

Rock County, Wisconsin



Airport Governance Ad Hoc Committee - Minutes  
Monday, January 20, 2020 at 9:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

Call to Order. Airport Director Greg Cullen called the meeting of the Airport Governance Ad Hoc Committee to order at 8:59 a.m.

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

Staff Members Present. Cynthia Hevel

<u>Others Present:</u>	Everett Reese	Elevation Air
	David Haas	Meisner Aircraft
	William Gempler	Interested Citizen
	Josh Gowey	Interested Citizen
	Jim Freeman	Helicopter Specialties

Review Minutes of January 10, 2020. Mr. Cullen asked if everyone had a chance to review the minutes of the last meeting and if there were any changes. Mr. Leyes asked where Mr. Cullen got the definition for General Aviation and Mr. Cullen replied that it came from the FAA. There was some discussion about the definition, but there were no changes to the minutes. Mr. Dillavou and Mrs. Cooksey made a motion to approve the minutes. MOTION CARRIED.

Discussion on Previous Recommendations.

Section 4.6 – Use of NFPA 407, 2012 Version. Mr. Cullen reminded everyone that at our last meeting we discussed that the City of Janesville uses the 2012 Version of NFPA 407. Mr. Cullen feels that as long as this is the version the City uses, then we need to follow the same regulations. Discussion on why the City uses this version took place, and it was mentioned that the City uses whatever the State has adopted. Mr. Cullen feels that we need to use the same standards as the City and Mr. Dillavou agreed. Mr. Cullen stated that during this discussion the topic of hot-fueling came up as this is prohibited by the 2012 Version of NFPA 407, but is permitted in newer versions. Mr. Dillavou asked if this was something an operator could request permission to do and Mr. Cullen replied that anyone can ask for a variance, but he still feels we need to follow the same version of the NFPA as the City of Janesville. The Committee agreed.

Section 7 – Above ground vs. below ground fuel storage. At the previous meeting it was suggested that we check the NFPA standards to determine if above ground or below ground fuel storage is mandated. Mr. Cullen has read the NFPA standards and cannot find where this is mandated. A discussion on past practice took place and it was determined that it may just have been a preference. Mr. Reese stated that in the future he may want to add self-fueling to his lease and would like to have options available. It was noted that the current standards do not mandate above or below ground storage, only that the location and type must be approved by Committee. This leaves both options open. Mr. Leyes suggested that we leave this wording alone. Mr. Cullen felt that it may be beneficial to create a talking point paper for future requests. There will be no recommended change for this point.

Section 8 – Through the fence practices and enforcement. Mr. Cullen stated that at our last meeting there was a big discussion on through the fence operations, but in looking up the definition of “through the fence” it was really not what we were talking about at the last meeting. A “through-the-fence” operation is when you have a business that is located off airport property but is adjacent to the airport and has access, literally through the fence. At our last meeting we were discussing people conducting business on the airport either without the proper lease and without meeting minimum standards.

Significant conversation took place regarding people operating on the airport without meeting the airport’s Minimum Standards and the bottom line was that anyone with a Land Lease or a T-hangar Agreement has enforcement of the Minimum Standards built right into the Lease or Agreement. The County has the right to cancel Leases and Agreements for violating the terms and require the tenant to remove their improvements and or aircraft. When it comes to individuals and transients offering services without a physical presence on the airfield that requires them to follow our Rules and Regulations and Minimum Standards, enforcement becomes much more problematic. Mr. Cullen feels that if a situation is brought to his attention, he can talk to the violator, but he really has no enforcement tools.

Mr. Freeman suggested putting up signs to prohibit these types of activities would be helpful and may stop at least some of this activity. Additional discussion on the ability of the airport to enforce minimum standards on transient vendors took place.

A recommendation was made to add the definition of “through-the-fence” to Section 8 and add a paragraph regarding enforcement.

Section 9 – Security of pedestrian gates. Mr. Cullen stated that he had reached out to the City of Janesville Fire Department regarding their preferences on our walk through gates and they informed him that it did not matter to them. If they need access through a gate that is locked, they will obtain access by any means. Based on this information, the Committee has made the recommendation to change Section 9c. to read “Gates not actively in use shall be closed. Any walkthrough gate within a tenant’s leased area may be locked at the tenant’s discretion.”

Set Next Meeting Date if Needed. Mr. Cullen thanked the Committee for agreeing to serve and stated that it is his goal to have all of the changes made to both the Rules and Regulations and have a presentation at the next Airport Board meeting. There will be no need for another meeting.

Minutes of the Airport Governance Ad hoc Committee  
January 20, 2020

Mr. Dillavou and Mr. Cullen moved to adjourn the meeting at 9:58 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Airport Secretary II