Rock County, Wisconsin

Airport Board Meeting – Minutes

Monday, January 22, 2024, 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, Mrs. Christine Rebout, and Supervisor Connie Winter.

Airport Board Members Absent: Mr. Eric Baker

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

Other Members Present:	Emily Arthur	Echo, Inc.
	Mike Fraser	Meisner
	Jim Freeman	HSI
	Josh Gowey	Propel Forward
	Dave Haas	Meisner
	Rick Leyes	T-Hangar Tenant
	Chris Meisner	Meisner
	Gary Meisner	Meisner
	Courtney Perakis	Propel Forward
	Joe Quint	Blackhawk Aircraft Maintenance

Adoption of Agenda: Supervisor Mark Bobzien and Mrs. Christine Rebout moved the Agenda. MOTION CARRIED

Approval of Minutes of November 20, 2023: Supervisor Mark Bobzien and Mr. Frank McKearn moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information: Supervisor Winter and Mr. Cullen apologized to Joe Quint for mix-up regarding the process to remain on the Airport Board Committee, as his term was expiring at the end of 2023. Mr. Cullen stated the policy had changed and Mr. Quint needed to reapply. Supervisor Winter informed everyone that to apply, there was a form to fill out on the Rock County website. Since Mr. Quint was unaware of the new process and did not reapply per policy and the deadline to apply had passed, Mr. Quint is no longer on the Airport Board. However, Mr. Quint can reapply at the end of 2024 for any openings. The question was asked if we are full for Airport Board Members. Mr. Cullen stated we do have a quorum for meeting today but there are currently two open positions on the committee.

Consent Calendar

Approval of Transfers: None

Review of Payments: Mr. Cullen stated it was realized just prior to the meeting that the amounts for the payments were cut off on the printed copy with the agenda. However, the online document is correct and shows all the information. If anyone would like a copy reprinted, we can provide that information.

Resolutions and Committee Endorsements: None

Updates, Discussion and Possible Action

Sublease Agreement Between American Builders and Contractors Supply Co., Inc. and Meisner Aircraft, Inc.: Supervisor Bobzien and Mr. Johnson moved the Sublease Agreement. Mr. Cullen stated ABC Supply is building a new hangar on the East Side Development Area. The existing building or old hangar, ABC Supply is going to retain the lease with the Airport, but is requesting to sublease the building to Meisner Aircraft Inc. Meisner Aircraft has been a great tenant and asset to the Airport. They are looking to expand their operations and utilize the existing ABC Supply hangar for sublease. Mr. Cullen thinks having Meisner's primary business here is great for the Airport. The Airport will continue to receive revenue from ABC Supply. Supervisor Bobzien asked if subleases are standard at the Airport. Mr. Cullen stated they are not necessarily standard, but the Airport does have approximately three or four current subleases. Supervisor Homan asked if there were any issues with parties subleasing on the Airport. Mr. Cullen stated there have been no major issues. MOTION CARRIED

Pistons and Props Event Agreement, Alcohol Permit, and Sign Permit: Mrs. Rebout and Supervisor Homan moved the Pistons and Props Event Agreement, Alcohol Permit, and Sign Permit. Mr. Cullen introduced Mr. Josh Gowey who was in attendance. Mr. Cullen informed he was approached by Mr. Gowey and company and are interested in bringing an event back to the Airport in mid-July. Mr. Gowey introduced himself. He informed he is the President and founder of Propel Forward, a non-profit with a 501C3. Mr. Gowey stated they would like to expand from the previous endeavors from the past years. At the event they are planning to have food vendors, regular vendors, small self-contained alcohol area, live music, car show, historical aircraft/static aircraft, and a large children's entertainment and education area. Mr. Gowey also informed they are trying to partner with other non-profit companies in the area such as ECHO. He introduced Ms. Emily Arthur who was in attendance representing ECHO. While there isn't a signed agreement with ECHO yet, the two groups intend to work together with a hangar dance at the event which will be presented at future board meeting. In addition, Mr. Gowey states this is currently a one-day event on Saturday, July 20th but Sunday, July 21st will be used as a backup for inclement weather. Questions were asked regarding events near the taxiway, location of hangar dance and parking. Mr. Gowey provide details on what the process will be, and the hangar dance location will be brought to a future Airport Board Meeting. MOTION CARRIED.

Airport Director's Updates: Mr. Cullen informed he will be retiring, and his last workday will be March 1st. He stated this is a great Airport and is excited for the future of the Airport.

Mr. Cullen informed the multi-function broom/plow snow removal truck will be going out for bid on February 23rd. However, it will probably be next winter before the manufacturing process is completed. It's estimated that after the contract has been awarded, it will take up to 400 days for delivery.

Mr. Cullen thanked everyone for their patience as Friday, January 12th was one of the largest snow events in the past couple of years and stated it takes a while to recover. He thanked our maintenance crew as they worked 14-hour days and thanked T-Hangar tenants for their patience.

Mr. Cullen informed the group about the annual Airport Emergency Plan Review. He has been coordinating with affected agencies and getting feedback. He intends to submit an updated version to the FAA inspector this week.

On February 8th, Mr. Cullen has a meeting with the FAA Airport District Office, inspector, the Bureau of Aeronautics, and our engineer. The goal of the meeting is to discuss a future SRE/ARFF facility. There have been several meetings in the last four years for what to do with our existing SRE facility. The topics of discussion have been to build new, build a single ARFF facility, or upgrade the existing facility. Mr. Cullen stated he is hoping to have a final decision before his departure.

On February 14th, there are SAFECON members arriving to have a planning meeting. There will be a SAFECON event from May 13th to May 18th at the Airport. Pending Meisner's sublease, the plan is to utilize the new space to host the SAFECON event. The airport can expect to see teams arrive around May 1st. Mrs. Rebout stated an application has been sent to apply for a grant for the event.

The Rock County Board of Supervisors Staff Committee has a meeting today at the courthouse; to make recommendations to the full County Board for the current vacancies on the Airport Board.

The security cameras on the Terminal building have had some issues both exterior and interior. A contractor was hired and were supposed to make repairs Jan 8. However, they have not yet been repaired yet. We are going to follow up on the status.

Mr. Cullen completed a presentation to the County Board Jan 11 about the Airport's Ad Hoc Planning Committee recommendations. He is trying to get an estimate of T-Hangar repairs that was discussed in October. Mr. Cullen would like to try and get some data before his departure for the new Director to have information and continue to pursue.

The East Hangar Area Taxiway Hotel is paved, lights went in, some markers went in, and is graded. The taxi lane that comes off Hotel did not get paved, and they are waiting until Spring. The waterline and sewer line did not get connected. Mr. Cullen is working with Meade and Hunt to get a scope of work to the Bureau for the third taxi lane which smaller hangers would be built.

Mr. Cullen discussed information regarding his replacement. His position was advertised in mid-December. The interview process had started. Supervisor Winter stated that the pool of applicants has narrowed to a few candidates. The plan is to have the final interviews January 31st or February 1st or 2nd and requested the Airport Board members keep their schedules open. The goal is to get someone hired and to have the one week overlap with Mr. Cullen before he departs.

Committee Requests and Motions: None

Next Meeting Date and Time: Monday, February 26, 2024, at 8:00 a.m.

Adjournment: Mr. McKearn and Mr. Bobzien moved to adjourn at 9:10 a.m. MOTION CARRIED

Respectfully Submitted,

Larissa Hinkel
Administrative Professional III