

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, October 21, 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, Mawhinney and Richard, Mr. Eric Baker, Mr. Dick Cope, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. Mr. Barton and Mr. Johnson.

Staff Members: Greg Cullen Airport Director
 Cynthia Hevel Airport Specialist
 Josh Smith Rock County Administrator

Others Present: Mr. Rick Leyes T-hangar Tenant
 Mr. Everett Reese Elevation Air
 Dave Haas Jetson Aviation
 William Gempler Interested Citizen
 Bonnie Cooksey Janesville Jet Center
 Spencer Anderson Elevation Air
 Jim Freeman Helicopter Specialties

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

Approval of Minutes of August 19, 2019. Supervisor Mawhinney and Mr. Baker moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None.

Consent Calendar

Transfers. NONE

Review of Payments. The reviews for August and September were completed. There was one question as to what the dirt sifter was for. Mr. Cullen explained that we had a large pile of dirt that we were able to put through a dirt sifter to create good black dirt rather than purchasing it in the future. This rental saved the airport between \$3,000 and \$5,000.

Updates, Discussion and Possible Action

Discussion/Possible Action – Approve Lease with Moose Holdings, LLC. Mr. Cullen explained that items 6 a. and 6 b. are related. The new Lease with Moose Holdings, LLC is for the hangar currently owned by Supervisor Fox. Supervisor Fox is in the process of building a new hangar for which he has already signed a Lease. Supervisor Fox has sold the old hangar to Moose Holdings, LLC. Item 6b. is to terminate Supervisor Fox's Lease so that Moose Holdings, LLC can lease the land the hangar they are purchasing sits on. Supervisor Mawhinney moved to approve the Lease with Moose Holdings, LLC and Mr. Quint seconded it. MOTION CARRIED on the following vote. AYES – 5, Supervisors Mawhinney and Richard, Mr. Baker, Mr. Cope and Mr. Quint. NOES – 0, ABSTAIN – 2, Supervisor Fox and Mrs. Reese.

Discussion/Possible Action – Approve Termination of Lease with Hershey Lane, LLC. Mr. Cullen explained that this item was the second part to Item 6a. the termination of the existing Lease for Hershey Lane, LLC so that Moose Holdings, LLC can lease the land. Supervisor Richard moved to approve the termination and Mr. Quint seconded it. MOTION CARRIED on the following vote. AYES – 6, Supervisors Mawhinney and Richard, Mr. Baker, Mr. Cope, Mr. Quint and Mrs. Reese. NOES – 0, ABSTAIN – 1, Supervisor Fox.

Review/Possible Action – 2020 Recommended Budget. Mr. Cullen told the Board that the long process of creating a budget was started in May, has been submitted and County Administrator Josh Smith has made his recommendations. Mr. Cullen presented a slide show to the Board that gave the highlights of the 2020 recommended budget. The 2020 recommended budget is an increase of 3.7% over the 2019 budget.

Mr. Cullen went over some specific 2020 requests. Mr. Cullen requested that the current Airport Specialist position be changed to a Secretary II position. He also requested an "unusual circumstance" clause be approved per county policy 18.205 which would allow the current employee to start at Unilateral Pay Plan, Range 10, step 4, versus step 2. Mr. Smith recommended the change in position to step 2 with a financial impact of \$287 increase in salary in 2020. This is a very slight increase in salary and he would like the board to consider moving the job to the step 4 pay range. The current employee has been working at the airport for 23 years and is a vital team member with a significant amount of corporate knowledge.

Mr. Cullen stated that airport maintenance personnel receive \$75.00 per week to be on call. He has spoken with the Facilities Management Director Brent Sutherland and they are both requesting an increase in the on call pay to \$100 per week. This would be more in keeping with other department on-call compensation. On-call maintenance staff are required to be available at all time on nights and weekends when on call. Mr. Cullen is unclear if this has been recommended in the 2020 budget. The financial impact of this item is \$1,300.

Mr. Cullen then went over the requested 2020 Capital improvement projects.

Federal Projects funded at 90% Federal, 5% State and 5% Local:

- Update Master & Airport Layout Plan and SRE/ARFF Facility needs study.
- SRE Broom Truck

- Improve runway 4-22 surface (phase 1)

Some discussion on the broom truck took place concerning its problems and age. Mr. Cullen stated that he is looking at some other options to try and save some money.

Mr. Cullen informed the Board that the money requested for Runway 04/22 is to start the engineering process to resurface the runway. Actual work would not take place until 2022.

Also requested for 2020 at 100% local funding is to improve the Runway 18/36 surface with a micro-sealcoat. The cost for this is estimated at \$150,000. This treatment would give us approximately seven years of use and give us time to make a final decision regarding this runway. All of these projects have been recommended. One item originally requested, but dropped from 2020 is the repair of two ramp lights by the FBO. The lights were rolled into the FBO pavement construction project reducing the original request by \$40,000.

Mr. Cullen then went over a list of equipment that he has requested for next year. Of all the equipment requested, only two items were not recommended, a rifle that was suggested by the RCSO for shooting small animals and an equipment trailer. One additional item was requested and the recommendation reduced the original request. This item was for the purchase of tools. Currently airport maintenance personnel are frequently bringing in tools from home in order to perform their duties. This item was requested at \$12,500 for 2020 with the intent to ask for another \$12,500 in 2021. This item was recommended at \$10,000. Overall Mr. Cullen is happy with the recommended budget.

The last slide in Mr. Cullen's presentation was an update on construction in 2019 and 2020. Two hangars are currently under construction, Supervisor Fox's and Regal-Beloit. We are expecting to finalize two leases next month for the north side of the airport and are currently in discussion for another one. The FBO ramp was completed and was opened for use last Friday, October 18th. Painting will occur after the pavement has had a chance to cure.

Mr. Cullen asked if there were any questions, and Supervisor Richard asked why the recommended tax levy is higher than the requested tax levy. County Administrator Josh Smith stated that he could answer that. Mr. Cullen had requested some of the projects/purchases be funded with sales tax. Mr. Smith said that he has been trying to reserve the sales tax money for larger purchases and moved the funding for some of the airport's requests from sales tax, to tax levy, thereby increasing the tax levy.

Mr. Cullen stated that he would like to circle back to the personnel request and moving the pay range for the Secretary II position to the 4th step versus step 2.

Mr. Smith stated that the process is for the Board to make a motion to appeal the recommended budget, the motion should include the source funding. Then the Finance committee will review the appeal and either endorse it or not. The County Board then reviews all appeals and takes action prior to adoption of the 2020 Budget.

Discussion on funding the position took place and Mr. Smith said that the easiest source would be the contingency fund which for this year has a balance of \$50,000. This money is there for unexpected

expenses that are not budgeted for and over the last 10 years the county has spent between \$8,000 and \$42,000 dollars from this fund.

Supervisor Mawhinney asked Mr. Cullen if he could work this expense into his budget and Mr. Cullen replied that he would like to keep the cost internal if possible.

Supervisor Richard stated that the County has many exceptional employees but there are policies.

Mr. Reese stated that he has been working with airport staff for the last year getting his business started and that he has found that Mrs. Hevel is extremely knowledgeable and instrumental in the running of the airport.

Supervisor Fox stated that herein lies the problem of employees without merit raises.

Supervisor Richard asked why the title is being changed, and Mr. Cullen replied that he feels this title is the closest title the County offers based on actual duties.

Supervisor Mawhinney made a motion to appeal the recommended budget to allow the current employee to start at the 4th step of the Secretary II pay scale and for the Airport Director to make the change budget neutral. Mrs. Reese seconded the motion. MOTION CARRIED on the following vote, AYES – 6, Supervisors Fox and Mawhinney, Mr. Baker, Mr. Cope, Mr. Quint and Mrs. Reese. NOES – 1, Supervisor Richard.

Mr. Cullen asked if there was any further discussion on the recommended budget and Supervisor Mawhinney asked why the airport was not going to be paying the Computer Services fee in the future. Mr. Smith explained that there are some changes being made in how the IT department is doing things. Previously each department paid for their computers and then paid IT for support for those computers. Now IT is paying for the computers but has increased the user support fee. Since the airport is separate from DPW now and funded largely by tax levy, the airport can't recoup the support fee, so there is no point in charging it.

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

- Part 139 Inspection – This is coming a little earlier than normal but Mr. Cullen feels confident in our ability to pass this inspection without a lot of repeat violations from previous years.
- SE ramp reconstruction project was completed on October 18th. Final financial data is in process. Painting on the ramp will come at a later date after the pavement has had a chance to cure.
- New hangar construction – two new hangars will soon be constructed on the north side of the airport, the leases for those should be on the November agenda. A third lease is currently being negotiated.
- Mentorship program for the UW-Platteville engineering department. Students have been tasked with designing a realistic joint use fire station for SWRA and JFD that would be located on the

airport. While this is only an exercise students are working hard and my come up with viable ideas for the future.

- Update on t-hangar occupancy. There has been a 7.5% increase in occupancy since the first of the year.
- TSA Pre-check event was a big success with 377 people signing up during the 1 week event. This exceeded the TSA's goal of 360. The TSA was very happy and are hoping we will host this again in the future. Mr. Mark Lendvay, the director of Federal Security in Wisconsin was here during the event and very impressed with our facility. He mentioned that we may see some overflow traffic next year during the Democratic National Convention.

Supervisor Fox asked when the first meeting of the Governance Committee is and Mr. Cullen responded that it is November 15th at 8:30 a.m. The JFD has been invited in order to address some items that relate to them. It is an open meeting.

Mr. Cope asked about the vacancy of our 2nd shift position. Mr. Cullen explained that we had offered the position to a candidate who then turned it down. They have had to restart the process and are currently trying to arrange interviews from the second group of applicants. Mr. Cope then asked about the Business View magazine article and when that was due to come out. Mr. Cullen stated that he had the interview in September and thinks the article is due to come out in November.

Committee Requests and Motions. Mr. Cullen asked if the Board was still interested in having Mark Graczykowski from the Bureau of Aeronautics come to a meeting to discuss airport projects and Supervisor Fox stated that he would like Mr. Graczykowski to come and speak.

Next Meeting Date. The next meeting of the Airport Board will be on Monday, November 18, 2019, at 8:00 a.m.

Adjournment. Supervisor Richard and Mr. Cope moved to adjourn at 8:44 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Airport Specialist