

Rock County, Wisconsin



Airport Board Meeting  
Monday, August 19, 2019 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of July 15, 2019
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
  - a. Transfers
  - b. Review of payments
6. Resolutions – Creating an Airport Governance Committee
7. Updates, Discussion and Possible Action
  - a. Explanation/Discussion of airport storm water fees and credits
  - b. Discussion/Possible Action – Business View Magazine article.
  - c. Director's Updates
    - 1) Current maintenance vacancy on the night shift
    - 2) Attending Advanced Airport Safety and Operations School at CWA, September 10 & 11
    - 3) Budget for 2020
    - 4) Southeast ramp construction update
    - 5) Warbird Weekend wrap up
    - 6) Airfield Lighting Safety Class
8. Committee Requests and Motions
9. Next Meeting Date: September 16, 2019 at 8:00 a.m.
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail [countyadmin@co.rock.wi.us](mailto:countyadmin@co.rock.wi.us) at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Rock County, Wisconsin



Airport Board Meeting - Minutes  
Monday, July 15, 2019 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

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

Airport Board Members Present. Supervisors Fox and Mawhinney, Mr. Eric Baker, Mr. Dick Cope, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. Supervisor Richard, Mr. Larry Barton, and Mr. Greg Johnson.

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

Others Present: Russ Podzilni        County Board Supervisor Chairman  
                         Alex Smith            Airport Tenant  
                         Dave Haas             Jetson Aviation  
                         Rick Leyes             Airport Tenant  
                         Bonnie Cooksey        Janesville Jet Center  
                         Zach Stocks            Alliant Energy  
                         William Gempler       Interested Citizen  
                         Coral Swanson         League of Women Voters

Adoption of Agenda. Supervisor Mawhinney and Mr. Cope moved the Agenda. MOTION CARRIED.

Approval of Minutes of June 17, 2019. Mrs. Reese and Supervisor Mawhinney moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Supervisor Fox mentioned that he had to leave early and if the meeting was still in session when he left, Supervisor Mahwinney would continue to run the meeting.

Consent Calendar

Transfers. NONE

Review of Payments. Supervisor Mawhinney asked about a payment to Schuh Plumbing. Mr. Cullen explained that during a City of Janesville inspection earlier this year, the airport maintenance building was found not to be in compliance with some regulations relating to a backflow valve. Schuh Plumbing performed the repair and the payment was for that service. There were no further questions and the review was completed.

Resolution – Authorizing Easement to Alliant Energy. Supervisor Mawhinney and Mr. Baker moved the Resolution. Mr. Cullen explained that the Resolution grants an Easement to Alliant Energy to install underground power along the east side of Highway 51 to the new Shine Medical facility being built, and directed the Board’s attention to a map included with the Agenda showing the location of the easement. Discussion on the location and possible interference with airport navigation systems took place. There should be no interference with airport systems. MOTION CARRIED.

**Updates, Discussion and Possible Action**

Semi-Annual Report – Attendance at Conventions/Conferences that Exceed \$1,000 per Employee per Event. Mr. Cullen informed the Board that this is the same event that was discussed last month during Review of Payments. Mr. Kevin Smith, Airport Maintenance Crew Leader attended a conference in Buffalo, NY to learn about snow removal techniques on airports. This report is required.

Discuss/Possible Action: Request from Blackhawk Technical College Foundation to waive conference room rental fee. Supervisor Fox stated that the airport has set precedence for waiving conference room fees. Mr. Cullen explained that Blackhawk Technical College (BTC) has requested through Supervisor Richard to waive the fees for a meeting they would like to hold in our conference room. BTC is a not for profit educational facility.

Discussion on past request for waivers of fees took place. Mr. Cullen stated that in the past the non-profit groups that have been waived have been for aviation related purposes and he would like to see waiver’s only issued for aviation related events.

Supervisor Mawhinney made a motion to deny the request from BTC to waive conference room rental fees. Mr. Quint seconded it. MOTION CARRIED.

Discuss/Possible Action: Appoint members of Airport Governance Committee and set meeting dates. Mr. Cullen stated that at the last meeting he had been tasked with creating a committee to review airport rules and regulations and minimum standards. He has spoken with each of the people that he is recommending and they have agreed to serve on this committee.

Mr. Cullen recommending the following people for this committee:

Bonnie Cooksey – Janesville Jet Center  
Rick Leyes – Airport T-hangar Tenant  
Jim Dillavou – SC Aviation  
Greg Johnson – Regal Beloit  
Greg Cullen – Airport Director

Mr. Cullen expects this committee to meet two or possibly three times and will bring recommended updates to this board via Agenda. The first proposed meeting will be on August 6, 2019, at 10:00 a.m. Mr. Cope moved to accept the recommended appointees and Mrs. Reese seconded it. MOTION CARRIED.

Chair Fox added that during the review, some sections may need to be discussed with outside agency's such as self-fueling may need the guidance of the City of Janesville

Airport Director's Updates. Mr. Cullen gave a verbal recap of his handout. (Copy attached).  
Topics included:

- Training
- Requested information from Business View magazine
- 2020 Airport Budget meeting on July 29<sup>th</sup>
- Fire Training
- Airport Construction Update on FBO ramp
- Warbird Weekend

Mr. Cullen mentioned that the public is welcome to the budget meeting on July 29<sup>th</sup>.

The tabletop exercise with the Janesville Fire department tomorrow is to help clarify responsibilities during an after hour emergency. He is hoping that a larger on field exercise will take place in September.

The airport will be a busy place for the next week or so. Planes for Warbird Weekend will begin arriving on Thursday and there will be a media day and rides for veterans on Thursday as well. The event will open Friday and run through Sunday. Also, the Cirrus group will begin arriving and fly out in formation for AirVenture on Sunday.

Committee Requests and Motions. Supervisor Mawhinney requested that the Business View Magazine issue be back on the Agenda in August.

Next Meeting Date. The next meeting of the Airport Board will be on Monday, August 19, 2019, at 8:00 a.m.

Minutes of the Airport Board  
July 15, 2019

Adjournment. Mr. Cope and Supervisor Mawhinney moved to adjourn at 8:20 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Airport Specialist



Airport Director's Updates  
July 15, 2019

- We received an "Excellence Award for Airport Training" from the American Association of Airport Executives for 2018.
- Business View Magazine -- Received the following on July 10: "Regarding your team's questions, Business View Magazine is an international publication covering numerous industries, with our aviation series targeted primarily for our local, regional, North American and Caribbean audiences, who have expressed a strong interest in the new developments in corporate and private G.A. and who look to potentially engage in active business and tenant relationships with those G.A. airports, companies and facilities based in Wisconsin and other select regions, respective to their corporate travel itineraries.

We currently have over 840,000 executive readers across North America with additional coverage throughout the Caribbean and Australia, totaling well over a million monthly subscribers. Our readership is made up of mostly C-Level & VP-Level executives, finance & procurement managers within key industry groups including but not limited to: Aviation, Municipalities/City Management/Economic Development, Manufacturing, Supply Chain & Logistics, Hospitality, Health & Wellness, Retail, Convention Centers, Stadiums & Arenas, Construction, Healthcare, Franchising, Energy, Food & Beverage, Public Sector (Financial, Education, Regional Government) and Green Business. In addition, our website receives 50,000 - 70,000 unique visitors per month."

I contacted three airports as a reference. Two of three reported the articles were well researched, well written, and no tenant negative feedback. The third airport director hasn't responded at this time.

- Airport Board members are invited to attend our 2020 budget presentation to the County's Staff and Finance Committees. This will occur Monday, July 29, 8am, in our conference room. This would give a good overview of our budget and recommendations being made.
- I've coordinated to have a tabletop exercise with the Janesville Fire Department, Control Tower Manager, and Rockford's Air Traffic Manager. This will be held July 16. The purpose is to test communications and clearly understand roles and responsibilities when our tower is closed.
- The construction project on the southeast ramp adjacent to the Jet Center has been awarded to Rock Road. There will be a pre-construction meeting July 24 to discuss details. I will be contacting affected tenants just as soon as more details are known.
- Warbird Weekend is approaching fast. Aircraft should arrive about noon July 18 with a media event shortly after arrival. The ramp will be open to the public July 19-21, 9am-5pm. Tickets to enter are reasonably priced for families to enjoy. A hangar dance will occur the 20<sup>th</sup>, sponsored by SC Aviation. Those tickets are sold separately.

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	TELEPHONE					
		P1900962	07/25/2019	CHARTER COMMUNICATIONS	JUL TERM SERVICE	1,996.88
43-4453-4110-63100	OFC SUPP & EXP					
		P1900595	07/18/2019	US BANK	TERMINAL PAPER PRODUCTS	122.32
43-4453-4110-63205	MEMBERSHIP DUES					
		P1901902	07/18/2019	AMERICAN ASSOCIATION OF AIRPOR	2019 US CONTRACT TOWER	250.00
<b>Airport Administration PROG TOTAL</b>						<b>2,369.20</b>
43-4453-4453-62160	CLEANING CONTRAC					
		P1900634	07/25/2019	ALSCO INC	UNIFORMS 7/15	138.40
		P1900637	07/11/2019	DIVERSIFIED BUILDING MAINTENAN	JUN CLEANING SERVICE	628.22
		P1900653	07/11/2019	JAYS BIG ROLLS INC	AIR FRESHENER	69.00
43-4453-4453-62164	DISPOSAL SERV					
		P1900635	07/25/2019	ADVANCED DISPOSAL SERVICES	JUNE TRASH SERVICE	65.94
		P1900636	07/11/2019	ACE PORTABLES INC	JULY PORTABLE TOILETS	142.00
43-4453-4453-62201	ELECTRIC					
			07/25/2019	ALLIANT ENERGY/WP&L	ALLIANT ENERGY JUL 2019	4,350.03
43-4453-4453-62203	NATURAL GAS					
			07/25/2019	ALLIANT ENERGY/WP&L	ALLIANT ENERGY JUL 2019	378.20
43-4453-4453-62210	TELEPHONE					
			07/18/2019	AT AND T	JUL AWOS SHOP FAX	98.84
43-4453-4453-62400	R & M SERV					
		P1900652	07/11/2019	JOHNSON TRACTOR INC	PART FOR FARMALL TRACTOR	33.45
		P1900657	07/25/2019	NAPA AUTO PARTS	V-BELTS	26.96
		P1901594	07/11/2019	JOBSITE FABRICATION AND REPAIR	BLACK PAINTED BAR GRATE FLOOR,	4,860.00
		P1901877	07/18/2019	ENERGETICS INC	CAPACITOR 460-552MFD FOR HANGA	6.76
		P1901930	07/25/2019	CONTROL WORKS	SERVICE CALL FOR HVAC ON 7/12/	250.00
43-4453-4453-63501	GAS & FUELS					
		P1900864	07/18/2019	BROWN OIL CO INC	ULS DIESEL DYED	828.80
		P1901317	07/11/2019	KWIK TRIP EXTENDED NETWORK	JUN FUEL PURCHASES	545.77
43-4453-4453-64900	OTHER SUPPL/EXP					
		P1900594	07/25/2019	MENARDS	AIR FILTERS 20X25X2	53.88
		P1900642	07/03/2019	HARRIS ACE HARDWARE LLP	STAR KNOB 2 1/4	6.99
		P1900643	07/03/2019	INTERSTATE BATTERIES OF ROCKFO	MTP-65HD	127.95

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

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P1900647	07/03/2019	FASTENAL COMPANY	FASTENERS	50.05
		P1900653	07/03/2019	JAYS BIG ROLLS INC	CITRUS PEEL AIR FRESH	8.50
		P1901814	07/03/2019	WISCONSIN DNR-ENVIRONMENTAL FE	2019 STORM WATER TIER TWO FEE	130.00
		P1901835	07/18/2019	BJOIN LIMESTONE INC	GRAVEL FOR SHOULDERS	154.50
43-4453-4453-67120	CAP ASSETS					
		P1901464	07/03/2019	CENTURY FENCE COMPANY	INSTALLATION OF NEW GATE OPENE	50,000.00
<b>Airport Maintenance PROG TOTAL</b>						<b>62,954.24</b>
43-4453-4454-67200	CAPITAL IMPROV					
		P1901934	07/25/2019	WISCONSIN DEPARTMENT OF TRANSP	FBO RAMP PROJECT	932.72
		P1901935	07/25/2019	WISCONSIN DEPARTMENT OF TRANSP	AIRPORT ARFF TRUCK RPLC	47.58
		P1901936	07/25/2019	WISCONSIN DEPARTMENT OF TRANSP	TAXIWAY LIGHT PROJECT	119.53
<b>Airport Capital PROG TOTAL</b>						<b>1,099.83</b>

I have reviewed the preceding payments in the total amount of **\$66,423.27**

Date:

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_



# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board  
INITIATED BY



Gregory A. Cullen C.M. Airport Director  
DRAFTED BY

Southern Wisconsin Regional Airport Board  
SUBMITTED BY

July 30, 2019  
DATE DRAFTED

### CREATING AN AIRPORT GOVERNANCE AD HOC COMMITTEE

1 **WHEREAS**, the Southern Wisconsin Regional Airport operates under a set of Rules and  
2 Regulations and Minimum Standards that have been established by recommendation of the  
3 Airport Director and approval of the Rock County Board of Supervisors; and  
4

5 **WHEREAS**, the current Airport Director has suggested to the Southern Wisconsin Regional  
6 Airport Board that some updates to these documents are needed; and  
7

8 **WHEREAS**, the Southern Wisconsin Regional Airport Board has instructed that the Airport  
9 Director recommend members for a committee that will be formed to review the Southern  
10 Wisconsin Rules and Regulations and the Southern Wisconsin Regional Airport Minimum  
11 Standards and make recommendations to the Airport Board for updates and changes.  
12

13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly  
14 assembled this \_\_\_\_ day of \_\_\_\_\_ 2019, that an Airport Governance Committee shall be  
15 established to review the Southern Wisconsin Regional Airport's Rules and Regulations  
16 document and the Southern Wisconsin Regional Airport's Minimum Standards document and to  
17 provide comments and recommendations on updating these documents to the Rock County  
18 Board of Supervisors for its consideration.  
19

20 **BE IT FURTHER RESOLVED** that the County Board chair shall appoint: Bonnie Cooksey,  
21 from the Janesville Jet Center, an airport tenant; Jim Dillavou from SC Aviation, an airport  
22 tenant; Greg Johnson from Regal Beloit, an Airport Board Member and an airport tenant; and  
23 Rick Leyes, an airport t-hangar tenant; to the Airport Governance Committee in a manner  
24 consistent with RULE IV, subsections G. & H. of the Rock County Board of Supervisors Rules  
25 of Procedure. Greg Cullen, the Airport Director, will be appointed as a non-voting ex-officio  
26 member of the Airport Governance Committee.  
27

28 **BE IT FURTHER RESOLVED** that the Airport Governance Committee will dissolve upon  
29 submittal of its recommendations to the Southern Wisconsin Regional Airport Board.

Respectfully submitted,

SOUTHERN WISCONSIN REGIONAL AIRPORT BOARD

\_\_\_\_\_  
Brent Fox, Chair

\_\_\_\_\_  
Dick Cope

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Greg Johnson

\_\_\_\_\_  
Rick Richard

\_\_\_\_\_  
Joe Quint

\_\_\_\_\_  
Eric Baker

\_\_\_\_\_  
Katie Reese

\_\_\_\_\_  
Larry Barton

COUNTY BOARD STAFF COMMITTEE

\_\_\_\_\_  
J. Russell Podzilni, Chair

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Richard Bostwick

\_\_\_\_\_  
Henry Brill

\_\_\_\_\_  
Betty Jo Bussie

\_\_\_\_\_  
Louis Peer

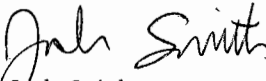
\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Terry Thomas

\_\_\_\_\_  
Bob Yeomans

ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator


FISCAL NOTE:

Citizen members of ad hoc committees are eligible for mileage reimbursement only.

  
Sherry Oja  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sections 59.01 and 59.51, Wis. Stats. as well as Rule IV-C of the County Board Rules.

  
Bridget Laurent  
Deputy Corporation Counsel

EXECUTIVE SUMMARY  
Creating an Airport Governance Ad Hoc Committee

The Southern Wisconsin Regional Airport operates under a set of governing documents called Southern Wisconsin Regional Airport Rules and Regulations and Southern Wisconsin Regional Airport Minimum Standards. These documents set forth the Airport's requirements for doing business on and using the Southern Wisconsin Regional Airport. Both documents were adopted in 2012 and have been periodically updated. With the change of the Airport's governing committee, both documents are in need of review and updates. This Resolution creates a committee of airport tenants and the Airport Director to review and make suggestions for revisions to the documents that will be submitted to the Airport Board and County Board of Supervisors.

Respectfully Submitted,

Gregory A. Cullen C.M.  
Airport Director