

Rock County, Wisconsin



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

1. Call to Order
2. Review Minutes of November 15, 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

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

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Airport Governance Ad Hoc Committee - Minutes
Friday, November 15, 2019 at 8:30 a.m.
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Call to Order. Airport Director Greg Cullen called the meeting of the Airport Governance Ad Hoc Committee to order at 8:30. Mr. Cullen stated that these meetings would be informal and he would act as a moderator.

Committee Introduction and Responsibilities. Mr. Cullen asked everyone to introduce themselves.

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

Airport Board Members Present. Supervisor Brent Fox, Mr. Eric Baker.

Staff Members Present. Cynthia Hevel

<u>Others Present:</u>	David Haas	Meisner Aircraft
	Bill Ruchti	Janesville Fire Department
	Larry Hainstock	Janesville Fire Department
	Jim Freeman	Helicopter Specialties
	Spencer Anderson	Elevation Air
	Rich Gadberry	T-hangar Tenant

The members of the committee introduced themselves and Mr. Cullen stated that the Airport's current Rules and Regulations and Minimum Standards have been in place for a long time. This Committee has been tasked with reviewing the documents and making recommendations to the Airport Board for their decision on any changes.

Mr. Cullen informed the Committee that he would like to reverse the order of Agenda Items 3 and 4 to look at the Rules and Regulations first as there were several members of the Janesville Fire Department there to discuss a few items in the Rules and Regulations and he would like to be considerate of their time. No one had any objections to that change in the Agenda and the Review of the Rules and Regulations commenced.

Discuss and make recommendations if needed to Southern Wisconsin Regional Airport's Rules and Regulations. Attached to these minutes are details of the changes that were requested to the Rules and Regulations in this meeting. In deference to the JFD staff in attendance the review began with Section V – General Fire Safety.

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Discussion on Section V. Safety. There was some conversation on item Sec. 5.5 relating to fire extinguishers. It was determined that each t-hangar building should probably have a fire extinguisher clearly marked on the outside of the building and the wording of Sec. 5.5 needed to be clarified for who is required to provide extinguishers.

There was also discussion on Sec. 5.14 Fueling Aircraft. This paragraph specifically addresses the fueling of aircraft both inside hangars and/or while the engine is running. There have been requests in the past to allow fueling while the engine is running also known as "hot fueling." JFD stated that the accepted standard is NFPA 407 and it is not allowed under the standard. The decision was made to make no recommendation of change to Sec 5.14 Fueling aircraft regarding the fueling of aircraft, but it was recommended that wording regarding spill containment under this section be added.

While there was some other discussion on other topics covered by Section V – there were no additional changes to this section and JFD personnel departed the meeting.

Mr. Cullen stated that we would now return to the beginning of the document to continue the review and that any references in the entire document pertaining to the "Public Works Committee" will be changed to Airport Board.

Discussion on Section II- General Standards. Mr. Cullen stated that the numbers cited for Ordinances in Sec. 2.1 Advertising needed to be updated to the correct. Discussion on allowing simple for sale signs in an aircraft took place and a recommendation was made to update this section to add wording that would allow simple temporary signs of that nature. Some discussion took place on Sec. 2.4 Conduct of Business but no further recommendations for changes were made for Section II – General Standards.

Discussion on Section III – Aircraft Operations. It was recommended that Section 3.2 Confinement of Operations be reworded to allow for a take-off or landing on a taxiway in an emergency and/or with Control Tower permission. Discussion on Section 3.10 took place. Mr. Cullen stated that we have three derelict aircraft on the airport. Currently the only remedy is to "impound" the aircraft and charge the owner for storage. This is impractical as it results in a cost to the county which should be recoverable in theory, but in practicality would probably not happen. There were several suggestions made but ultimately this is something that the County's Corporation Counsel will have to be consulted on. Mr. Cullen will discuss this section with Corporation Counsel Rich Greenlee and update this section based on the outcome of this conversation. There were no further recommendations made for changes in Section III.

Discussion on Section IV – Motor Vehicle Standards. A recommendation was made to re-word a sentence in Sec. 4.1 General to clarify the wording on driving in movement and non-movement areas. Another recommendation was made to reword the last sentence of Sec. 4.9 to allow for bicycles in non-movement areas but still prohibit motorcycles. There were no further recommendations made for changes in Section IV.

Discussion on Section VI – Public and Tenant Use. There were no recommendations for changes in Sec. VI.

Discussion on Section VII- Environment. There were no recommendations for changes in Sec. VII.

Minutes of the Airport Governance Ad hoc Committee
November 15, 2019

Discussion on Section VIII - Security. There were no recommendations for changes in Sec. VIII.

Discussion on Section IX- Penalties. A recommendation was made to correct the citation quote in letter a. to the new Rock County Ordinance number. It was also noted that there may be an additional change after Mr. Cullen consults with the County's Corporation Counsel regarding penalties for derelict aircraft. This concluded the review of the Rules and Regulations.

Discuss & make recommendations if needed to Southern Wisconsin Regional Airport's Minimum Standards for Commercial Aeronautical Activities. It was decided that the Airport's Minimum Standards would be reviewed at the next meeting.

Set next meeting date if needed. Another meeting will be needed in order to review the Airport's Minimum Standards. The next meeting will be held on Friday, December 6, 2019 at 8:30 a.m. in the Airport Terminal Voyager room.

Adjournment. The meeting was adjourned at 9:57 a.m.

Recommendations for Updates for Rules and Regulations - November 2019

Page Number	Section Number	Changes Made
Cover		Add Revision Date
9	5.3	Update Ordinance Number for Accuracy
	5.5	Update wording to be more specific regarding fire extinguisher requirements.
	5.12	Typographical error correction - change "of" to "or".
	5.14	Add wording regarding spill containment measures.
2	Definition	Aircraft: delete the word "or" and insert the word "human" between of and flight. Add the word "the" between "in" and "air"
3	Definition	Ultralight: Delete the last sentence in the definition "This vehicle is not considered to be a general aviation aircraft as defined here; however, operation of an ultralight is considered an aeronautical activity."
3	Definition	Add a definition for UAS and require that the operators of a UAS be in compliance with FAA Part 107
3	2.1	Correct the Rock County Ordinance from 96-8A-054 Chapter 3 to 4.357.
3	2.1	Update wording to allow simple signs such as "For Sale" in an aircraft.
4	3.2	Update wording to allow the take-off or landing of an aircraft on a taxiway during an emergency or with control tower permission.
5	3.8	Add "lbs." to weights for clarification.
6	3.1	Consult with Rock County Corporation Counsel and update paragraph accordingly.
6	4.1	Change sentence from "no person may operate any motor vehicle on unleased Airport areas, movement, and non-movement..." to "no person may operate any motor vehicle on the Airport movement and non-movement ..."
9	4.9	Reword last sentence to allow bicycles in non-movement areas but still prohibit motorcycles.
15	a.	Change 3.18 to 4.356