

Rock County, Wisconsin



Airport Board Meeting – Minutes
Monday, November 21, 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: Supervisor Brent Fox, Mr. Greg Johnson, Mr. Frank McKearn, Mr. Joe Quint, Mrs. Christine Rebout, Supervisor Rick Richard, and Supervisor Connie Winter

Airport Board Members Absent: Mr. Eric Baker and Mrs. Katie Reese

Staff Members Present: Greg Cullen, Airport Director
Larissa DeLair, Secretary II
Kevin Smith, Airport Superintendent

Other Members Present:

James Dillavou	SC Aviation
Jim Freeman	HSI
David Haas	Meisner
Rick Leyes	T-Hangar Tenant
Chris Meisner	Meisner
Everett Reese	Elevation Air LLC

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

Approval of Minutes of Monday, October 17, 2022. Supervisor Winter and Mr. McKearn moved the minutes. MOTIONED CARRIED.

Citizen Participation, Communications, Announcements, and Information: Mr. Everett Reese announced that Elevation Air has been approved as an authorized FAA testing examination location. This has been a 5-year process. Area pilots will benefit having this resource locally. Congratulations to Elevation Air!

There will be a County Veterans event on December 14th at the Elks Lodge in Janesville. They are having a benefits fair and luncheon from 11:00 a.m. to 5:00 p.m.

Transfers: None

Review of Payments: The review for October 2022 was completed.

Updates, Discussion and Possible Action

Burlington Development Group, Inc. 2nd Addendum Change of Use Request. Mr. Cullen was approached in late September from Gary Meisner interested in subleasing space in their hangar. This space is currently used for sales and storage which ties into the next item on the agenda below. Mr. Cullen reviewed the rules and minimum standards and talked to Corp Counsel, as Burlington Development Group Inc would like to add Airframe and Powerplant Maintenance. The space would be used for citation type work but can do any aircraft maintenance. Supervisor Winter questioned the type of maintenance that can be performed. Mr. Cullen stated it is his understanding they can change out engines, change tires, and fix wings which would all be confined to aircraft only. Mr. Quint stated they currently specialize in jet maintenance, pistons, and small general aviation. Mr. McKearn asked if this was all being done currently. Mr. Cullen stated not currently based on our definition and this request is different as Meisner would like to be able to do maintenance. However, all the rules and regulations still must be adhered to. If the Airport Board approves this space, Burlington Development Group is responsible to any lessee and Mr. Cullen still has authority. Supervisor Fox commented that the specialists do specialize in Cessna Citation aircraft and have about nine to ten aircraft on the airport as potential clients. Currently, if there is any type of Aircraft On Ground maintenance, we must call someone else to come as there is no other options on the airport. Superior Jet Specialists (SJS) has been used before when based at Burlington. Supervisor Fox stated their business would be nice to have locally. There were concerns amongst others that business would be taken away from other businesses on the airport. Mr. Cullen stated he sees this would be a good thing for the airport. Mr. Cullen stated another option would be for the Airport Board to be more specific and limit use to larger aircraft more than 12,500 or more. Supervisor Fox cautioned limiting the weight on aircraft. Mr. Haas stated Mr. Quint is quite busy as well as SC Aviation and SJS would help those on the airport. Mr. Quint stated he was on board that the airport has another option so that he can send others over. Mr. Dillavou stated he plans to use SJS as much as possible and thinks this will be a great thing. Mr. Cullen is seeking request for the Airport Board to approve the use of the space. MOTIONED CARRIED.

Burlington Development Group Inc. Sublease Agreement Request. Mr. Johnson and Mrs. Rebout moved the Sublease Agreement Request. Mr. Cullen stated the sublease is between Superior Jet Specialists and Burlington Development Group Inc. Our minimum standards have defined space for office and maintenance space. Therefore, he wants ensure standards are adhered to. Mr. McKearn asked if this was existing to the current instructions. Mr. Cullen stated this is existing as there is already one sublessee upstairs at this location. The intent is to sublease office space on the lower level and split or divide hangar space for sales and place an SJS business sign on the hangar. Supervisor Fox abstained. MOTION CARRIED.

Expiring Terms of Airport Board Members Mr. Johnson and Mrs. Rebout. Mrs. Rebout and Mr. Johnson's 3-year terms are to expire the end of December 2022. Mrs. Rebout would like to continue another 3-year term and Mr. Johnson would like to continue another 3-year term on the Airport Board. Mrs. Rebout and Mr. Johnson abstained. MOTION CARRIED.

Establish 2023 land lease and T-Hangar Rental Rates. Mr. Cullen checked rates and went back to 1992 of any increases and found there were several years of no increase in rates. Rates are set by the CPI and the CPI for October 2022 was 6.1%. Mr. Cullen recommended a 4% increase due to inflation. Last 4% increase was in 2005.

Mr. Cullen did some research on inflation for 2022 compared to last year. The disposal service, LRS, has gone up 38%, natural gas with Alliant Energy is up 31%. Diesel and gasoline from last year to November 2022 has been approximately the same, however the November and December cost has not come in yet. The cost for gas at the pump has fluctuated up and down. Storm water cost is \$115,000 paid to the City of Janesville. Mr. Cullen stated used a 4% increase with 2023 budget planning. Mr. Leyes stated he realizes cost of consumer goods has gone up and the airport operates at a deficit every year but had concerns the

increase in t-hangar rentals would have people leaving hangars and we should be cognitive to recreational fliers. Supervisor Fox questions how we compare to other airports. Mr. Cullen stated we are in the middle therefore, we are not the highest cost, but we are not the lowest cost. Supervisor Richard stated the increase is reasonable especially based on the CPI. New t-hangars are at 100% vacancy and old hangars are currently at 72% vacancy. Mr. Fox asked if there were any current prospects for new hangars. Mr. Cullen stated one new hangar is going up in the spring and potentially two other new hangars in 2023 but no other commitments or communications. Supervisor Winter asked why there was an increase last year of 3% and 4% this year. Mr. Cullen stated the mindset was to be mindful of tenants and increase in rates. Mr. Leyes wondered why there were no increase for several years. Mr. Cullen stated there were various reasons given for no rate increase such as pulling out of the GM recession, older T-hangar vacancies and the conditions of the old hangars as well as the CPI being lower. Supervisor Fox wondered of the cost per square foot. Mr. Smith stated the newer hangars have electric doors and better lighting. Mr. Cullen stated the increase would be approximately \$9.99 to \$11.00 per month more depending which T-hangar a tenant was in. Supervisor Fox, Mr. Quint, Mr. Johnson abstained. MOTIONED CARRIED.

Airport Director Updates. Mr. Cullen gave information on the following topics as outlined in the attached document:

- The Rock County Board of Supervisors approved the 2023 County budget on November 15th. Mr. Cullen thanked the Rock County Board of Supervisors for approving the 2023 Airport budget recommendations. Mr. Cullen will begin coordinating appropriately to push various projects forward
- The airport's annual Part 139 inspection was conducted last week and was a records only inspection. Mr. Cullen is proud to report the FAA inspection found no discrepancies which makes two years in a row. During the out brief, the inspector stated he appreciated our overall attention to detail and organizational skills. Mr. Cullen stated this was a team effort.
- A friendly reminder to tenants to please make payments on time. Invoices are typically sent around the 15th of the month and payment is due the 1st of each month.
- The County System, Civic Clerk, adopted earlier this year regarding County board and committee agenda notifications has been going. Please contact Larissa if anyone needs assistance getting established to receive notifications of Airport Board activities.
- Mr. Cullen submitted a request for proposal to the National Intercollegiate Flying Association on November 9th to once again host SAFECON in May 2024. The flying competition will be held in Oshkosh in May 2023. A site selection committee will review all requests at the event to make final decision. Mr. Cullen thanked Christine Rebout and her team at the Janesville Area Convention and Visitors Bureau for helping to create a quality RFP.

Supervisor Fox had a question where the airport stands on funding approval for the eastside development. Mr. Cullen stated the program manager has been marginally communicative, but the BOA is currently short staffed and affecting many airports. Mr. Cullen is waiting for Mead and Hunt for specs so a bid can get out in February. Mr. McKearn asked if we can move forward without a signature. Supervisor Fox stated since funding is involved there must be a signature to move forward.

Committee Requests and Motions: None

Next Meeting Date and Time: Monday, January 23, 2023, at 8:00 a.m.

Adjournment: Mr. Johnson and Mr. Quint moved to adjourn at 8:37 a.m. MOTION CARRIED.

Respectfully Submitted,

Larissa DeLair
Secretary II

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 at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.