

Rock County, Wisconsin



Airport Board Meeting – Minutes Monday, October 16, 2023, at 8:00 a.m. Southern Wisconsin Regional Airport Terminal Conference Room 1716 W. Airport Rd. Janesville, WI 53546

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

Airport Board Members Present: Supervisor Mark Bobzien, Supervisor Dave Homan, Mr. Greg Johnson, Mr. Frank McKearn, Mr. Joe Quint, Mrs. Christine Rebout, Supervisor Connie Winter

<u>Staff Members Present:</u>	Greg Cullen	Airport Director
	Larissa Hinkel	Administrative Professional III
	Kevin Smith	Airport Superintendent

<u>Other Members Present:</u>	Mike Fraser	Meisner
	Jim Freeman	HSI
	Dave Haas	Meisner
	Randy Hughes	Hughes Farm
	Rick Leyes	T-Hangar Tenant
	Cody Pillman	SJS
	Alex Smith	Citizen

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

Adoption of Agenda: Mr. Quint and Supervisor Homan moved the agenda. MOTION CARRIED

Approval of Minutes of Monday, September 18, 2023: Supervisor Bobzien and Supervisor Homan moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, and Announcements: None.

Review of Payments: Supervisor Winter questioned the budget of the flooring replacement and the Airport fuel tank installation. Mr. Cullen informed both projects were under budget. The review for September 2023 was completed.

Resolutions and Committee Endorsements: None

Updates, Discussion and Possible Action

Election of Vice-Chair: Mr. Johnson and Supervisor Winter moved to nominate Mr. Joe Quint as Vice-Chair of the Airport Board. MOTION CARRIED.

Agricultural Lease: Supervisor Bobzien and Supervisor Winter moved the rate increase for the Agricultural lease. Mr. Cullen informed Randy Hughes currently has an agricultural lease agreement and farms land on the Airport. At the last Airport Board Meeting, it was discussed whether the lease rate should increase. Mr. Cullen stated there has not been an increase on the land lease rate since 2011. Mr. Cullen stated it was his recommendation to increase the rate 5%. Mr. Cullen met with Mr. Hughes, and both agreed on the 5% rate increase. MOTION CARRIED.

Jetson Aviation Lease: Supervisor Homan and Supervisor Bobzien moved the Jetson Aviation Lease. Mr. Cullen informed the lease was approved back in January 2022 for UW Health to sublease from Jetson Aviation for their med-flight service. The construction plan exceeded the existing leased area therefore, the Jetson Aviation Lease is being amended to increase the square footage and update Exhibit B to accurately reflect the intentions of use. Mr. Cullen stated this would provide more revenue for the airport. MOTION CARRIED.

2024 Budget Review: Mr. Cullen informed the County Administrator would be discussing all department budgets at the County Board Supervisors meeting that evening. Mr. Cullen stated that overall, the items he requested during the budget presentation this summer were being recommended by the County Administrator. Mr. Cullen stated the total revenue for 2024 is a little over \$800,000. The revenue the airport collects from landings, leases, rent, fuel sales, is a little over \$530,000 which is up from last year. The sales tax revenue that comes from the county is targeted to fund our telehandler equipment and will make our third lease payment in 2024. There is \$153,000 from our Airport General Fund Balance which is money not used from federal and state projects. The County Administrator is recommending we use \$153,000 to fund some projects and about \$45,000 from county general fund. The expenditures are about \$1,288,301 and the impact of the tax levy will be about 19.6% higher than 2023 budget. Mr. Cullen stated he attributes this to higher wages, higher utilities and insurance. Mr. Cullen discussed some larger projects we are trying to complete in 2024 such as constructing a 3rd taxi lane on the east side development, taxiway crack sealing, SRE broom truck purchase, upgrading the Airport Road, painting the beacon, and replacing the airport painter. Mr. Cullen stated he supports the County Administrator's recommendations.

Ad Hoc Airport Planning Committee Recommendation: Supervisor Winter informed the Ad Hoc Airport Planning Committee was on task and did an excellent job. She stated all members participated and turned out with positive results. Mr. Cullen stated the committee met three times and had good discussions at every meeting. There were three topics of discussion which were to determine if the Airport should continue to maintain and rent existing T-hangars, determine if the Airport should build new aircraft storage units either in the form of T-hangar units or multiple aircraft storage hangars within the next 5-7 years and to establish a timeline for the demolition of the oldest T-hangar buildings. The resolution was passed by the County Board. Mr. Cullen informed the Ad Hoc Airport Planning Committee provided some recommendations. It was recommended that we continue to maintain, rehabilitate and rent existing T-hangars. Airport staff will continue to do routine maintenance but there was also concern about liability for staff to complete some maintenance and this will be explored. Mr. Cullen will include T-hangar improvement funding requests within the capital improvement plan moving forward. He shared the plan that includes seeking quotes for work to be included in the 2025 budget. Additionally, he shared a timeline for the removal of the two oldest T-hangar buildings.

Airport Director's Updates: Mr. Cullen stated next Monday at 2:00 pm the water is scheduled to be shut off to connect water in the new construction area. This is estimated to last about 3-6 hours. However, there is an issue with an existing manhole which may delay work. He will notify all effected with updates.

Committee Requests and Motions: None.

Next Meeting Date and Time: Monday, November 20, 2023 at 8:00 a.m.

Adjournment: Mr. Quint and Mr. McKearn moved to adjourn at 8:40 a.m. MOTION CARRIED

Respectfully Submitted,

Larissa Hinkel
Administrative Professional III