

Rock County, Wisconsin



Airport Board Meeting
Monday, March 20, 2023, 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, and Supervisor Connie Winter

Airport Board Members Absent: Supervisor Rick Richard

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

<u>Other Members Present:</u>	Mike Collins	ABC Supply
	Mike Fraser	Meisner
	Jim Freeman	HSI
	Dave Haas	Meisner
	Rick Leyes	T-Hangar Tenant
	Cody Pillman	SJS
	Steve Sarow	Citizen
	Steve Vidruk	T-Hangar Tenant

Adoption of Agenda: Mr. Cullen requested to strike item 7F, Discuss/Approve ABC Supply Co., Inc. New Lease. MOTION CARRIED.

Approval of Minutes of Monday, November 21, 2022: MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information: None

Transfers: None.

Review of Payments: The review for November and December 2022, January and February 2023 were completed.

Resolution: Approve Airport Fuel Tank Removal and Installation Bid: Mrs. Reese and Mr. Quint moved the Resolution. Mr. Cullen informed we currently have a 5,000-gallon underground diesel storage tank for airport equipment. With the last two inspections, it was highly recommended we replace the existing

underground tank as it has exceeded its life expectancy. Currently, there are no known leaks, but should the tank leak, it would lead to an environmental concern. A bid was put out for one 5,000-gallon off-road diesel tank and one 550-gallon unleaded tank, which the airport does not have. Mr. Cullen stated airport staff would not have to go to the local gas stations for unleaded fuel in the future if approved. Mr. Cullen is seeking approval to remove the existing fuel tank and supporting system and install an Aboveground Storage Tank (AST) system. The tanks will set on top of concrete pad with safety bollards surrounding the tanks. The project doesn't conflict with any Airport Rules or Minimum Standards. Supervisor Winter asked how many bids were sent out. Mr. Cullen stated there were approximately 13-15 interested but only one company bid; he stated this is a reasonable bid. Supervisor Fox questioned if this project was included in the budget. Mr. Cullen stated that \$225,000 was budgeted for this project. The bid is \$131,240. Mr. Cullen stated he intends to use Rock County Public Works to construct a driveway/turnaround path for equipment and vehicles to utilize the new pump. This is not part of the contractor's scope of work or bid price. Mr. Quint asked if the tanks would be fenced in. Mr. Cullen stated that METCO said this is not required, however we do have an approved contract to install security cameras which will point toward the fuel farm. Supervisor Fox asked if longer term down the road the tanks would be fenced in. Mr. Cullen said yes. MOTIONED CARRIED.

Updates, Discussion and Possible Action

Discuss Airport Rental House Lease: Supervisor Fox and Mrs. Reese moved to maintain the month-to-month Airport Rental House Lease. Mr. Cullen stated a new lease was signed last year. Currently, there are no issues with the existing tenant. The new lease will be ending in May 2023. Previously, after a lease ended, the lease was then month-to-month. Mr. Cullen stated he would lean toward month to month but asking for feedback from the Airport Board. Supervisor Fox stated to keep the lease the same, month-to-month, but should increase a little due to inflation increase. Mr. Cullen stated the house rental was not in our land lease increase in the last budget. Mr. Smith stated the house is not well insulated and the heat utility bill is quite large. In his opinion, the large utility bill should be factored into raising or not raising rent. MOTION CARRIED.

Review/Approve Alliant Energy Easement: Mr. Cullen stated about a month ago he received request from Alliant Energy seeking easement for underground utilities. The easement would be the northern boundary off 51 toward Dollar General. Corp Counsel has reviewed the document. There aren't any conflicts for the airport. Josh Smith, County Administrator, will sign the easement on behalf of the airport.

Review Semi-Annual Conference Attendance Report: Mr. Cullen informed there were no costs over \$1,000 per employee per event for the last six months of 2022.

East Side Hangar Development Update: Mr. Cullen stated this has been ongoing for a few months. Mr. Cullen is currently working with the state BOA and Mead and Hunt to develop the grass area south of SC Aviation off US Hwy 51. Mr. Cullen stated the design plan is currently being reviewed with the City of Janesville. The goal is to be done by March 24th and put out for bid next Monday. Bids may possibly be collected on April 20th, award a contract, and possibly start work August 1st. This will be a 60-day project. The first phase will be to run the main utilities, construct an adjoining taxiway to Delta, construct a taxi lane, taxiway signage and lights, and markings. The goal is to have space to build 15-16 hangars.

Mr. Cullen has a meeting with the state today to further discuss project funding. BIL money was the original thought to use for this project. However, we may be able to benefit from state entitlement money not being used by other state projects. Yet, there hasn't been a definitive answer and if we do not meet the deadline by Friday, the project will be delayed about one month. Mr. Cullen stated we can't start construction until after July 25th due to a Sand Piper bird that nests in that area and their mating season.

Supervisor Winter questioned the issues the city had. Mr. Cullen stated the main water line cuts through runway 32 approach corridor. The City wanted to ensure appropriate utility easements were in place, sanitary lines had the required slope, and fire hydrants were the appropriate location from proposed hangars. Mr. Cullen stated we could change the size of the potentially two hangars and the rest is being addressed. Mead and Hunt is updating the plan. Mr. McKearn asked who maintains the water system and Mr. Cullen stated the city maintains it. Mr. McKearn asked if this falls under the master plan and if the size of the hangars change. Mr. Cullen stated the new airport layout plan and the new master plan do identify this hangar development project. The airport has some leeway to shrink a hangar size, but each new hangar will still get reviewed for airspace obstruction evaluation. Last week the ALP and Master Plan finished state review and were sent for final approval to FAA officials.

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

- The Airport Emergency Plan must be reviewed annually in January. Mr. Cullen thanked all departments that were involved and provided feedback. Our FAA Safety Inspector has reviewed the plan and final updates sent to the various agencies.
- The Airport Master Plan and Airport Layout Plan is nearing the finish line. The Bureau of Aeronautics Program (BOA) Manager has reviewed the products thoroughly in recent months. After several recommendation changes, both products will go forward for final approval with FAA this week.
- The Conduct Wildlife Hazard Assessment was approved and signed by Governor Evers on March 14th. The total cost is anticipated to be \$15,000 but our local share is \$3,000 which was already budgeted for this year. The assessment will start in April and last 12 months. The person conducting the study will write a new Wildlife Hazard Management Plan and replace the existing from 2010.
- Mr. Cullen met with several BOA and FAA officials and our program engineer on January 27th to discuss the Airport's 6-year Capital Improvement Plan. This was an effective meeting to prioritize projects, identify goals and help FAA and BOA understand our needs so they can internally prioritize funding. During our budget process, Rock County has a CIP document updated each year.
- Winter operations have been good overall, and we were fortunate on several weather systems. There was one significant ice event third week of February in which we used 500 gallons of E-36. We purchased that product one year ago at \$4.50 per gallon and market price current now is approximately \$13.00 per gallon. There have not been any significant equipment breakdowns and the telehandler with plow attachment as proven to be effective and a good investment. Without this equipment, we wouldn't have had things cleared up as quickly. Mr. Cullen stated he will advocate to outright purchase the equipment or continue leasing.
- The initiative to have a Lifeguard helicopter based at our airport is moving forward. UW Health has contracted Findorff Construction to renovate the Burlington Development hangar on the north side. It is anticipated they will remove the loading dock to build an ambulance garage and living quarters for the flight crew on the interior.
- Bessie's Diner is hosting another pancake fly-in/drive-in Saturday, June 17th. They have been discussing to make this a Saturday and Sunday event but no set plans.

- Mr. Cullen stated he is meeting with the Executive Director of the National Intercollegiate Flying Association next week. The discussion will be regarding the possibility of hosting SAFECON 2024 at the airport like we did in 2019. The organization will vote in May on where they'd like to go in 2024. Mr. Cullen stated the only concern is if there is no additional support for air traffic control.
- Other 2023 budget approved projects Mr. Cullen stated he is coordinating and are ready are: The electronic gate system replacement at gate 3, the replacement of the Airport's emergency siren, and the addition of security cameras at the maintenance shop. All three are waiting for warmer weather. We are also coordinating to get one set of turnout gear replaced as well as removing carpet in the mail hallway in the Terminal building to install Luxury Vinyl Plank. We will also replace/repair some plumbing issues in the maintenance shop.
- There has not been any communication regarding Warbird Weekend prior to EAA in July. However, the Cirrus group does plan to utilize our airport with approximately 35-40 airplanes July 20-23.

Mr. Leyes had a question on the staffing situation in the tower as there have been some delays. Mr. Cullen stated the tower has been operating understaff and currently have temporary controllers. If a pilot has any issues or concerns with ATC service, they should contact the tower manager to address the issue.

Supervisor Winter had a question if the airport was going to put in a grass runway. Mr. Cullen stated this is not on our master plan or in development, but the Airport Board could direct if they choose.

Committee Requests and Motions: None

Next Meeting Date and Time: Monday, April 17, 2023, at 8:00 a.m.

Adjournment: Mrs. Reese and Mr. Quint moved to adjourn at 8:38 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.