

County of Rock
Public Works Department
Highways
Parks
Airport



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Public Works Committee Minutes
February 28, 2017 – 8:00 a.m.
Southern Wisconsin Regional Airport
Voyager Room
1716 W. Airport Rd.
Janesville, WI 53546

Call to Order. Chair Bussie called the meeting of the Public Works Committee to order at 8:00 a.m.

Committee Members Present. Supervisors Bussie, Arnold, Driscoll, Fox and Richard

Committee Members Absent. None

<u>Staff Members:</u>	Duane Jorgenson	Interim Public Works Director
	Ron Burdick	Airport Director
	J. Russell Podzilni	County Board Chair
	Josh Smith	County Administrator
	Cynthia Hevel	Airport Specialist

Others Present: James Dillavou SC Aviation

Approval of Agenda. Supervisors Arnold and Richard moved today's Agenda. MOTION CARRIED.

Approval of Minutes of January 24, 2017. Supervisors Richard and Fox moved the minutes. There were no changes. MOTION CARRIED.

Citizen Participation, Communications and Announcements. Mr. Burdick mentioned that the Wisconsin Department of Transportation, Bureau of Aeronautics (BOA) is holding its annual sponsor's workshop on March 28th, 29th, and 30th. The workshop is designed for airport sponsors to be able to discuss updates to airport improvement projects and funding with the Airport's BOA agent. Supervisor Fox stated that he may be interested in attending the March 29th, 2017 session.

Supervisor Richard asked for an update on the airport restaurant. Mr. Burdick said that he has put in a call to a consultant and is waiting to hear back. Some potential issues are the lack of finishes and the 99 person occupancy limit. Supervisor Richard would like to see this on the Agenda each month.

AIRPORT BUSINESS

Discuss/Possible Action on Hiring a Consultant for Airport Storm Water. Mr. Burdick passed out proposals from MSA and Mead & Hunt and asked Mr. Jorgenson to discuss this matter. Mr. Jorgenson stated that the City of Janesville is updating their storm water policy and it will go into effect on July 1st. With the new policy the rates will increase in some areas, but it will also give us the opportunity for more credits. The County reached out to three firms, one declined to respond and the other two responses have been handed out for your review. MSA proposal was for a firm \$8,000 and Mead & Hunt's proposal was for \$7,900 but was estimated. MSA also gave a completion date of May 1, 2017 and Mead & Hunt's date was May 31st. With the July 1st implementation date it will be prudent to expedite this study. In addition MSA has already reached out to the City of Janesville and Mead & Hunt has not. Mr. Jorgenson recommends hiring MSA as the consultant for this project. Supervisor Richard made a motion to hire MSA Professional Services as the consultant for the Storm Water Study. Supervisor Fox seconded the motion. MOTION CARRIED.

Discuss/ Approve Transfer Request to Hire a Consultant for Airport Storm Water. Supervisors Fox and Richard moved the Transfer. Mr. Burdick explained that this is to provide money to pay for the consultant services. MOTION CARRIED.

Discuss/Approve Southern Wisconsin Regional Airport Conference Room Rental Agreement and Reservation Request Forms. Supervisors Bussie and Richard moved the item. Mr. Burdick stated that these are the finalized forms that were discussed in January. The changes requested by the Committee have been made and all documents approved by Corporation Counsel. MOTION CARRIED.

Update on 2017 State and Federal Airport Projects. Mr. Burdick passed out information on projects scheduled for the next several years. Several projects were in the budget for 2017. The BOA has released a project listing and The runway lighting project and replacement fire fighting vehicle are still on track for this year, but the wildlife hazard assessment update has been pushed out to 2019, and the southeast terminal apron reconstruction and runway safety area survey and clearing have both been moved to 2018. A couple of projects that were not budgeted for this year were added to the list. The taxiway lighting project that was schedule for last year was moved to this year, however the BOA is unsure if they can fund it. Also not in the budget was \$50,000 for crack sealing the taxiway. There has been some discussion on this at the BOA as they don't usually fund maintenance. In addition, the SRE (Snow Removal Equipment) expansion is in the 2017 listing along with upgrades to the current building. The current building was built in 1980 and has a lot of wear and tear on it. The county's cost on the upgrades only, is estimated at \$46,000. Mr. Burdick should have better information at the next meeting. Some discussion on funding these projects took place. James Dillavou asked if the crack sealing would include the ramp by SC Aviation and Mr. Burdick replied that it would. Discussion on SC Aviation's current number of aircraft and future expansion took place.

Airport Accounts Receivables. A brief discussion on the report took place.

Duane Jorgenson left at 8:35 a.m.

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

HIGHWAY BUSINESS

Discussion of Public Works Director Recruitment Process. County Administrator Josh Smith stated that he wanted to provide the Committee with information on the process of recruiting a new Public Works Director and passed out a copy of a Public Works Director Job Description. Discussion on how the Job Description was created took place. Mr. Smith stated that they are hoping to place the ad on Wednesday, March 8th. They usually leave the application time open for a month and close the timeframe on a Friday. After that they have to go through the applications and sort out the qualified applicants to determine who will receive interviews. Mr. Smith has met with the employees at Public Works and asked them what qualities they are looking for and was surprised to find that they placed emphasis on good communication. He would like to have input from the Committee as to what they are looking for and he will be sending letters to the towns for input as well. Discussion on advertising for the position and where we place ads took place. Supervisor Richard asked if Human Resources does any targeted recruitment and Mr. Smith said he would look into it. Discussion on the job requirements took place. The Committee felt that Mr. Smith did a good job on the job description. Mr. Smith said that they are hoping to have someone starting around June.

Discussion and Possible Action on Resolution Authorizing Purchase of Motor Pool Vehicle for the Rock County Department of Public Works. This is for a motor pool vehicle to be assigned to Airport Director Ron Burdick. Supervisor Fox asked if replacing the current vehicle could be put off for another year. Mr. Burdick stated that the current vehicle, a Ford Explorer is 10 years old, and has been in the shop quite a bit recently, is starting to rust and has bad weather seals. Discussion on the need for an SUV took place and Mr. Burdick stated that in order to minimize the number of vehicles in the airport operations area he usually takes people that need to go out on the field in his vehicle. Four wheel drive is needed because they are frequently off the pavement. Supervisor Fox suggested that perhaps another motor pool vehicle that isn't being used regularly could be assigned to the Airport Director. Supervisor Richard made a motion to table this Resolution and put it back on the airport Agenda in March. Supervisor Bussie seconded the motion. MOTION CARRIED.

Next Meeting Date. The next airport meeting will be on March 28, 2017 at 8:00 a.m.

Adjournment. Supervisors Arnold and Driscoll moved to adjourn at 9:11 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Airport Specialist