

Rock County, Wisconsin



Airport Board Meeting
Monday, June 15, 2020 at 8:00 a.m.
Southern Wisconsin Regional Airport Terminal Conference Room
1716 W. Airport Rd.
Janesville, WI 53546

BOARD MEMBERS ARE WELCOME TO ATTEND IN PERSON OR VIA ZOOM

THE PUBLIC IS INVITED TO ATTEND VIA TELECONFERENCE ONLY

Join Zoom Meeting

<https://us02web.zoom.us/j/85149119431?pwd=bE1OZ0xhSU9GUjNEYjJlRkF4VjRldz09>

Meeting ID: 851 4911 9431

Password: 159870

One tap mobile

+19292056099,,85149119431#,,1#,159870# US (New York)

+13017158592,,85149119431#,,1#,159870# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 851 4911 9431

Password: 159870

Find your local number: <https://us02web.zoom.us/j/85149119431>

Join by Skype for Business

<https://us02web.zoom.us/j/85149119431>

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.

Board Members, please contact Cynthia at (608)757-5768 if you are going to be late or be unable to attend the meeting.

Airport Board Meeting
Monday, June 15, 2020 at 8:00 a.m.

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of May 18, 2020
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
 - a. Transfers
 - b. Review of payments of May 2020
6. Updates, Discussion and Possible Action
 - a. Airport Minimum Standards Final Review
 - b. Airport Rules & Regulations Final Review
 - c. Airport Storm Water
 - d. Collateral Assignment of Lease for Helicopter Specialties 4746 S. Columbia Dr.
 - e. Collateral Assignment of Lease for Helicopter Specialties 4710 S. Columbia Dr.
 - f. Airport Director's Updates
7. Committee Requests and Motions
8. Next Meeting Date: July 20, 2020
9. Adjournment

Rock County, Wisconsin



Airport Board Meeting - Minutes
Monday, May 18, 2020 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. Supervisors Fox, Homan and Richard, Mr. Eric Baker, Mr. Larry Barton, Mr. Dick Cope, Mr. Greg Johnson, Mr. Joe Quint, and Mrs. Katie Reese.

Members Absent. None.

Staff Members: Greg Cullen Airport Director
Cynthia Hevel Airport Secretary II

Others Present Via Teleconference: Kara Purviance Chair, Rock County Board of Supervisors
Randy Terronez Assistant to the County Administrator
Bonnie Cooksey Janesville Jet Center
Everett Reese Elevation Air
William Truax Airport Tenant
David Haas Burlington Development

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

Approval of Minutes of February 17, 2020. Mrs. Reese and Supervisor Fox moved the minutes as written. MOTION CARRIED.

Election of Airport Board Vice Chair. Chair Fox informed the Board that because we have had a change to the Airport Board due to the recent election, we needed to elect a new vice chair. He introduced Supervisor Homan, explained that the vice chair must be a County Board Supervisor, and requested a nomination for vice chair. Mr. Johnson nominated Supervisor Richard and Mr. Cope seconded the nomination. There were no other nominations. The vote was taken and Supervisor Richard was elected unanimously.

Establish Future Airport Board Meeting Dates/Times. Supervisor Fox informed the Board that at the most recent County Board meeting a Resolution was introduced that would require all County Committee and Board meetings to start no earlier than 4:30 p.m. After much discussion, this Resolution was tabled. Discussion on why this was brought before the County Board of Supervisors took place. Mr. Baker made a motion to keep Airport Board meeting on the third Monday of each month at 8:00 a.m. Mr. Barton seconded it. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. None.
Consent Calendar

Transfers. None

Review of Payments. The review for December 2019, February, March and April 2020 was completed.

Updates, Discussion and Possible Action

Airport Minimum Standards. Mr. Cullen went over the list of changes that were recommended by the Ad Hoc Committee that has been working on the Rules and Regulations and Minimum Standards for the last year. Included in the Agenda Packet was a list of recommended changes to the Minimum Standards (copy attached.) Mr. Cullen went over each change and asked if there were any questions or discussions. Discussion took place on the following topics:

Section 4.6.a(11) – Discussion on why Bills of lading were originally required and why they can be eliminated now, took place. Originally they were intended to provide a verification of monthly reports provided by fueling operators. The elimination of the bill of lading was recommended because they are not an effective tool for that verification. Discussion on how to verify the monthly reports took place and it was suggested that wording be added that states that the airport would reconcile yearly, gallons delivered to aircraft based on the meter readings taken during quarterly inspections done by airport maintenance.

Page 2, Definition 6 - Aircraft – A typographical error was noted. The word trust should have been the word thrust.

Page 5, Definition 34 – Flight Training – Mrs. Reese requested that the definition be changed to include ground training or to create a separate definition for ground training.

Mr. Barton asked if a person could request a variance from the minimum standards and Mr. Cullen stated that they could. Mr. Cullen said he would look into making the requested changes and put this back on the Agenda for June.

Storm Water Runoff. Mr. Cullen stated that after our last meeting in February he had contacted the City of Janesville regarding the airport's storm water runoff bill. He spoke with Dave Godek. The City imposed a 32% increase in storm water fees, but they also implemented an increase in the credits. While they included the rate increase on our last bill, they failed to include the credit increase. They have issued a credit for that error. While this makes the increase not quite as bad as we had thought, it is still significant. Mr. Cullen also said that he had spoken with Brent Sutherland from Facilities Management who provided him a list of other county facilities and what they pay for storm water fees. While there are several other facilities who have substantial bills, the airport's is

the highest bill. Discussion on what is included in the calculation of impervious surfaces took place. For the airport it is all paved areas, including runways and taxiways, and buildings. Mr. Cullen stated that he has spoken with other airport's regarding their storm water charges and most pay for the same surfaces we do. Eau Claire filed an appeal and they are only paying for buildings and parking lots.

Supervisor Fox thinks that we should file an appeal and Supervisor Richard asked if we could get a copy of Eau Claire's. Mr. Cullen felt that the Eau Claire airport would be willing to share that information. Mr. Barton feels that we will have to get Corporation Counsel Richard Greenlee involved and asked that the review documentation be forwarded to board members as soon as it is received. This will be back on the June Agenda.

FAA Request for Conference Room on June 22, 2020. Mr. Cullen explained that Jurg Grossenbacher from the FAA had requested the use our conference room to hold an FAA safety seminar at no charge. In the past the Board has allowed this because is use of the room is aviation related and it is not for profit. Mr. Cullen stated that this request was the reason behind the next Agenda Item. NO ACTION.

Conference Room Use. Mr. Cullen explained that we frequently receive requests from non-profit groups asking us to use the conference room and waive our fees. At present the procedure is to bring every request to the Board for their approval. Mr. Cullen is asking the Board to give him the authority to waive certain requests without putting each request on the Agenda for approval. Past practice of the Board has been to waive only fees that promote aviation and are non-profit. Mr. Cullen would like the board to give him the authority to approve only those requests, all others would still come before the board for approval. Discussion on how many requests to waive fees are received, the revenue generated by the conference room and the reasons for private rentals took place. The conference room fees have become a small revenue source for the airport. Supervisor Richard made a motion to give airport administration the authority to approve waiving fees for non-profit users whose meeting purpose is the promotion of aviation and report to the Board such requests. Supervisor Homan seconded the motion. MOTION CARRIED.

Collateral Assignment of Lease for Helicopter Specialties. Mr. Cullen explained that Helicopter Specialties has done a refinance of their building and this is a form required by the bank. Since their lease does not allow them to place a lien on their building without permission this is a formality. Mr. Barton and Supervisor Fox moved to approve the request. MOTION CARRIED.

First Addendum to Lease with William and Shelly Truax. Mr. Cullen explained that Mr. & Mrs. Truax are building a hangar on the airport but after their Lease had been approved, they requested a different location for their building. Mr. Cullen stated that this change is only for the location of the building but all other terms remain the same. The new location is in a more desirable location. Mr. Barton and Mrs. Reese moved the Addendum. MOTION CARRIED.

Agreement between Southern Wisconsin Regional Airport, Ataraxis Holdings, LLC and Fox, LLC. Mr. Cullen explained that the parties to this agreement are both building hangars on the north side of the airport and needed access to their buildings. They entered into an agreement jointly pay for a gate and gate operating system to provide access to their leased area and then turn ownership of the gate and gate operating system over to the County. This gate meets the standards required for the airport and the operating system is the same system that the airport installed last year when we upgraded four of our gate systems. Mr. Cullen this type of agreement has been done in the past for new tenants in undeveloped areas. Supervisor Fox and Mr. Johnson moved the Agreement.
MOTION CARRIED.

Airport Director's Updates. Mr. Cullen informed the board that Warbird Weekend 2020 has been cancelled due to COVID-19. Safecon which was held here last May was originally supposed to be held in Oshkosh, but Oshkosh cancelled on them, so for about 24 hours, it looked like Safecon might come back here, but in the end, a lot of schools pulled out and they ended up cancelling the event.

The airport industry was awarded 10 billion dollars from the CARES act and the Southern Wisconsin Regional Airport's portion will amount to about \$157,000. We are pretty fortunate to be awarded that much as a general aviation airport. We can use the money to cover expenses due to COVID or in case we lose other funding due to budget cuts.

Mr. Barton asked if we had to furlough any employees, and Mr. Cullen replied no, and he wanted to thank Rock County for doing everything they could to keep their employees working.

Mr. Cullen announced that Bessie's would be re-opening on May 27th and that while we were closed, he was able to get work done on the roof to repair a leak over the restaurant, and fix the peeling wall in the main lobby.

Mrs. Reese asked if there had been any movement on getting rid of the derelict aircraft. Mr. Cullen responded that he has been in touch with the owners of two out of the three and both claim to be working on it. Mr. Barton and Mr. Cope felt that it may be time to get the Corporation Counsel involved.

Committee Requests and Motions. None

Next Meeting Date. The next meeting of the Airport Board will be Monday, June 15, 2020, at 8:00 a.m.

Adjournment. Supervisor Richard and Mr. Cope moved to adjourn at 8:59 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel
Secretary II

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**

05/28/2020

FOR THE MONTH OF MAY 2020

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|--|------------------|----------|------------|--------------------------------|--------------------------------|------------------|
| 43-4453-4110-62210 | Telephone | | | | | |
| | | P2000604 | 05/14/2020 | AT AND T | MAY PHONE SERVICE | 98.91 |
| 43-4453-4110-63100 | Office&Misc Exp | | 05/21/2020 | CHARTER COMMUNICATIONS | MAY CABLE SERVICE FOR TERM | 1,086.11 |
| 43-4453-4110-64200 | Training | P2000616 | 05/14/2020 | US BANK | P-TOUCH LABEL TAPE FOR SHOP | 43.99 |
| 43-4453-4110-64918 | Marketing | P2000616 | 05/14/2020 | US BANK | CR FOR CNCLD HOTEL & CONF | (450.00) |
| 43-4453-4110-65103 | Public Liability | P2000617 | 05/28/2020 | MIDWEST FLYER MAGAZINE | HANGAR AD JUN/JUL 2020 | 53.25 |
| | | P2001301 | 05/14/2020 | AERO INSURANCE | YEARLY RENEWAL OF AIRPORT | 10,684.00 |
| Airport Administration PROG TOTAL | | | | | | 11,516.26 |
| 43-4453-4453-62160 | Cleaning Contrac | P2000606 | 05/07/2020 | DIVERSIFIED BUILDING MAINTENAN | APR CLEANING SERVICE | 628.22 |
| | | P2000616 | 05/14/2020 | US BANK | TERM BLD RESTROOM SUPPLIES | 175.88 |
| 43-4453-4453-62164 | Disposal Service | P2000253 | 05/14/2020 | BADGERLAND DISPOSAL | TRASH SERVICE FROM JAN-MAY | 162.50 |
| | | P2000561 | 05/21/2020 | ACE PORTABLES INC | MAY PORTABLE TOILET SERVICE | 142.00 |
| 43-4453-4453-62201 | Electric | | 05/28/2020 | ALLIANT ENERGY/WP&L | ALLIANT ENERGY / MAY ELEC | 2,716.46 |
| 43-4453-4453-62203 | Natural Gas | | 05/21/2020 | ALLIANT ENERGY/WP&L | ALLIANT ENERGY / MAY GAS | 501.76 |
| 43-4453-4453-62400 | R & M Services | P2001288 | 05/07/2020 | MAXXED OUT MOTORSPORTS | REPAIR HYDRAULIC HOSE FOR #16 | 118.35 |
| | | P2001307 | 05/28/2020 | TOTAL EXTERIORS LLC | REPAIR OF TERMINAL ROOF OVER | 787.22 |
| 43-4453-4453-62473 | Painting | P2000614 | 05/07/2020 | SHERWIN WILLIAMS | YELLOW, BLACK, WHITE PAINT | 3,674.50 |
| 43-4453-4453-63109 | Other Supplies | P2000560 | 05/14/2020 | AIRGAS INC | PLASMA CUTTER AND TIPS | 2,123.33 |
| | | P2000616 | 05/14/2020 | US BANK | BAND SAW AND OTHER TOOLS | 1,507.87 |
| | | P2000621 | 05/07/2020 | MENARDS | 2020 SUPPLIES | 65.84 |
| | | P2001289 | 05/07/2020 | FOUR SEASONS REPAIR INC | HR 217 HVA HONDA MOWER WITH SP | 831.00 |

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**

05/28/2020

FOR THE MONTH OF MAY 2020

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|---------------------------------------|-----------------|----------|------------|--------------------------------|---------------------------------|------------------|
| 43-4453-4453-63503 | Equip Parts | P2000615 | 05/14/2020 | KWIK TRIP EXTENDED NETWORK | APR DIESEL FUEL | 121.60 |
| 43-4453-4453-64900 | Other Expenses | P2000610 | 05/07/2020 | INTERSTATE BATTERIES OF ROCKFO | 2 - 3EH-VHD BATTERIES | 229.90 |
| | | P2000619 | 05/07/2020 | JOHNSON TRACTOR INC | LED STROBE FOR NEW RIDING MOWE | 87.14 |
| | | P2000620 | 05/07/2020 | NAPA AUTO PARTS | RELAY, CONNECTOR, BRAKE CLEANER | 134.80 |
| | | P2000621 | 05/28/2020 | MENARDS | WHITE MARKING FLAGS | 951.15 |
| | | P2001251 | 05/21/2020 | DELONG CO INC,THE | TURF PERFECT SUN 50LB | 263.90 |
| 43-4453-4453-66341 | Machinery Lease | P2001283 | 05/07/2020 | CROWLEY CONSTRUCTION CORP | REMOVAL OF RUNWAY MARKINGS PER | 4,576.25 |
| Airport Maintenance PROG TOTAL | | | | | | 19,799.67 |

I have reviewed the preceding payments in the total amount of **\$31,315.93**

Date:

Gregory A. Callan

Dept Head

Committee Chair

ROCK COUNTY

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**

05/28/2020

FOR THE MONTH OF MAY 2020

| Account Number | Account Name | PO# | Check Date | Vendor Name | Description | Inv/Enc Amt |
|----------------|--------------|-----|------------|-------------|-------------|-------------|
|----------------|--------------|-----|------------|-------------|-------------|-------------|

REPORT COMPLETE!

Report Total: 31,315.93

For Job Numbers: 2044748, 2046875, 2047046, 2049517, 2051603

Requested Changes to Minimum Standards by Airport Board

Page 2 – Corrected typo from trust to thrust

Page 5 – Changed definition of Flight Training from: “that training other than ground training, received from an authorized instructor in flight in an aircraft” to “the commercial aeronautical activity of instructing pilots in dual and solo flight, in fixed or rotary wing aircraft, and related ground school instruction as necessary to complete an FAA written pilot’s examination and flight check ride for various categories of pilots licenses and ratings. Flight training includes any portion of a flight between two or more airports or other destinations where the primary purpose is to increase or maintain pilot or crew member proficiency.”

Pages 16 and 30, added the sentence - Inventory reports are subject to yearly verification by the airport using meter readings obtained during quarterly fuel farm inspections.

Southern Wisconsin Regional Airport Issue Paper

Issue – Two Collateral Assignment of Leases for HSI Aviation Holdings, LLC

Discussion – HSI Aviation Holdings, LLC has applied and been approved for, a loan with Blackhawk Bank using its building as collateral. As a requirement of the loan, the lender has requested the county approve a standard Collateral Assignment of Lease document. This Assignment of Lease was approved by the Airport Board in May, however the bank has requested that each building have its own documents. HSI Aviation Holdings', LLC Lease Agreement states:

ARTICLE 10 - ASSIGNMENT/SUB-LEASE

It is agreed this Lease can be assigned to a closed corporation, wholly owned by hangar owners. However, **LESSEE** shall not assign this Lease nor sublet PREMISES, or any part thereof, other than as provided for in this Article or in Article 9.1, without the prior, written approval of the Transportation Committee. Approval shall not be unreasonably withheld.

The documents provided by the bank have been processed through the contract review procedure and been approved.

Recommendation – Approve Collateral Assignments of Lease for HSI Aviation Holdings, LLC.