

Rock County, Wisconsin



Airport Board Meeting - Minutes

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

Southern Wisconsin Regional Airport Terminal Conference Room / Teleconference
1716 W. Airport Rd.
Janesville, WI 53546

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

Airport Board Members Present in Person. Mr. Eric Baker, Mr. Greg Johnson and Mr. Joe Quint

Airport Board Members Present via Teleconference. Supervisors Homan and Richard, Mr. Dick Cope and Mrs. Katie Reese.

Members Absent. Supervisor Fox

<u>Staff Members Present in Person.</u>	Greg Cullen	Airport Director, in person
	Cynthia Hevel	Airport Secretary II, in person

Staff Members Present via Teleconference. Terri Carlson Rock County Risk Manager

<u>Others Present in Person.</u>	David Haas	Meisner Aircraft
	Bonnie Cooksey	Janesville Jet Center
	Jim Freeman	Helicopter Specialties
	Everett Reese	Elevation Air

<u>Others Present Via Teleconference.</u>	William Gempler	Interested Citizen
	Rick Leyes	Hangar Tenant
	Josh Gowe	Interested Citizen

Adoption of Agenda. Supervisor Homan and Mr. Johnson moved the Agenda. MOTION CARRIED.

Approval of Minutes of October 19, 2020. Supervisor Homan and Mrs. Reese moved the minutes as written. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None

Consent Calendar

Transfers. None

Review of Payments. The review for October 2020 was completed.

Updates, Discussion and Possible Action

Awarding Contract for Rental Services of Uniforms, Shop Towels and Walk-off Mats for the Southern Wisconsin Regional Airport. Mr. Cullen explained that our current contract for this service expires at the end of 2020 and the work was put out for bid. This is for a three year contract. Supervisor Homan asked if there was anyone closer than the Milwaukee area that responded and Mr. Cullen informed the Board that this was the only company to bid on the work and they are reasonably priced. Supervisor Homan and Mr. Johnson moved to award the contract to Unifirst of Menomonee Falls. MOTION CARRIED.

2021 Rates. Mr. Cullen explained that this is the time of year we usually discuss setting rates for the next year. Increases in rates are usually based on the October CPI that will be released later this week. Mr. Cullen informed the Board that it is not his intent to request an increase in rates for 2021. In addition to the fact that COVID has hit people hard this year we have had an increase each of the last three years. The September CPI was 1.4% and he anticipates that the October information will be similar. If the Board does want to do an increase we should wait until the December meeting to set the rate in order to use the October information.

Supervisor Richard stated that while personnel costs are going up, the Public Works Committee did not increase rent at the Gibbs Lake house this year for all of the same reasons Mr. Cullen stated, and would support maintaining the rates at the same level for next year.

Mr. Rick Leyes stated that he feels Mr. Cullen has done a good job on increasing the tenancy in the old t-hangars and he has spoken to some of his hangar neighbors. Mr. Leyes feels the increased occupancy is due to keeping the rates on the lower side. He does not want an increase.

Supervisor Homan stated he thinks holding off on an increase for next year is prudent and feels Mr. Cullen is doing a fantastic job on filling hangars. Supervisor Homan made a motion to maintain 2020 rates for 2021. Mr. Baker seconded the Motion. MOTION CARRIED on the following vote. AYES- 3, Supervisors Homan and Richard and Mr. Cope. NOES – 0, ABSENT – 1, ABSTAIN – 4, Mr. Baker, Mr. Johnson, Mrs. Reese, and Mr. Quint, VACANT – 1.

Expiring Terms of Board Members Mrs. Reese and Mr. Quint. Mr. Cullen stated that the Airport Board has been in existence two years now and due to the staggered beginning terms we have two Board members whose terms are expiring at the end of December, Mrs. Reese and Mr. Quint. He has spoken to both members and both have expressed a desire to stay on the Board for an additional three-year term.

Mrs. Reese thanked the Board for the last two years, she has found the experience both personally and professionally satisfying. She is looking forward to serving three more years. Supervisor Homan made a motion to approve new 3 year terms for Mrs. Reese and Mr. Quint. Supervisor Richard seconded it. MOTION CARRIED.

Airport Director's Updates. Mr. Cullen gave a verbal account of several items that have come up over the last month. The Airport is currently undergoing its first virtual Part 139 inspection. We have had to upload all of our inspection documents to a share folder that the FAA can access. They will then review

the documentation and notify us if there are any discrepancies. Mr. Cullen feels we are in good shape for this inspection.

Mr. Cullen reported that there he has noticed a tenant not following the Rules and Regs and/or Minimum Standards and asks tenants to be mindful that the documents exist to keep a level playing field for all tenants. Tenants that do not follow the Airport's compliance regulations will be notified.

Mr. Cullen mentioned that with snow season starting communication is very helpful for Airport staff's planning purposes. He asked that all tenants respond to any requests for information they receive during the upcoming season even if they have no flights scheduled as even that information is helpful.

Mr. Cullen told the Board that he just heard from the State of Wisconsin that there is funding available and he can start the process of creating a specifications worksheet for the purchase of a new snow broom truck. Ours is very old and he has been trying to replace it for quite some time. This machine will be purchased with a combination of State and Federal money and will take about a year for delivery once it has been ordered.

Mr. Cullen stated that the current vacancy on the Airport Board created by Mr. Barton's resignation last month is in the hands of the County Board Chair and County Administrator Josh Smith. There are other boards in the county that also have non-supervisor members and they want to ensure the nomination process is open to all interested citizens. As such, they are working on a mechanism to select a qualified candidate for all boards.

Mr. Leyes asked about the status of Runway 18/36. The last time he used it to take off he noticed a large crack. Mr. Cullen replied that the runway has multiple cracks and while he had been given funds in the 2020 budget for repairs to the runway, those funds were taken back when COVID-19 hit. Money has been allocated in 2021 and he is already working on getting it slurry coated or repaired as soon as possible in the new year. Due to its condition, when it snows this winter that runway will be closed in order to keep the equipment from causing additional damage during snow removal activities.

Committee Requests and Motions. None.

Next Meeting Date. The next meeting of the Airport Board will be Monday, December 14, 2020, at 8:00 a.m. Mr. Cullen asked everyone to note that it is a week earlier than usual. He felt it would be a good idea to have it a week earlier as our usual date is the week of Christmas. There were no objections noted.

Adjournment. Mr. Johnson and Mr. Quint moved to adjourn at 8:25 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Secretary II