Rock County, Wisconsin

Airport Board Meeting – Minutes
Monday, November 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 Winter called the meeting of the Airport Board to order at 8:00 a.m.

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

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

Other Members Present:	Jeff Bowen	Airport T-Hangar Tenant
	Brent Fox	Airport Tenant
	Mike Fraser	Meisner Aircraft Sales
	Dave Haas	Meisner Aircraft Sales
	Rick Leyes	Airport T-Hangar Tenant
	Evan Redders	SC Aviation
	Alex Smith	Airport Tenant
	Pat Tegeder	Airport Tenant

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

Approval of Minutes of October 16, 2023: Supervisor Bobzien and Supervisor Homan moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, Announcements: There were no members or citizens on Zoom. A T-hangar tenant discussed a concern he had on the airport with another tenant and wanted the Airport Board to be aware of his concern.

Consent Calendar

Review of Payments: Supervisor Bobzien questioned the payment for shot shells, launcher and a siren. Mr. Cullen explained the airport has authorization to depredate or scare birds and other animals inside the fence. Inventory at times needs to be replenished. Mr. Cullen informed we do have a gun safe at the maintenance shop and a policy as to who is able to use.

Supervisor Winter questioned if there was anything we can do to assist with the cost of storm water. Mr. Cullen stated there has been no success in the past to exclude storm water or lower the bill. Mr. Cullen informed he is trying to get runways, taxiways and ramps that are for public use excluded from the storm water costs. Mr. Cullen stated we would need state or legislative support.

Resolutions and Committee Endorsements

Resolution to Repeal Resolution No. R 2023-258: Supervisor Bobzien and Mr. Quint moved the Resolution. Mr. Cullen read a public comment from Supervisor Mike Zoril, who initiated the Resolution to repeal the original Resolution. Mr. Cullen explained the original Resolution was a Budget Amendment for the East Hangar Development Construction Project. Supervisor Winter explained the budget wasn't affected as it was a matter of moving money from one account to another which the funds were previously approved. Mr. Cullen stated the original Resolution was previously approved by Finance and the County Board. Supervisor Winter also informed the project was already underway. It was also explained that in the past, the Airport Director was able to sign a Resolution, however it is a County Board Supervisor that needs to sign a Resolution now. NONE IN FAVOR. ALL OPPOSED. MOTION FAILED.

Updates, Discussion and Possible Action

Amending 4.336(3) – First Reading: Mr. Johnson and Mrs. Reese moved Amending 4.336(3). Mr. Cullen explained the amendment is to edit the ordinance as to the correct governing body that may approve a liquor license at the airport. It will change from the Public Works Committee to the Airport Board. In 2019, the Airport separated from Public Works and when Bessie's went to renew their lease this past spring, the Airport had to receive approval from the Public Works Committee. Mr. Cullen stated that Amending 4.33(3) and Amending 5.02(16) are related. One is inserting language into the airport section of the Rock County ordinance and the other is removing language from the Parks section of the Public Works Department. MOTION CARRIED.

Amending 5.02(16) – First Reading: Mr. Bobzien and Homan moved Amending 5.02(16). MOTION CARRIED.

Jetson Aviation Fourth Addendum: Mr. Johnson and Mrs. Rebout moved Amending Jetson Aviation Fourth Addendum. Mr. Cullen explained Jetson Aviation is selling a building to SC Aviation. This Addendum removes square footage off the Jetson lease. Jetson will have one remaining building on the existing lease. There isn't any loss of revenue to the airport. MOTION CARRIED.

SC Aviation, Inc. Sixth Addendum: Mrs. Reese and Mr. Quint moved SC Aviation, Inc. Sixth Addendum. Supervisor Winter clarified this was adding an additional building to SC Aviation. MOTION CARRIED.

Establishing 2024 Lease Rates: Mr. Bobzien and Supervisor Winter moved Establishing 2024 Lease Rates. Mr. Cullen explained that annually he reviews The Consumer Price Index for All Urban Consumers (CPI-U). This is used to assist making informed recommendations to the Airport Board. Mr. Cullen recommended a 2% increase for land lease tenants and 0% increase for t-hangar rentals. Mr. Cullen feels there hasn't been a lot of investment into the t-hangars over the years to continue increasing rent, they are currently 100% occupied, and a plan exists to make capital improvements in 2025. The Airport Board approved the maximum 4% increase last year for land-lease and t-hangar tenants. ALL IN FAVOR. NONE OPPOSED. MR. QUINT, MRS. REESE AND MR. JONSON ABSTAIN. MOTION CARRIED.

Utility Easement Exhibit: Mr. McKearn and Supervisor Homan moved the Utility Easement Exhibit. Mr. Cullen explained the airport had an existing easement with the City of Janesville. To maximize space to build the most hangars possible, engineers moved the water and utility line which his depicted in the exhibit of what the easement previously looked like and what the exhibit currently looks like. If approved, it will then go to the County Board of Supervisors and the City of Janesville for review and approval. MOTION CARRIED.

Expiring Terms of Airport Board Members Joe Quint and Katie Reese: Supervisor Winter thanked Mr. Quint and Mrs. Reese for serving and spending time with the Airport Board. Supervisor Winter stated that Mr. Quint would be staying on the Airport Board and serving as Vice Chair. However, Mrs. Reese decided to step down. Chair Winter thanked Mrs. Reese for her service. Chair Winter explained the nominating procedure. The position will be posted on the county website in which individuals will need to apply and then will go to the county staff meeting. The position will likely be advertised in December. Mr. Cullen stated Mr. Quint and Mrs. Reese have been on the board since 2019 and thanked Katie for serving on the Airport Board.

Airport Director's Updates: Mr. Cullen provided an update on the east hangar development project. Mr. Cullen stated there were several issues throughout the project. However, weather permitted the new taxiway Hotel to be paved on November 15th and lighting will be going in. One issue was not getting the compaction rate needed for the spec so the remainder of pavement will not happen until next spring, but Mr. Cullen believes this is the right decision. Utilities lines should be complete around the first week of December. Mr. Cullen is also in discussion to build a third taxi lane in 2024. There will be a water shut-off period occurring week of November 27th but no further details on exact day or time.

The Airports new Master Plan and Airport Layout Plan finally went to FAA for final approval and hope to receive approvals in late spring.

The Airport fuel tank project is now complete. The Rock County Department of Public Works paved the area in front of building and the new turnaround area where the old tank was removed at the end of October.

A contractor was hired to install two security cameras on our maintenance building. Work was completed on November 6th and was under budget.

Mr. Cullen informed he will be on vacation December 6-17.

Mr. Cullen informed as a reminder that our snow removal equipment is ready to go. A shipment of sand just came. Tenants should shovel at least 2-3' from their building to allow clearance to move rest of snow. If anyone needs to fly to please communicate their schedule.

Supervisor Winter had inquired about projects that were under budget and where the extra funds go. Mr. Cullen stated the local jobs would go back to County funds.

Committee Requests and Motions: None

Next Meeting Date and Time: Mr. Cullen proposes no December meeting as there are no current items to discuss. Mr. Cullen proposes Monday, January 22, 2024, at 8:00 a.m.

Adjournment: Mrs. Reese and Mr. Quint moved to adjourn at 8:42 a.m. MOTION CARRIED

Respectfully Submitted,

Larissa Hinkel
Administrative Professional III