

Rock County, Wisconsin



Airport Board Meeting – Minutes Monday, July 18, 2022, 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. Mr. Eric Baker, Supervisor Brent Fox, Mr. Greg Johnson, Mr. Frank McKearn, Mr. Joe Quint, Mrs. Christine Rebout, Mrs. Katie Reese, Supervisor Rick Richard, and Supervisor Connie Winter.

Staff Members Present. Greg Cullen, Airport Director
Larissa DeLair, Secretary II

<u>Other Members Present.</u>	David Haas	Meisner Aircraft
	Rick Leyes	T-Hangar Tenant
	Alex Smith	Land Lease Tenant

Adoption of Agenda. Mrs. Reese and Mr. McKearn moved the Agenda. MOTION CARRIED.

Approval of Minutes of Monday, April 18, 2022. Mr. Richard and Mrs. Reese moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Introduced and welcomed Connie Winter as the new Supervisor for the Airport Board.

Consent Calendar

Transfers. None

Review of Payments. The review for April, May and June 2022 was completed.

Updates, Discussion and Possible Action

Public Hearing on Airport Improvements. Chair Fox opened the Public Hearing at 8:03 a.m. Mr. Cullen explained this is the same request placed in April 2022. We received notice from the state that we provided 7 days Public Notice, but 10-day notice is required. The request is to Petition State and Federal agencies for airport improvement funding at both state and federal level. These items include:

- Replace Automated Weather Observation Station (AWOS) and any necessary related work
- Perform asphalt crack seal on taxiways Alpha, Alpha 1, Alpha 2, and Alpha 3

Mr. Cullen asked if there were any questions or comments. There were no questions or comments. Chair Fox closed the Public Hearing at 8:04 a.m.

Semi-Annual Training Expense Report. Mr. Cullen referenced the report. Two airport maintenance workers attended ARFF training in Appleton, WI in May.

2023 Budget/Airport Budget Requests. Mr. Cullen informed that the 2023 budget was presented to the finance and staff committee on June 16th. Mr. Cullen stated during the Part 139 inspection in November 2021, there were zero findings. There was \$115,000 saved from local money and set aside for the rehab project. New construction for a private hangar was completed last fall and another hangar to be built this fall. This will help with the lease revenue. Currently, the new t-hangars are at 100% occupancy and the old t-hangars are at approximately 86% occupancy. Mr. Cullen informed that an airport in the suburb of Chicago has a construction project and other tenants are looking to temporarily store their planes.

Mr. Cullen explained that in 2021, Operational and Leases produced the most revenue. Operational earned \$148,446. Lease revenue earned \$145,979.

Mr. Cullen provided the projections for 2023. Total revenue is projected to be \$462,448. This is based on a few assumptions. Assuming the Consumer Price Index inflation rate remains high, he plans to request a 4% increase in lease and rent rates, which is the max we can do in one given year. The airport house rental was rented to a new tenant effective June 1st and included an increase in rent. Fuel flow and landing fees were about average. The conference room rental took a hit during COVID-19 but is slowly increasing. Total operating expenses are estimated at \$1,048,412. He is projecting a 2.3% impact to the tax levy. The County Board will review the budget proposal and make a final determination in November.

Mr. Cullen discussed the capital improvement projects. The airport is seeking to push the state for a broom/plow truck which would be for multi-functional use. A request is being made for a Wildlife Study which is conducted by the state. The Precision Path Indicator Lights have reached their life expectancy and will need to be replaced for Runways 4 & 14. The state has been petitioned for the Crack Seal on Taxiway Alpha and PAPI replacement. The underground diesel storage tank needs to be replaced. While there is no issue with the storage tank, the inspector suggested replacing due to its age. The current tank would be replaced with an above ground tank next to the E36 de-icing fluid. The airport owned roads are not in horrible shape, but the airport would like to contract an Engineer to assess and made recommendations. The emergency alert siren is very old and needs replacing. Currently, there are no security cameras at the maintenance shop. Funds are being requested to install high-def exterior cameras to deter theft. Mr. Cullen informed that the airport should receive \$763,000 each year for the next 5 years specifically for the Airport but the county still needs to contribute 5% share. The Airport is running out of space to build hangars. Therefore, one option is to use the grant money toward developing the east side area.

Mr. Cullen discussed other capital requests less than \$25,000. Repairs and improvements need to be made to the maintenance building restrooms including plumbing, tiles, and ceiling. We have requested to remove the carpet in the Terminal main area and replace with tile which makes for easier cleaning. The restrooms in the Terminal building could use an upgrade to include an auto flush system. The conference room TV has an issue and requested replacement.

Mr. Cullen asked if there were any questions. Mr. Richard wondered if we could advertise our conference room. Mr. Cullen informed we do get some leads from the Janesville Area Convention & Visitors Bureau. Mr. Richard also suggested if the fuel tank funding is approved, to work with DPW as they too are pursuing above ground fuel tank storage and perhaps some cost savings could occur with both projects.

Establish Airport Board Meeting Days/Times. Mrs. Reese and Mr. McKearn moved the Airport Board Meetings remain on the 3rd Monday of every month at 8:00 a.m. MOTION CARRIED.

Airport Director's Updates. Mr. Cullen gave the Airport Board information on the following topics as outlined in the attached Document:

- The runway 4-22 rehab project started April 18th and should be finished today. All major work and significant closure time should be over.
- The Rock County Public Works Department did some asphalt crack sealing around the west T-hangar area the week of July 5th. Due to a machine breaking down, they plan to return and finish by July 19th.
- Bessie's Diner Pancake Fly-In/Drive-In on June 18th was a success. Thanks to Elevation Air and Revv Aviation for participating in the event.
- The Airport rental house has a new tenant effective June 1st. The maintenance crew did some painting and repairs as needed. The exterior will need some repairs and updates soon. Larger dollar items will need to be addressed eventually including roofing, soffit, fascia, and rain gutters.
- The maintenance building renovation project started July 1st. The renovation includes new insulation, steel panels, new roof panels and insulation, new garage doors and the original equipment storage area heating system has been replaced.
- The Cirrus Group, C2A, will be arriving July 21st for four days. They will practice formation flying and anticipate about 26 aircraft.
- Mr. Cullen provided updates on the WI – BOA. BOA required documentation was submitted in December to receive our CRRSAA grant but have received no money to date. Equipment specification was submitted for approval to purchase a broom/plow truck in November but no progress to date. Mead & Hunt submitted final Master & Airport Layout Plans to the BOA in April for review but no progress to date. No updates have been received on the documentation or procedure needed to receive \$148,000 in ARPA funds.

Resolutions and Committee Endorsements. Mr. Richard and Mr. Quint moved the Resolution for the Agency Agreement and Federal Block Grant Owner Assurances. This is the same Resolution presented in April, however we needed to provide 10 days public notice and we had only provided 7 days. MOTION CARRIED.

Committee Requests and Motions. None

Next Meeting Date and Time. Monday, August 15, 2022, at 8:00 a.m.

Adjournment. Mrs. Reese and Supervisor Winter moved to adjourn at 8:35 a.m. MOTION CARRIED.

Respectfully Submitted,

Larissa DeLair
Secretary II