very adamant about not changing the wording in Section 3.2 to allow an aircraft to takeoff or land on a taxiway no matter the circumstances. There was some discussion on this topic and a recommendation was made to delete the second sentence of this section.

Also discussed was the recommendation to add the word human in the definition of the word "Aircraft." The FAA definition of this word includes UAS and by adding the word human, the airport's definition would conflict with the FAA's definition of the same word. The recommendation was made not to include that revision.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

Mr. Cullen stated that he will review all the definitions for accuracy.

Discuss and make recommendations if needed to Southern Wisconsin Regional Airport's Minimum Standards. Mr. Cullen stated that he had done a review of the Minimum Standards back in May or June and submitted some suggested revisions to the Airport Board at that time. That submission is what prompted the full scale review of both airport governance documents. At that time the revisions that he had requested were mostly administrative in nature. Those recommendations predominately related to the separation of the Airport from the Public Works Department and addressed some formatting issues and typographical errors. Mr. Cullen stated that he would like to continue the same format from the last meeting and go page by page to address any changes the committee thinks need to be made.

Discussion on Section 1 Purpose of Minimum Standards. There were no changes requested for this section, but a discussion on whether the current Minimum Standards are realistic took place. Mr. Leyes commented that he understands that the Minimum Standards are in place to keep fly by night businesses from operating on the airport, but he doesn't believe that any of our operators meet the minimum standards nor could a new business coming in meet these standards. It was explained that Elevation Air is the first new business to start under these current Minimum Standards, and it does meet them. All of our other operators are grandfathered under the old standards and did meet the standards that were in place at the time they opened their businesses. Mr. Reese of Elevation Air stated that he did not feel that the Standards were too restrictive and any business should be able to meet them. Mr. Cullen stated that he does think the parking requirements are too strict and he feels that we should change all references to parking to be compliant with the City of Janesville's code. No changes to this section.

Discussion on Section 2 Definitions and Applicability. Mr. Cullen will review all definitions and add a definition for Airport Board. All references to "the Department" will be changed to either "the Airport" or "airport management".

Discussion on Section 3 Business Operations. Discussion on Section 3.3.2 Driver's Training took place. Since you are in the movement area as soon as you go through the fence, many people are driving in the airport operations area that are not trained. Mr. Reese stated that FOD is a huge problem. Mr. Cullen would like to reword this section to more accurately reflect the process that currently takes place on the airport. There were no other changes for Section 3.

Discussion on Section 4 Minimum Standards for Multiple Service Operator. There were no changes recommended until Section 4.3.3 Vehicle Parking. This will be updated to reflect compliance with City of Janesville Parking Ordinances.

Section 4.4.1 Staffing. It is recommended that, if allowed by NFPA regulations, in the third sentence "Each multiple services operator shall be adequately staffed to conduct safe operations and shall have a 2nd person present during fueling operations." be changed to end after the word "operations". The remainder of the sentence would be deleted.

Section 4.5.a(3) it is recommended that if allowed by the current NFPA 407 regulations, the requirement to have a 2nd person present during all fueling operations be deleted.

Section 4.5.a(5) it is recommended that the last sentence of the paragraph pertaining to the requirement of bills of lading be deleted.

Minutes of the Airport Governance Ad hoc Committee
December 6, 2019

Section 4.5.b(6) it is recommended that this paragraph be re-worded to accurately reflect what is currently needed by airport administration for the purpose of fuel flow reporting.

Section 4.7.b(2) it is recommended that the requirement to have (2) employees who hold current FAA commercial pilot certificates be changed to (1) employee.

There were no further changes recommended for Section 4.

Mr. Cullen thought this would be a good place to stop for today and discussion on the next meeting date took place.

Set next meeting date if needed. The next meeting date will be on Friday, January 10th at 8:30 a.m. in the terminal conference room.

Adjournment. Bonnie Cooksey and Rick Leyes moved to adjourn the meeting at 10:00 a.m. MOTION CARRIED.

Recommended Updates for Minimum Standards - June 2019

Page Number	Changes Made
Cover	Change Revision Date
2	2. added hyphen to tiedown (tie-down) 6. added hyphen to ultra lights (ultra-lights)
3	14. Deleted extra space after Maintenance. Added definition 18. Airport Board Adjusted numbers of remaining items on page due to addition above
4	Adjusted numbers through #27 due to addition of definition on Page 3 26. deleted extra space after Fueling and before means Deleted # 28
5	30. deleted extra space between where by (whereby) 34. added apostrophe to pilot (pilot's) 35. deleted extra space after Club 40. Improvements moved to page 6
6	40. Improvements added to top 46. c. added hyphen to tiedowns (tie-downs) 49. Preventative Aircraft Maintenance moved to Page 7
7	49. Preventative Aircraft Maintenance added to top 50. Public Works Committee - Definition deleted adjusted numbers of remaining items on page due to deletion of #50 51. Rock County Public Works Committee changed to Airport Board 56. Public Works Committee changed to Airport Board 59. Tiedown moved to page 8
8	Numbers adjusted to deletion on Page 7 59. Tiedown added to top 59. Hyphen added to Tiedown (Tie-down) 2 times
9	2.4.1 Change Public Works Committee to Airport Board 2.4.2 Change Public Works Committee to Airport Board 2.4.3 Change Public Works Committee to Airport Board
16	c. Aircraft Line Services, added hyphen to tiedowns (tie-downs)
30	delete i. Provide a customer lounge, public telephones, and restrooms change j. to i. due to deletion above e. from page 31 moved to bottom of page 30
31	e. moved to page 30 i. Changed Public Works Committee to Airport Board i. Changed Public Works Committee to Airport Board and deletes "the Committee" 7.2 Changed Public Works Committee to the Airport Board
32	c. Delete comma, remove underline, delete "petroleum" add "s" to product (products) change "is" to "are"

