

Rock County, Wisconsin



In Person or  
TELECONFERENCE

Airport Board Meeting  
Monday, November 16, 2020 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

The Airport Board is inviting you to a scheduled Zoom meeting.  
**In person attendees are required to wear a mask.**

**Meeting ID: 819 2489 0183**

**Passcode: 513658**

Join Zoom Meeting

<https://us02web.zoom.us/j/81924890183?pwd=eFVZUUC3b0lDaStSMmpEM3FWZ2s1UT09>

One tap mobile

+13017158592,,81924890183#,,,,,0#,,513658# US (Washington D.C)

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+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/j/kboWD0zTu4>

Join by SIP: [81924890183@zoomcrc.com](mailto:81924890183@zoomcrc.com)

Join by Skype for Business: <https://us02web.zoom.us/skype/81924890183>

Join by Telephone:

- ⊕ On your phone, dial the phone number provided above.
- ⊕ Enter the meeting ID number when prompted using your keypad.
- ⊕ Please note that long-distance charges may apply. This is not a toll-free number.
- ⊕ Once logged in please identify yourself by name.
- ⊕ Please mute your phone when you are not speaking to minimize background noise.
- ⊕ Please be patient.

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.

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

Airport Board Meeting  
Monday, November 16, 2020 at 8:00 a.m.

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of October 19, 2020
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
  - a. Transfers
  - b. Review of payments of October 2020
6. Updates, Discussion and Possible Action
  - a. Awarding Contract for Rental Services of Uniforms, Shop Towels and Walk-off Mats for the Southern Wisconsin Regional Airport.
  - b. 2021 Rates
  - c. Expiring Terms of Board Members Mrs. Reese and Mr. Quint
  - d. Airport Director's Updates
7. Committee Requests and Motions
8. Next Meeting Date: December 14, 2020
9. Adjournment



Airport Board Meeting - Minutes  
Monday, October 19, 2020 at 8:00 a.m.

**TELECONFERENCE**

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

Airport Board Members Present. Supervisors Fox, Homan and Richard, Mr. Eric Baker, Mr. Dick Cope, Mr. Greg Johnson, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. Mr. Larry Barton.

|                       |               |                          |
|-----------------------|---------------|--------------------------|
| <u>Staff Members:</u> | Greg Cullen   | Airport Director         |
|                       | Cynthia Hevel | Airport Secretary II     |
|                       | Terri Carlson | Rock County Risk Manager |

Others Present:

- William Gempler
- Rick Leyes
- Julianne Burns
- Everett Reese
- Randy Hughes
- Jim Freeman

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

Approval of Minutes of July 20, 2020. Supervisor Homan and Mr. Johnson moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Mr. Cullen informed the Board that Mr. Quint was on the cover of Director of Maintenance magazine. Mr. Cullen expressed his appreciation for the dedication and work it took to obtain this achievement and the Board offered congratulations to Mr. Quint.

**Consent Calendar**

Transfers. None

Review of Payments. The reviews for July, August, and September 2020 were completed.

### **Updates, Discussion and Possible Action**

Fourth Addendum to Agricultural Lease. Mr. Cullen explained that the current agriculture lease expires on November 30, 2020, and our current tenant has expressed his desire to extend his lease for an additional three years. Mr. Cullen stated that our tenant, Hughes Farms and the Hughes family have been very good tenants for a long time. He recommends approving the Addendum. Supervisors Homan and Fox moved to approve the Fourth Addendum to Agricultural Lease. MOTION CARRIED.

Storage Rates for Derelict Aircraft. Mr. Cullen told the Board that after the last meeting he spoke to the County's Corporation Counsel and explained our situation on the airport regarding derelict aircraft. In response, Assistant Corporation Counsel Bridget Laurent wrote a letter to the Board requesting that they set rates for derelict aircraft in accordance with airport Rules and Regulations.

Mr. Cullen stated that the derelict aircraft situation has improved since the last meeting. One of the aircraft has been removed from the airport, another has been moved inside a private hangar and is being worked on in the hopes that the owner will be able to fly it out of here. The third aircraft has been moved from its location of the last 20-plus years on the east side of the airport. It is still on the airport, but in a better location for snow removal. Mr. Cullen feels an appropriate rate would be in the \$100 to \$200 a month rate. He feels we charge a minimum of \$228 a month for a t-hangar, and if the plane would fit into a hangar, it should be in one. Discussion on various rates took place.

Mr. Homan asked if the current aircraft on the field are going to be charged these rates. He didn't feel the plane in the private hangar should be charged as it is not sitting on the ramp anymore. Mr. Cullen responded that this will only affect the owner of the Aztec at this point and any future aircraft that become derelict.

Supervisor Richard made a motion to set the rate for derelict aircraft at \$350 per month. Mrs. Reese seconded the motion. Mr. Johnson said that he felt that \$350 was high for ramp storage and Supervisor Richard stated that it has to be high in order to be a deterrent to creating derelict aircraft in the future. Mr. Johnson said that he could agree with that. MOTION CARRIED.

Erect – A – Tube Right of First Refusal. Mr. Cullen reminded the board that at the last meeting in July, we discussed a request from Erect – A- Tube to be released from their lease and be given the right of first refusal should someone else wish to lease that parcel. Mr. Cullen has consulted with the Rock County Corporation Counsel and has drafted the letter that the Board received as part of the Agenda. The letter gives Erect – A – Tube to the right to re-Lease the land should someone else wish to enter into a new lease for the same parcel. Erect – A – Tube would have 30 days to enter into a new lease or give up their right of first refusal. Mr. Cullen stated that he felt this was fair given Erect – A- Tubes long history with the airport and their substantial investment of over \$40,000 over the last 10 years. Supervisor Homan and Mr. Johnson moved to approve the right of first refusal. MOTION CARRIED.

Airport Director's Updates. Mr. Cullen gave a verbal recap of his handout. (Copy Attached)

Airport 2021 Budget. Mr. Cullen told the Board that in July we received two reimbursement checks for various items one for \$167,000 and one for \$6,500. In addition the airport has requested a reimbursement from the CARES act in the amount of \$157,000.

Mr. Cullen gave a brief Power Point presentation of the Airport's 2021 budget request. Mr. Cullen touched on the possible retirement of the airport secretary and training a replacement and the City of Janesville's storm water fees which are a large portion of the budget. Mr. Cullen stated that the Resolution requesting exemption of some areas on the airport is moving through the process but he budgeted a 10% increase in these fees.

Mr. Cullen discussed revenue. He has not requested an increase in hangar, land lease rates or fuel flow for the Budget process. These increases are an option to increase revenue, but we are competitive in the market and he doesn't anticipate asking for an increase at this time.

Mr. Cullen then discussed capital improvement projects. The airport really needs a broom truck and the State has money available for this type of equipment, but even if it was ordered today, manufacturing is still one year out. There was no additional money requested for the Runway 04/22 project, but there will be a big chunk requested next year. The airport was asked to hold off on the Runway 18/36 rehabilitation as the \$150,000 sales tax money earmarked for that project was needed elsewhere due to COVID. We have re-requested that money for 2021 and it will be coming out of the airport's general fund. Mr. Cullen asked if there were any questions related to the 2021 Budget and there were none.

Supervisor Fox informed the Board that Airport Board Member Larry Barton has submitted his letter of resignation from the Airport Board effective Tuesday, October 20<sup>th</sup>. County Administrator Josh Smith has been informed and Mr. Cullen has submitted some names to Mr. Smith from people who have expressed an interest in serving on the Airport Board in the past.

Committee Requests and Motions. None

Next Meeting Date. The next meeting of the Airport Board will be Monday, November 16<sup>th</sup>, 2020 at 8:00 a.m.

Adjournment. Supervisors Richard and Mr. Cope moved to adjourn at 8:55 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Secretary II



Airport Director's Updates  
October 19, 2020

- The airport crew did a nice job at the end of June painting all the runway 14-32 markings. It looks great. They have also recently completed painting the mandatory runway designation boxes on the airfield.
- The resolution to request the City of Janesville amend their ordinance allowing an exemption of runways, taxiways, and public ramp space to calculate storm water fees was approved by the County Board of Supervisors in early August. I have been working with Corp Counsel to derive a next step forward.
- The derelict Cardinal aircraft was sold and hauled away September 9<sup>th</sup>. The Lear Jet's owner had a maintenance team working on the aircraft for two weeks in late August and early September. They were able to get a few things working but still had some vertical stabilizer issues. The plane is currently in a hangar while the owner fixes the issues. The Aztec was towed from its home of the past 20-25 years on September 23<sup>rd</sup>. It's still on airport property near the west T-hangars, but it is out of site from Highway 51 and in a better spot during snow removal operations if continues to live here any longer.
- The maintenance crew/ARFF crew went to General Mitchell International Airport September 17<sup>th</sup> to complete their annual live fire training. They not only were able to complete this training requirement but participated in their Tri-Annual large response exercise. It was a great learning experience as they dealt with mass casualties, triage, and working with multiple agencies during a disaster.
- Bessie's Diner hosted a pancake breakfast fly-in September 19. They had outdoor seating and took several COVID precautions. The weather was very nice. They had a great turn-out of both pilots and customers from landside. This has prompted some discussion if Bessie's could have some outdoor seating for their patrons. No action taken at this time.
- We have an obligation to test our ARFF truck's foam annually or 30 days prior to a Part 139 inspection. Foam is the most efficient way to fight an aircraft fire. However, an agent within the Foam, PFAS, has been reported as harmful to the environment. As such, the FAA and state officials are very much aware of this and making changes to various requirements. In the meantime, we have ordered a retro-fit foam testing kit that will be installed on our ARFF truck from Oshkosh Truck. This will allow us to test the foam without discharging anything onto the ground. Foam may be discharged in an emergency only now effective September 1, 2020. We should have our equipment installed by the end of October. This equipment cost \$25,696. However, we will receive 80% (\$20,556.80) reimbursement from the state.



- Hangar construction update: Two hangars that started construction this spring are nearly complete. Both owners should take occupancy this month. The third hangar being built this year is going up on the southeast ramp. After a few delays this summer, it appears that owner should have occupancy in late November. I've been in contact with another private owner that is doing research now but very interested to build a hangar at our airport as well. And, I've had some initial contact with a business owner from another airport that is considering starting an aviation related business here as well.
- Our engineering firm Mead & Hunt and I have been continuing the planning of our runway 4-22 rehab project. I should be receiving a 30% design concept very soon. We are currently looking at starting this project early in 2022. I don't have any cost estimate but our share will be 5%. It would involve closing down that runway for several months while we remove asphalt and use a concrete overlay or asphalt once again. Runway 14-32 and 18-36 would remain open most of that time.
- Mead & Hunt also continues to make progress on our Master Plan and Airport Layout Plan project. It's estimated at 65% completed. There will be a meeting open to the public as it nears completion as part of the process.
- I'm also working with the engineers making plans to develop our east side. That area has a lot of growth potential so we want to be ready as commercial and private owner interest remains high.
- SHINE's building project continues to move forward. SHINE contractors have been very good to work with and following all guidelines. They are making plans for the next part of building their complex which will include a main headquarters and therapeutics buildings. I'm working with City, state, and FAA officials since that proposed buildings would reside in the approach corridor of runway 22. I have not been contacted yet regarding the movement of their product once production starts.
- Received word Sep 28<sup>th</sup>, that our airport is being placed on "Inactive Status under 14 CFR Part 139". The FAA invokes the inactive status when an airport experiences an extended period without air carrier service. It gives the FAA latitude to adjust inspection schedules, but does not change the certificate holder's responsibility to fully comply with 14 CFR part 139. This status doesn't affect federal funding. Should we receive a request for commercial service/Part 121 aircraft, I have an obligation to notify my examiner.
- Congratulations to Elevation Air are in order. They recently added another C-172 to their fleet. And, they have been designated a regional FAA testing center. Experienced pilots and those learning to become a pilot can come to their facility and take FAA approved exams to fulfill various requirements.



- We hosted Vice President Pence twice between mid-August and mid-September. Things went well. I want to thank the Department of Public Works, specifically Neil Pierce and his crew for assisting me with obtaining vehicles requested by Secret Service. We were very close to hosting President Trump on Oct 3, but now it appears Oct 17<sup>th</sup> he will arrive.
- DPW completed some crack sealing work for us October 5 & 6 in the Terminal parking lot and southeast ramp area. The airport crew then painted Airport Road and the parking lot to freshen things up.



## Financial Relief

Jul 15, 2020 - State Bureau of Aeronautics past projects refund – \$167,856.90.

Jul 17, 2020 – Mead & Hunt refund of aerial photography conducted Sep 2018 - \$6,500 – placed into Airport General Fund.

Submitted Sep 11, 2020 - Federal CARES Act - \$157,000 from salaries account to be placed into Airport General Fund.

## 2021 Recommended Budget

| Description        | 2020 Budget | 2021 Requested | 2021 Recommended |
|--------------------|-------------|----------------|------------------|
| Total Revenues     | \$468,802   | \$490,088      | \$636,388        |
| Total Expenditures | \$997,487   | \$1,032,280    | \$1,176,033      |
| Tax Levy           | \$528,685   | \$542,192      | \$539,645        |

2.1%

## Action

Planning for Airport Secretary's retirement.

Requesting to advertise, hire, and have 8 weeks of transition between the outgoing and incoming. The Secretary II job classification doesn't fully capture the unique airport daily tasks. Losing 25 years of experience will have an impact.

The requested overlap would increase the salaries budget \$6,854. The County Administrator is recommending \$3,427 or 4 weeks of overlap. Will need a resolution approving any overlap and could request a budget amendment at that time when more details are known.

## Action

Currently exploring options to reduce utility expenses; specifically storm water fees estimating \$94,354 this year. 32% increase in 2020.

Although the expense wouldn't be eliminated entirely, any savings in this area would be good.

We are budgeting \$103,789 for 2021 or 10% increase.

## Action

Generate more land lease and T-hangar revenue.

Considering the present economy and impacts of COVID-19, none of the revenue predictions considered a rate increase.

2% increase = \$4,469

4% increase = \$8,938

## Action



Raise fuel flowage fee from \$.08 to \$.09 per gallon



Estimated revenue increase = \$17,300



Impact: affects pilots & FBO; research has proven we are competitive with other WI airports our size

## 2021 Capital Improvement Projects

| <u>Federal Aid 90/10</u>                          |                |             |          |           |  |
|---------------------------------------------------|----------------|-------------|----------|-----------|--|
| Project                                           | Total Cost     | Local Share | Budgeted | Requested |  |
| Master Plan, SRE Needs Study, Airport Layout Plan | \$330,000est   | \$16,500    | \$16,500 |           |  |
| SRE Broom Truck                                   | \$790,000est   | \$39,500    | \$32,000 | \$7,500   |  |
| 2022 Rehab Runway 4-22 Surface (phase II)         | \$5,000,000est | \$250,000   |          |           |  |
| <u>State Aid 80/20</u>                            |                |             |          |           |  |
| East side development                             | ??             |             |          |           |  |
| <u>Local Funding</u>                              |                |             |          |           |  |
| Runway 18-36 Micro-Surface                        |                |             |          | \$160,000 |  |

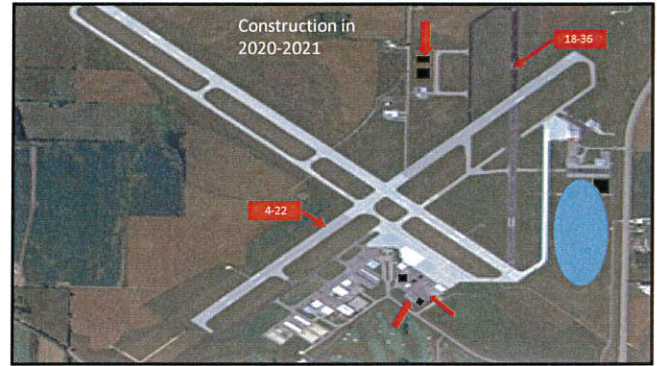
Total Request = \$167,500

## 2021 Capital Equipment

### Local Sales Tax

| Project                                               | Total Cost |          |
|-------------------------------------------------------|------------|----------|
| Repair Terminal door safety release                   | \$3,500    |          |
| Install water softener systems (Terminal & SRE bldg.) | \$8,600    |          |
| Install T-Hangar fire extinguishers                   | \$1,200    |          |
| Replace SRE 24' Door Opening system                   | \$3,600    |          |
| Replace security gate 1 w/new opening system          | \$20,000   |          |
| Replace S. Oakhill Ave. culvert/asphalt               | \$5,500    |          |
| Install Terminal automatic opening restroom doors     | \$5,400    |          |
| Replace gate 30 operating system                      | \$12,000   |          |
| Replace emergency communication siren                 | \$7,500    |          |
| Purchase frequently used/needed tools                 | \$12,500   | \$10,000 |

Total Request = \$79,800      \$77,300



**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF OCTOBER 2020**

10/29/2020

| Account Number                           | Account Name     | PO#      | Check Date | Vendor Name                    | Description                    | Inv/Enc Amt     |
|------------------------------------------|------------------|----------|------------|--------------------------------|--------------------------------|-----------------|
| 43-4453-4110-62210                       | Telephone        |          |            |                                |                                |                 |
|                                          |                  | P2000604 | 10/29/2020 | CHARTER COMMUNICATIONS         | OCT SERVICE FOR TERMINAL       | 1,085.72        |
| 43-4453-4110-62422                       | Radio R&M        |          |            |                                |                                |                 |
|                                          |                  | P2001909 | 10/15/2020 | GENERAL COMMUNICATIONS INC     | KENWOOD SPEAKER MIC FOR VP5230 | 130.00          |
| 43-4453-4110-63100                       | Office&Misc Exp  |          |            |                                |                                |                 |
|                                          |                  | P2000616 | 10/15/2020 | US BANK                        | LAPTOP CASE, CRW LDR DIARY     | 48.36           |
| 43-4453-4110-64200                       | Training         |          |            |                                |                                |                 |
|                                          |                  | P2000616 | 10/15/2020 | US BANK                        | AIRPORT CONFERENCE             | 100.00          |
| 43-4453-4110-64918                       | Marketing        |          |            |                                |                                |                 |
|                                          |                  | P2001904 | 10/15/2020 | SIGN A RAMA USA                | TAHOE SIGNAGE                  | 330.00          |
|                                          |                  | P2001905 | 10/15/2020 | FOREMOST MEDIA INC             | YEARLY SSL RENEWAL FOR AIRPORT | 106.00          |
| <b>Airport Administration PROG TOTAL</b> |                  |          |            |                                |                                | <b>1,800.08</b> |
| 43-4453-4453-62160                       | Cleaning Contrac |          |            |                                |                                |                 |
|                                          |                  | P2000564 | 10/29/2020 | ALSCO INC                      | UNIFORMS                       | 138.40          |
|                                          |                  | P2000606 | 10/15/2020 | DIVERSIFIED BUILDING MAINTENAN | SEP JANITOR SERVICE            | 628.22          |
|                                          |                  | P2000622 | 10/22/2020 | JAYS BIG ROLLS INC             | BATHROOM SUPPLIES              | 91.00           |
|                                          |                  | P2001848 | 10/01/2020 | RANDYS WINDOW CLEANING         | TERMINAL BUILDING WINDOW CLEAN | 1,175.00        |
| 43-4453-4453-62164                       | Disposal Service |          |            |                                |                                |                 |
|                                          |                  | P2000253 | 10/15/2020 | BADGERLAND DISPOSAL            | OCT TRASH SERVICE              | 32.50           |
|                                          |                  | P2000561 | 10/15/2020 | ACE PORTABLES INC              | OCT PORTABLE TOILETS           | 142.00          |
| 43-4453-4453-62201                       | Electric         |          |            |                                |                                |                 |
|                                          |                  |          | 10/29/2020 | ALLIANT ENERGY/WP&L            | OCT ELECTRIC                   | 5,381.23        |
| 43-4453-4453-62203                       | Natural Gas      |          |            |                                |                                |                 |
|                                          |                  |          | 10/29/2020 | ALLIANT ENERGY/WP&L            | OCT GAS                        | 449.08          |
| 43-4453-4453-62400                       | R & M Services   |          |            |                                |                                |                 |
|                                          |                  | P2001417 | 10/08/2020 | MAXXED OUT MOTORSPORTS         | TIRE REPAIRS                   | 160.00          |
| 43-4453-4453-62473                       | Painting         |          |            |                                |                                |                 |
|                                          |                  | P2000614 | 10/22/2020 | SHERWIN WILLIAMS               | WHITE PAINT                    | 587.65          |
| 43-4453-4453-63501                       | Gas/Other Fuels  |          |            |                                |                                |                 |
|                                          |                  | P2000605 | 10/15/2020 | BROWN OIL CO INC               | SEP OFF ROAD DIESEL            | 240.00          |
|                                          |                  | P2000615 | 10/15/2020 | KWIK TRIP EXTENDED NETWORK     | SEP DIESEL FUEL                | 277.14          |
| 43-4453-4453-63503                       | Equip Parts      |          |            |                                |                                |                 |
|                                          |                  | P2000610 | 10/29/2020 | INTERSTATE BATTERIES OF ROCKFO | BATTERIES FOR #14 FWD 1982     | 518.75          |

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10/29/2020

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|--------------------|-----------------|----------|------------|--------------------------------|--------------------------------|-------------|
| 43-4453-4453-64900 | Other Expenses  | P2000620 | 10/22/2020 | NAPA AUTO PARTS                | CORE DEP REFUND ON INV 352887  | 222.20      |
|                    |                 | P2001806 | 10/08/2020 | NORTHLAND EQUIPMENT CO INC     | SHIPPING                       | 169.05      |
|                    |                 | P2001939 | 10/22/2020 | FOUR SEASONS REPAIR INC        | STARTER FOR LINE STRIPER       | 52.92       |
|                    |                 | P2000603 | 10/15/2020 | BJ ELECTRIC SUPPLY INC         | 14W BOLLARD JELLY JAR RETROFIT | 70.34       |
|                    |                 | P2000611 | 10/15/2020 | HARRIS ACE HARDWARE LLP        | HOSE FUEL                      | 63.52       |
|                    |                 | P2000616 | 10/15/2020 | US BANK                        | HINGES FOR TERM BATH           | 218.91      |
|                    |                 | P2000621 | 10/22/2020 | MENARDS                        | BACKER ROD                     | 109.20      |
|                    |                 | P2001347 | 10/29/2020 | SPRING GREEN LAWN CARE         | EARLY FALL SERVICE TERM LAWN   | 59.95       |
|                    |                 | P2001586 | 10/15/2020 | WOODWARD PETROLEUM SERVICES LL | FUEL SYSTEM TEST AND REPAIR    | 1,195.38    |
|                    |                 | P2001759 | 10/29/2020 | SHERWIN INDUSTRIES INC         | YEARLY RECALIBRATION OF AIRPOR | 511.01      |
|                    |                 | P2001946 | 10/22/2020 | WOODWARD PETROLEUM SERVICES LL | UG SERVICE CALL - INSPECT AND  | 89.00       |
|                    |                 | P2001947 | 10/22/2020 | WOODWARD PETROLEUM SERVICES LL | SERVICE CALL FOR HYDROSTATIC T | 99.00       |
|                    |                 |          |            |                                | Airport Maintenance PROG TOTAL | 12,681.45   |
| 43-4453-4454-67200 | Captial Improve | P2001954 | 10/22/2020 | WISCONSIN DEPARTMENT OF TRANSP | AIRPORT MASTER PLAN UPDATE     | 1,628.74    |
|                    |                 | P2001955 | 10/22/2020 | WISCONSIN DEPARTMENT OF TRANSP | AIRFIELD LIGHTING              | 10,161.17   |
|                    |                 | P2001956 | 10/22/2020 | WISCONSIN DEPARTMENT OF TRANSP | RECONSTRUCT ASPHALT RAMP SE    | 4,741.61    |
|                    |                 | P2001957 | 10/22/2020 | WISCONSIN DEPARTMENT OF TRANSP | EAST HANGAR DEVELOPMENT        | 4,156.13    |
|                    |                 |          |            |                                |                                |             |

I have reviewed the preceding payments in the total amount of **\$35,169.18**

Date:

Dept Head

Committee Chair

ROCK COUNTY

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10/29/2020

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|----------------|--------------|-----|------------|-------------|-------------|-------------|
|----------------|--------------|-----|------------|-------------|-------------|-------------|

**REPORT COMPLETE!**

Report Total: 35,169.18

For Job Numbers: 2100042, 2103665, 2108079, 2111056, 2111139, 2112522

Rock County, Wisconsin

Facilities Management  
51 South Main Street  
Janesville, WI 53545  
(608) 757-5527



## Executive Summary

### **AWARDING CONTRACT FOR RENTAL SERVICES OF UNIFORMS, SHOP TOWELS AND WALK-OFF MATS FOR THE SOUTHERN WISCONSIN REGIONAL AIRPORT**

The Southern Wisconsin Regional Airport contracts with a private vendor to provide employee uniforms, shop towels and walk-off mats for all locations. Bids were solicited from five vendors with one responding. The only, most responsible and responsive bid was received from Unifirst of Menomonee Falls, Wisconsin.

The contract will begin January 1, 2021, and terminate December 31, 2021. Facilities Management may opt to renew the contract for two additional years, 2022 and 2023. The total contract shall not exceed three years.

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ROCK COUNTY, WISCONSIN

FINANCE DEPARTMENT  
PURCHASING DIVISION



PROJECT NUMBER **#2021-06**  
 PROJECT NAME **UNIFORMS, SHOP TOWELS & WALK-OFF MATS**  
 DEPARTMENT **SOUTHERN WISCONSIN REGIONAL AIRPORT**  
 BID DUE DATE **OCTOBER 13, 2020 – 1:30 P.M.**

|                              | UNIFIRST<br>MENOMONEE FALLS WI |
|------------------------------|--------------------------------|
| 2021 ANNUAL COST             | 3,253.12                       |
| 2022 ANNUAL COST             | 3,350.71                       |
| 2023 ANNUAL COST             | 3,451.22                       |
| <b>TOTAL 3 YEAR CONTRACT</b> | <b>\$ 10,055.05</b>            |

The Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: Jodi Millis, Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

GOVERNING COMMITTEE APPROVAL:

Chair \_\_\_\_\_ Vote \_\_\_\_\_ Date \_\_\_\_\_

#2021-06  
**INVITATION TO BID**  
**ROCK COUNTY DEPARTMENT OF PUBLIC WORKS**  
**AIRPORT DIVISION**  
**PRICING WORKSHEET**

| PROJECTED ACTUAL CLEANING ORDER PER WEEK                                                                                                                                                                                                                                                   |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>UNIFORMS 65% / 35% POLY-COTTON BLEND ANSI COMPLIANT HI-VIS RIPSTOP TYPE R, CLASS 2, YELLOW/GREEN AND NAVY SHIRTS &amp; PANTS</b>                                                                                                                                                        |                     |
| Cost per week for *5 shirts + 5 pants                                                                                                                                                                                                                                                      |                     |
| $\$ \underline{\quad 6.60 \quad} + \$ \underline{\quad 3.79 \quad} = \$ \underline{\quad 10.39 \quad}$ cost per week per employee                                                                                                                                                          |                     |
| $\$ \underline{\quad 10.39 \quad}$ per week x 52 weeks x 4 employees = $\$ \underline{\quad 2,161.12 \quad}$                                                                                                                                                                               |                     |
| <b>WALK-OFF MATS</b>                                                                                                                                                                                                                                                                       |                     |
| 3x5 3 per week at \$ <u>6</u> week x 52 = \$ <u>312</u>                                                                                                                                                                                                                                    |                     |
| 4x6 1 per week at \$ <u>3</u> week x 52 = \$ <u>156</u>                                                                                                                                                                                                                                    |                     |
| <b>Yearly cost for 52 weeks \$ <u>468</u></b>                                                                                                                                                                                                                                              |                     |
| <b>SHOP TOWELS</b>                                                                                                                                                                                                                                                                         |                     |
| White (metal and oil free) 40 per week<br>With 120 inventoried at \$ <u>0.15</u> each x 40 = \$ <u>6</u> weekly<br><div style="text-align: right;">52 weeks = \$ <u>312</u> annually</div>                                                                                                 |                     |
| Replacement rate each \$ <u>1</u> every week x <u>52</u> = <u>52.00</u> This is the only other add-on cost permitted.<br><div style="display: flex; justify-content: space-between;"> <span><del>\$364</del></span> <span><del>52.00</del></span> <span><del>\$ 364.00</del></span> </div> |                     |
| <b>2021 AIRPORT YEARLY COST</b>                                                                                                                                                                                                                                                            | <b>**\$3,253.12</b> |

INCREASE (IF ANY) 2022 3 %

INCREASE (IF ANY) 2023 3 %

\*Based on each wearer receiving 11 sets of shirts and pants in inventory. The shirts were estimated to be all long sleeve to give Rock County a safe estimate; but each wearer has the choice of all long sleeve, all short sleeve or to mix both.

\*\*Includes a \$5 weekly delivery charge (\$260 yearly).

PLEASE PRINT OR TYPE FOLLOWING INFORMATION (EXCEPT SIGNATURE):

Company Name: UniFirst  
Signature: Paul Nozick  
Printed Name: Paul Nozick  
Title: Sales Representative  
Address: W136 N4863 Campbell Dr.  
City/State/Zip: Menomonee Falls / WI / 53051  
Telephone: 262-337-1376  
E-Mail: paul\_nozick@unifirst.com

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



**#2021-06**  
**INVITATION TO BID**  
**UNIFORMS, SHOP TOWELS AND WALK-OFF/SCRAPER MATS**  
**FOR**  
**ROCK COUNTY, WISCONSIN**

**ADDENDUM #1**  
**QUESTIONS / ROCK COUNTY RESPONSES**

**SIGN AND RETURN THIS FORM WITH BID.**

COMPANY: UniFirst

SIGNATURE: Pall Rank

DATE RECEIVED: 9/17/2020

## REFERENCES

Please complete form and return with your bid.

COMPANY Dalee Water Conditioning  
CONTACT NAME Dave  
ADDRESS 1360 Bluff Rd Whitewater, WI 53190  
PHONE 262-473-5524  
NUMBER OF YEARS DOING BUSINESS WITH 1 year

COMPANY Block Diesel Repair  
CONTACT NAME Cris  
ADDRESS 3248 S Tower Dr Janesville, WI 53546  
PHONE 608-756-2916  
NUMBER OF YEARS DOING BUSINESS WITH 5+ years

COMPANY Oregon Public Works  
CONTACT NAME Jeff Rev  
ADDRESS 388 Park St. Oregon, WI 53575  
PHONE 608-835-6290  
NUMBER OF YEARS DOING BUSINESS WITH 3+ years

COMPANY Miller Bradford  
CONTACT NAME Charlie Rule  
ADDRESS 4190 Bear Tree Pkwy DeForest, WI 53532  
PHONE 262-246-5710  
NUMBER OF YEARS DOING BUSINESS WITH 5+ years

## **Airport Department – Issue Paper**

**Issue** – Setting the 2021 Land Lease Rates, T-hangar Rates and House Rental Rate

**Discussion** – On December 18, 1991, the Public Works Committee approved an addendum to the Airport Leases to standardize the following items;

1. Lease rates equal between like businesses
2. Renegotiate lease rate annually
3. Increase based on the US CPI-U not to exceed 4% annually

Each Lease contains the following language: Annually during the month of December, rental rates shall be re-negotiated by the parties and will be based on the urban rate of inflation, not to exceed 4% annually. Said rates are to be equal to the rental rates for other buildings in its category and be effective January 1. The Airport Director shall be responsible for re-negotiating the yearly rental charge on behalf of the **LESSOR**, subject to final approval of the Public Works Committee.

The t-hangar storage agreement states that all rates are reviewed during the month of December every year and that rates may be adjusted. Adjustments will be based on the urban rate of inflation (CPI-U). It is also agreed that the Public Works Committee may from time to time make adjustments due to market evaluations. New rates will be effective as of February 1.

Rate increases over the last 5 years have varied from 0% in 2016 and 2017 to 2% in 2018, 2.5% in 2019 and 1% this year. Current information from U.S. Bureau of Labor Statistics is showing the CPI increase at 1.4% as of the September release. I expect that the October rate, which is the rate the Airport has historically always based rates on, will be similar. However, due to the unprecedented events of 2020 and the hardships the COVID-19 pandemic has created for so many people, I am not recommending or requesting an increase in rates for 2021. I noted in my 2021 budget request that I would not be requesting an increase in rates for 2021 and this has been approved.

**Recommendation** – Maintain 2020 rates in 2021 for Land Leases, T-hangar rates and the airport house rental.

## Databases, Tables & Calculators by Subject

Change Output Options:

From: 2010 ▼

To: 2020 ▼

GO

☐ include graphs ☐ include annual averages

[More Formatting Options](#) ➔

Data extracted on: November 10, 2020 (9:38:57 AM)

### CPI for All Urban Consumers (CPI-U)

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Series Title: All items in U.S. city average, all urban consumers, not seasonally adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Download: [xlsx](#)

| Year | Jan     | Feb     | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec     | HALF1   | HALF2   |
|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2010 | 216.687 | 216.741 | 217.631 | 218.009 | 218.178 | 217.965 | 218.011 | 218.312 | 218.439 | 218.711 | 218.803 | 219.179 | 217.535 | 218.576 |
| 2011 | 220.223 | 221.309 | 223.467 | 224.906 | 225.964 | 225.722 | 225.922 | 226.545 | 226.889 | 226.421 | 226.230 | 225.672 | 223.598 | 226.280 |
| 2012 | 226.665 | 227.663 | 229.392 | 230.085 | 229.815 | 229.478 | 229.104 | 230.379 | 231.407 | 231.317 | 230.221 | 229.601 | 228.850 | 230.338 |
| 2013 | 230.280 | 232.166 | 232.773 | 232.531 | 232.945 | 233.504 | 233.596 | 233.877 | 234.149 | 233.546 | 233.069 | 233.049 | 232.366 | 233.548 |
| 2014 | 233.916 | 234.781 | 236.293 | 237.072 | 237.900 | 238.343 | 238.250 | 237.852 | 238.031 | 237.433 | 236.151 | 234.812 | 236.384 | 237.088 |
| 2015 | 233.707 | 234.722 | 236.119 | 236.599 | 237.805 | 238.638 | 238.654 | 238.316 | 237.945 | 237.838 | 237.336 | 236.525 | 236.265 | 237.769 |
| 2016 | 236.916 | 237.111 | 238.132 | 239.261 | 240.229 | 241.018 | 240.628 | 240.849 | 241.428 | 241.729 | 241.353 | 241.432 | 238.778 | 241.237 |
| 2017 | 242.839 | 243.603 | 243.801 | 244.524 | 244.733 | 244.955 | 244.786 | 245.519 | 246.819 | 246.663 | 246.669 | 246.524 | 244.076 | 246.163 |
| 2018 | 247.867 | 248.991 | 249.554 | 250.546 | 251.588 | 251.989 | 252.006 | 252.146 | 252.439 | 252.885 | 252.038 | 251.233 | 250.089 | 252.125 |
| 2019 | 251.712 | 252.776 | 254.202 | 255.548 | 256.092 | 256.143 | 256.571 | 256.558 | 256.759 | 257.346 | 257.208 | 256.974 | 254.412 | 256.903 |
| 2020 | 257.971 | 258.678 | 258.115 | 256.389 | 256.394 | 257.797 | 259.101 | 259.918 | 260.280 |         |         |         | 257.557 |         |

### 12-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Series Title: All items in U.S. city average, all urban consumers, not seasonally adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Download: [xlsx](#)

| Year | Jan  | Feb | Mar  | Apr  | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | HALF1 | HALF2 |
|------|------|-----|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-------|-------|
| 2010 | 2.6  | 2.1 | 2.3  | 2.2  | 2.0 | 1.1 | 1.2 | 1.1 | 1.1 | 1.2 | 1.1 | 1.5 | 2.1   | 1.2   |
| 2011 | 1.6  | 2.1 | 2.7  | 3.2  | 3.6 | 3.6 | 3.6 | 3.8 | 3.9 | 3.5 | 3.4 | 3.0 | 2.8   | 3.5   |
| 2012 | 2.9  | 2.9 | 2.7  | 2.3  | 1.7 | 1.7 | 1.4 | 1.7 | 2.0 | 2.2 | 1.8 | 1.7 | 2.3   | 1.8   |
| 2013 | 1.6  | 2.0 | 1.5  | 1.1  | 1.4 | 1.8 | 2.0 | 1.5 | 1.2 | 1.0 | 1.2 | 1.5 | 1.5   | 1.4   |
| 2014 | 1.6  | 1.1 | 1.5  | 2.0  | 2.1 | 2.1 | 2.0 | 1.7 | 1.7 | 1.7 | 1.3 | 0.8 | 1.7   | 1.5   |
| 2015 | -0.1 | 0.0 | -0.1 | -0.2 | 0.0 | 0.1 | 0.2 | 0.2 | 0.0 | 0.2 | 0.5 | 0.7 | -0.1  | 0.3   |
| 2016 | 1.4  | 1.0 | 0.9  | 1.1  | 1.0 | 1.0 | 0.8 | 1.1 | 1.5 | 1.6 | 1.7 | 2.1 | 1.1   | 1.5   |
| 2017 | 2.5  | 2.7 | 2.4  | 2.2  | 1.9 | 1.6 | 1.7 | 1.9 | 2.2 | 2.0 | 2.2 | 2.1 | 2.2   | 2.0   |
| 2018 | 2.1  | 2.2 | 2.4  | 2.5  | 2.8 | 2.9 | 2.9 | 2.7 | 2.3 | 2.5 | 2.2 | 1.9 | 2.5   | 2.4   |
| 2019 | 1.6  | 1.5 | 1.9  | 2.0  | 1.8 | 1.6 | 1.8 | 1.7 | 1.7 | 1.8 | 2.1 | 2.3 | 1.7   | 1.9   |
| 2020 | 2.5  | 2.3 | 1.5  | 0.3  | 0.1 | 0.6 | 1.0 | 1.3 | 1.4 |     |     |     | 1.2   |       |

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| For Year | Rate History |                           | T-Hangar<br>Increase<br>Effective Feb 1 |
|----------|--------------|---------------------------|-----------------------------------------|
|          | CPI          | Land<br>Lease<br>Increase |                                         |
| 1/1/2021 |              |                           |                                         |
| 1/1/2020 | 1.80%        | 1.00%                     | 1.00%                                   |
| 1/1/2019 | 2.50%        | 2.50%                     | 2.50%                                   |
| 1/1/2018 | 2.00%        | 2.00%                     | 2.00%                                   |
| 1/1/2017 | 1.60%        | 0.00%                     | 0.00%                                   |
| 1/1/2016 | 0.20%        | 0.00%                     | 0.00%                                   |
| 1/1/2015 | 1.70%        | 0.00%                     | 0.00%                                   |
| 1/1/2014 | 1.00%        | 0.00%                     | 0.00%                                   |
| 1/1/2013 | 2.20%        | 0.00%                     | 0.00%                                   |
| 1/1/2012 | 3.50%        | 1.30%                     | 1.30%                                   |
| 1/1/2011 | 1.20%        | 1.20%                     | 0.00%                                   |
| 1/1/2010 | -1.30%       | 0.00%                     | 0.00%                                   |
| 1/1/2009 | 3.70%        | 3.00%                     | 3.00%                                   |
| 1/1/2008 | 3.50%        | 3.50%                     | 3.50%                                   |
| 1/1/2007 | 1.30%        | 1.30%                     | 1.30%                                   |
| 1/1/2006 | 4.30%        | 4.00%                     | 4.00%                                   |
| 1/1/2005 | 3.20%        | 3.30%                     | 3.30%                                   |
| 1/1/2004 | 2.00%        | 1.70%                     | 1.70%                                   |
| 1/1/2003 | 2.00%        | 1.70%                     | 1.70%                                   |