

Rock County, Wisconsin



**In Person or  
TELECONFERENCE**

Airport Board Meeting  
Monday, June 21, 2021 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room  
1716 W. Airport Rd.  
Janesville, WI 53546

The Airport Board is inviting you to a scheduled Zoom meeting.

***In person attendees are welcome.***

**Meeting ID: 863 7308 0508**

**Passcode: 879012**

Join Zoom Meeting

<https://us02web.zoom.us/j/86373080508?pwd=RmU1emRmNXdlcldWdFZnc1BieGJhUT09>

Meeting ID: 843 2850 3327

Passcode: 326531

One tap mobile

+13017158592,,86373080508#,,,,\*879012# US (Washington DC)

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Dial by your location

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+1 253 215 8782 US (Tacoma)

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+1 301 715 8592 US (Washington DC)

+1 669 900 6833 US (San Jose)

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

Join by Telephone:

- 📞 On your phone, dial the phone number provided above.
- 📞 Enter the meeting ID number when prompted using your keypad.
- 📞 Please note that long-distance charges may apply. This is not a toll-free number.
- 📞 Once logged in please identify yourself by name.
- 📞 Please mute your phone when you are not speaking to minimize background noise.
- 📞 Please be patient.

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](mailto: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 unable to attend the meeting.

Airport Board Meeting  
Monday, June 21, 2021 at 8:00 a.m.

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of May17, 2021
4. Citizen Participation, Communications, Announcements, and Information
5. Consent Calendar
  - a. Transfers
  - b. Review of payments of May 2021
6. Updates, Discussion and Possible Action
  - a. Approve Lease Agreement Between Southern Wisconsin Regional Airport and NJJ Properties, LLC.
  - b. Approve First Addendum to Lease Agreement between Southern Wisconsin Regional Airport and Burlington Development, Inc.
  - c. Follow Up Discussion on Building Ownership at Lease Termination
  - d. Airport Director's Updates
  - e. Resolution Authorizing Temporary Double Fill of Airport Secretary II Position
7. Committee Requests and Motions
8. Next Meeting Date: July 19, 2021
9. Adjournment

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

Rock County, Wisconsin



Airport Board Meeting - Minutes  
Monday, May 17, 2021 at 8:00 a.m.  
Southern Wisconsin Regional Airport Terminal Conference Room / Teleconference  
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 in Person. Mr. Eric Baker, Supervisor Brent Fox, Mr. Dick Cope, Mr. Greg Johnson, Mr. Joe Quint, Mrs. Katie Reese.

Airport Board Members Present via Teleconference. Supervisors Dave Homan and Rick Richard.

Airport Board Members Absent. Ms. Christine Rebut.

Staff Members Present in Person.

Greg Cullen	Airport Director
Cynthia Hevel	Airport Secretary II
Kevin Smith	Airport Maintenance Crew Leader

Others Present in Person.

Guy Lieser	Carver Aero
Bonnie Cooksey	Janesville Jet Center
Jim Freeman	Helicopter Specialties
Alex Smith	Airport Tenant
Mike Manning	Carver Aero
Everett Reese	Elevation Air

Others Present Via Teleconference.

Stephen King	Janesville Jet Center
Josh Gowey	Interested Citizen
Shay Brokmond	Carver Aero

Adoption of Agenda. Mrs. Reese and Mr. Johnson moved to approve the Amended Agenda. MOTION CARRIED.

Approval of Minutes of April 19, 2021. Mr. Cope and Mr. Baker moved the minutes. MOTION CARRIED.

Citizen Participation, Communications, Announcements, and Information. Mr. Jim Freeman stated that during discussions regarding possible development, it came to his attention that on some airports, at the end of the lease term, the airport assumes ownership of the buildings that were the subject of the lease. Mr. Freeman wanted to let others know about this practice. Supervisor Fox

mentioned that all of our leases offer the option to renew the lease so it would be unlikely that something like that would happen here, and Mr. Cullen stated that he will look into this further.

### **Consent Calendar**

Transfers. None

Review of Payments. The review for April 2021 was completed. Mr. Cope asked about the charge to Fox Valley Technical College. Mr. Cullen replied that it was for two of the Airport's employees to attend Fire School. Employees used to attend school in Kentucky but last year this school in Appleton was opened and we now send our staff there. Mr. Cullen asked Mr. Smith, who attended school, to speak about the course. Mr. Smith told the Board that attending fire school every two years is important refresher training and that the fire school offers good hands-on live fire training that we do not have the ability to do here on the airport.

### **Updates, Discussion and Possible Action**

Request for Variance – Carver Aero, LLC. Mr. Cullen told the Board that Carver Aero is purchasing the Janesville Jet Center from Mr. Steve King and that during the Lease preparation it was discovered that Janesville Jet Center leases less than the four acres required by our Minimum Standards. The new Lease negotiated with Carver Aero does meet all of the Current Minimum Standards as reviewed last year, except the 4 acre minimum requirement. The negotiated Lease is a little larger than the Janesville Jet Center's current lease and is about 2 acres in size. Mr. Cullen feels that that 4 acre requirement may have been some type of error when the Minimum Standards were redone several years ago, and not caught when we reviewed the standards last year. It was his recommendation that Carver Aero seek a variance from this requirement and it is his intent to revise the Minimum Standards in the future. Mr. Cullen asked Mr. Lieser from Carver Aero to tell the Board about Carver Aero's business.

Mr. Guy Lieser introduced himself and Mr. Mike Manning from Carver Aero and gave the Board a brief overview of Carver Aero. They have several locations in Iowa, Illinois and are now expanding into Wisconsin. They offer aircraft maintenance, charter service, flight training, fuel sales and other services. They are looking forward to the new location here.

Supervisor Homan and Mrs. Reese moved to approve the request for variance to the Minimum Standards. MOTION CARRIED.

Approve Fixed Base Operator's Agreement between Southern Wisconsin Regional Airport and Carver Aero LLC. Mr. Cullen informed that Board that he has been working with Carver Aero's agent for the last several weeks on the Lease Agreement. The agreed to Lease was approved by all of the attorneys and is a standard Lease. Mr. Quint and Mr. Johnson moved to approve the Fixed Based Operator's Agreement. MOTION CARRIED.

Termination of Lease between Southern Wisconsin Regional Airport and King Capital JJC Hanger, LLC. Mr. Cullen explained that with the sale of Janesville Jet Center to Carver Aero, we would need to terminate their lease. Mr. King asked for clarification on when the termination will occur, he wants to be sure it will not occur until the closing takes place. Mr. Cullen replied that, that is correct. The document is worded that the Lease will terminate upon the closing. Mr. Cope and Mrs. Reese moved to approve the termination of Lease. MOTION CARRIED.

Request for an Above-ground Fuel Storage Tank – Moose Holdings, LLC. Supervisor Fox and Mr. Quint moved the Request for an Above-ground Fuel Storage Tank. Mr. Cullen explained that Mr. Everett Reese from Moose Holdings (Elevation Air) approached him with a request for an above-ground fuel storage tank. At first Mr. Cullen was not on board with this request. However he did some research and found the following:

1. There is no rule or regulation against having one on the field
2. Airports all over the state have above-ground tanks
3. The Janesville fire department is supportive and in fact prefers above-ground tanks
4. The FAA supports above-ground tanks.

After doing the research, Mr. Cullen changed his mind regarding above-ground tanks and now supports this request. Mr. Reese has provided information regarding the tank, it is a 12,000 gallon approximately 40' by 10', hurricane resistant tank that will hold low lead gasoline and will be used for the fueling of Elevation Air's aircraft only. The tank is very secure and will be located on the east side of the terminal building within Moose Holding's leased area.

Supervisor Homan asked if they would be competitors of the new FBO. Supervisor Fox replied that they are fueling their own aircraft only and would not be an FBO or competition for the FBO. Supervisor Fox called for a vote on the motion. MOTION CARRIED on the following vote. 7 AYES, 1 ABSTAIN, 1 ABSENT.

Approve First Addendum to Lease Agreement between Southern Wisconsin Regional Airport and Moose Holdings, LLC. Mr. Cullen explained that since the fuel tank has been approved, Moose Holdings now needs to add self-fueling to their use in the Lease Agreement. This is a housekeeping item and allows Moose Holdings to add self-fueling to their lease and sets forth the requirements for this use. Mr. Baker and Mr. Johnson moved to approve the First Addendum to Lease Agreement between Southern Wisconsin Regional Airport and Moose Holding, LLC. MOTION CARRIED on the following vote. 7 AYES, 1 ABSTAIN, 1 ABSENT.

Airport Director's Updates. Mr. Cullen gave some updates on various items of interest on the airport. Geronimo Hospitality, the parent company of Bessie's Diner has decided to postpone the outside patio until next year. He has informed them that they will have to submit a plan prior to the start of construction. Bessie's Diner is also planning a pancake fly-in on Saturday, June 19<sup>th</sup> from 8-2. They will have all you can eat pancakes, bacon or sausage, coffee, milk and juice for \$10 adults, \$6 kids 4-10. 3 and under and Pilots in Command that fly in are free.

Mr. Cullen stated that he has requested meetings with both North Star Medical Radioisotopes and Shine. The purpose is to determine if they will be using the airport to transport their products once they are in production. As of today, no meetings have been scheduled.

Mr. Cullen reminded the board that in March, Mr. Chuck Valle from SC Aviation attended the meeting and spoke of the need for radar in the control tower. Mr. Valle has been working diligently on his this and his request has made its way all the way up to the FAA HQ team. Mr. Cullen has been told that someone from the FAA will contact him when a decision has been made. Mr. Cullen will keep the Board informed if there is any movement on this request.

Fahrner Asphalt was awarded the contract to crack seal and micro surface Runway 18/36. They are waiting on state funding, when that happens, they have crews ready to work.

Committee Requests and Motions. None.

Next Meeting Date. The next meeting date will be June 21, 2021 at 8:00 a.m.

Adjournment. Mr. Cope and Mrs. Reese moved to adjourn at 8:24 a.m. MOTION CARRIED.

Respectfully Submitted,

Cynthia J. Hevel  
Secretary II

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MAY 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4110-62210	Telephone					
		P2100097	05/20/2021	CHARTER COMMUNICATIONS	MAY TERM SERVICE	989.50
43-4453-4110-63100	Office&Misc Exp					
		P2100084	05/20/2021	US BANK	PAPER & TERM BATHROOM SUPPLIES	147.25
43-4453-4110-64200	Training					
		P2100084	05/20/2021	US BANK	WAMA CONFERENCE	198.00
43-4453-4110-64918	Marketing					
		P2101206	05/20/2021	ADAMS PUBLISHING GROUP OF SOUT	PUBLICATION OF LEGAL NOTICE ON	47.31
<b>Airport Administration PROG TOTAL</b>						<b>1,382.06</b>
43-4453-4453-62160	Cleaning Contrac					
		P2100117	05/13/2021	DIVERSIFIED BUILDING MAINTENAN	APR CLEANING	731.40
		P2100264	05/27/2021	UNIFIRST CORP	MATS	232.59
43-4453-4453-62164	Disposal Service					
		P2100055	05/06/2021	ACE PORTABLES INC	MAY PORTABLE TOILETS	142.00
		P2100063	05/13/2021	BADGERLAND DISPOSAL	MAY TRASH SERVICE	34.13
43-4453-4453-62201	Electric					
			05/27/2021	ALLIANT ENERGY/WP&L	MAY ELEC	34.44
43-4453-4453-62202	Water					
			05/06/2021	CITY OF JANESVILLE	AMMO WATER	279.12
43-4453-4453-62206	Sewer					
			05/06/2021	CITY OF JANESVILLE	AMMO SEWER	245.36
43-4453-4453-62207	Storm Water					
			05/06/2021	CITY OF JANESVILLE	AMMO STORM WATER	23,972.76
43-4453-4453-62290	Utility Services					
			05/06/2021	CITY OF JANESVILLE	AMMO FIRE PROTECTION	265.19
43-4453-4453-63109	Other Supplies					
		P2101177	05/13/2021	KWR TOOL SALES LLC	MST4579A 9 WAY SLIDE HAMMER	4,236.02
43-4453-4453-63501	Gas/Other Fuels					
		P2100091	05/13/2021	KWIK TRIP EXTENDED NETWORK	APR FUEL	576.18
		P2100098	05/13/2021	BROWN OIL CO INC	APR DIESEL FUEL	278.40
43-4453-4453-63502	Oil/Grease/Other					
		P2100089	05/06/2021	NAPA AUTO PARTS	OIL	83.76
		P2100110	05/06/2021	FOUR SEASONS REPAIR INC	OIL & FILTER	18.48

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION  
FOR THE MONTH OF MAY 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
43-4453-4453-63503	Equip Parts	P2100089	05/06/2021	NAPA AUTO PARTS	HOSE CLAMP	2.57
43-4453-4453-64900	Other Expenses	P2100062	05/13/2021	BJ ELECTRIC SUPPLY INC	2021 BLANKET PURCHASE ORDER	29.20
		P2100065	05/27/2021	HARRIS ACE HARDWARE LLP	GORILLA TAPE & GROUNDING PLUG	57.58
		P2100096	05/20/2021	JAYS BIG ROLLS INC	SHOP SUPPLIES	90.00
		P2100099	05/06/2021	GENESIS LAMP CORPORATION	LIGHTING SUPPLIES	1,001.12
		P2100103	05/27/2021	NUTRIEN AG SOLUTIONS INC	POLARIS & MAXIMIZER	425.00
		P2101295	05/27/2021	RHL ENTERPRISES LLC	SHIPPING	107.96
		P2101327	05/27/2021	AARONS LOCK AND SAFE INC	T-HANGAR KEYS	94.50
43-4453-4453-67120	Capital Assets	P2100336	05/06/2021	COUNTRY DOOR SYSTEMS INC	MANARAS OTBH-6114 HEAVY DUTY	3,489.00
		P2101248	05/06/2021	AUTOMATIC ENTRANCES OF WISCONS	MATERIAL AND LABOR TO INSTALL	4,610.00
<b>Airport Maintenance PROG TOTAL</b>						<b>41,036.76</b>
43-4453-4454-67200	Capital Improve	P2101328	05/27/2021	WISCONSIN DEPARTMENT OF TRANSP	EAST SIDE HANGAR AREA DEVELOPM	19,321.81
		P2101329	05/27/2021	WISCONSIN DEPARTMENT OF TRANSP	AIRFIELD LIGHTING	5,197.10
		P2101330	05/27/2021	WISCONSIN DEPARTMENT OF TRANSP	REHABILITATE RUNWAY 04/22	1,115.32
<b>Airport Capital PROG TOTAL</b>						<b>25,634.23</b>

I have reviewed the preceding payments in the total amount of **\$68,053.05**

Date:

Dept Head



Committee Chair



ROCK COUNTY

**COMMITTEE REVIEW REPORT  
WITH DESCRIPTION**  
FOR THE MONTH OF MAY 2021

06/01/2021

<b>Account Number</b>	<b>Account Name</b>	<b>PO#</b>	<b>Check Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Inv/Enc Amt</b>
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**REPORT COMPLETE!**

**Report Total: 68,053.05**

For Job Numbers: 2180855, 2180906, 2183046, 2186231, 2188168, 2188177

BLACKHAWK AIRCRAFT MAINTENANCE LLC  
P.O. Box 3157 Janesville, Wisconsin 53547-3157



To whom it may concern:

NJJ Properties which rents to Blackhawk Aircraft Maint. At 4750 S Columbia Dr. current lease expires on July 31, 2021 requests to add Airframe & Powerplant Maintenance & Aircraft Restoration & Refurbishing to its current lease, I would like this request to be on the Agenda for revue & approval.

Sincerely, Joe Quint

A handwritten signature in black ink, appearing to read 'Joe Quint', written in a cursive style.

*Lease Agreement*

*Between*

*Southern Wisconsin*

*Regional Airport*

*County of Rock, Wisconsin*

*And*

*NJJ Properties, LLC*

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**Lease Agreement  
between  
Southern Wisconsin Regional Airport  
and  
NJJ Properties, LLC**

THIS MEMORANDUM OF AGREEMENT, made and entered into this 1st day of August 2019, by and between Rock County, a political subdivision of the State of Wisconsin, hereinafter designated as **LESSOR** and NJJ Properties, LLC. hereafter referred to as **LESSEE**.

**W I T N E S S E T H :**

WHEREAS, Rock County owns and operates an airport which includes certain aeronautical navigation facilities, said airport being known as the Southern Wisconsin Regional Airport, located along U.S. Highway 51 between the City of Janesville and the City of Beloit in said County and said **LESSOR** is desirous of leasing to **LESSEE** for aeronautical purposes certain designated premises hereinafter more fully described, located upon said airport, together with the right to use in common with others certain additional premises and facilities upon said airport; and

WHEREAS, **LESSEE** will engage in the business of Specialized Aviation Service Operations as defined under "Minimum Requirements and Standards" for commercial aeronautical services at the Southern Wisconsin Regional Airport and the **LESSEE** for such purposes desires to lease said property and rights from said Rock County; and,

WHEREAS, **LESSEE** is willing to arrange for and obtain capital and investment necessary to construct or maintain certain hangars and other related facilities upon said premises provided by **LESSOR** under circumstances and arrangements favorable to the investment of private funds upon said premises for the promotion of aviation in Rock County.

NOW, THEREFORE, in consideration of the mutual undertakings, understanding, and agreements hereinafter set forth, the **LESSOR** and the **LESSEE** agree as follows:

**ARTICLE I - PREMISES**

1.1 Land

**LESSOR** does hereby lease, let and demise to **LESSEE**, the premises described in Exhibit "A" which is attached hereto and incorporated herein by reference, and which shall be referred to as PREMISES.

1.2 Acceptance

**LESSEE** warrants that it has inspected PREMISES and has found PREMISES suitable for its intended purposes, as is, subject to the limitations placed thereon by this Lease.



703 Airport Road  
Burlington, WI 53105  
262.763.6600  
www.MeisnerAircraft.com

Mr. Greg Cullen, C.M. – Airport Director  
1716 W. Airport Road, Suite 100  
Janesville, WI 53546

January 11th, 2021

**Subject: Variance Request for Burlington Development Group, Inc. at KJVL.**

To The Board of the Southern Wisconsin Regional Airport:

As you may know, Meisner Aircraft's principle offices are located in Burlington, Wisconsin however Burlington Development Group, Inc. (dba Meisner Aircraft, Inc.) occupies 4618 S. Columbia Dr., Janesville which is the former Blackhawk Technical hangar facility. Our business activities at the Janesville facility include:

- Aircraft & document storage
- Minor maintenance & minor paint modifications/touch-up including registration changes (Common activities associated with an aircraft sale)
- Client meetings/showings on reservation basis only

It is important to note these business operations are not solicited to the public, but are for either our company-owned aircraft or that of our clients. We are not in the painting or maintenance business and do not have any intention to be. The general public would never stop by this location for our services as all our literature and websites direct any traffic to our Burlington facility.

Regarding painting, there are six (6) exhaust fans in the hangar, and two (2) exhaust fans in the paint booth which is plenty of sufficient ventilation for the painting that occurs.

It has come to our attention that our current lease with you does not accurately illustrate some of our core business operations. We are therefore respectfully requesting a variance from the board for the following:

- To add "Aircraft Sales" and "Aircraft Restoration and Refurbishing" to the lease;
- To allow variance from your current required minimum of 8 hours per day staffing under your "Aircraft Restoration & Refurbishing" category, given we are not servicing the general public.

If you have any questions, please don't hesitate to reach out via phone or email below and I would be more than happy to help clarify anything or share about our business operation needs.

Signed: \_\_\_\_\_

Christopher D. Meisner  
Vice President – Meisner Aircraft, Inc.

Ph. 262.763.6600  
Mobile. 262 903 7009  
Email. Chris@MeisnerAircraft.com



**FIRST ADDENDUM**  
**to**  
**LEASE AGREEMENT**  
**between**  
**Southern Wisconsin Regional Airport, County of Rock, Wisconsin**  
**and**  
**Burlington Development, Inc.**

WHEREAS, the County of Rock, Wisconsin, a municipal corporation, duly organized and existing under the laws of the State of Wisconsin, hereinafter referred to as COUNTY, and Burlington Development, Inc., hereinafter called LESSEE, entered into a certain contract hereinafter called AGREEMENT, on the 17<sup>th</sup>, day of February 2020.

WHEREAS, LESSEE desires to change Article 9.1 Permitted Use to add Aircraft Sales and Aircraft Restoration and Refurbishing to their current use of Aircraft Storage; and,

WHEREAS, LESSEE desires to change Article 9.3 Hours of Operation to incorporate a requested variance to the hours of operation required for the aircraft restoration and refurbishing as follows:

**ARTICLE 9 – USE**

9.1 Permitted Use

**LESSEE** is to use the PREMISES primarily for aircraft storage, aircraft sales and aircraft restoration and refurbishing. **LESSEE** may park personal motor vehicles and may house items incidental to **LESSEE'S** aviation operation under this lease in the hangar complex. **LESSEE** shall not, without written consent of the Airport Director and the Fire Department, store inflammables, except as are wholly contained within the engine and fuel compartments of the aircraft and vehicles. It is specifically understood that **LESSEE** may sublease hangar complex. This provision shall not relieve **LESSEE** of any of its obligations and duties under this Lease. All sub-leases must incorporate by reference this Lease and be consistent with the terms of this Lease and any sub-lease which, in whole or in part, is inconsistent with this Lease shall be null and void with respect to the inconsistent provision thereof.

9.3 Hours of Operation

**LESSEE** agrees to conform with the hours of operation set forth in the Minimum Requirements and Standards for Commercial Aeronautical Services at the Southern Wisconsin Regional Airport. Hours of operation shall not be reduced below the minimum without written consent of the Airport Director except during any period when the Airport is closed by any

lawful authority restricting the use thereto in such a manner as to interfere with the use of the same by the **LESSEE** for its business operation.

On January 25<sup>th</sup>, 2021 the Southern Wisconsin Regional Airport Board approved a request to grant a variance from the Airport Minimum Standards for Aircraft Restoration and Refurbishing, specifically to waive requirement 5.9(d) to keep the premises open and services available a minimum of eight (8) hours per day, five (5) days per week. LESSEE's restoration and refurbishing work is provided to LESSEE's own aircraft only and is not available to the general public.

**ARTICLE 41 - AUTHORITY**

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 2021.

**LESSOR**  
ROCK COUNTY, WISCONSIN

BY: \_\_\_\_\_  
Gregory A. Cullen, C.M.  
Airport Director

**LESSEE**

BY: \_\_\_\_\_  
Gary Meisner  
Burlington Development, Inc.



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Southern Wisconsin Regional Airport Board  
INITIATED BY



Gregory A. Cullen, C.M. Airport Director  
DRAFTED BY

Sothern Wisconsin Regional Airport Board  
SUBMITTED BY

June 14, 2021  
DATE DRAFTED

### AUTHORIZING TEMPORARY DOUBLE FILL OF AIRPORT SECRETARY II POSITION

1 **WHEREAS**, Rock County owns an airport known as the Southern Wisconsin Regional  
2 Airport; and,  
3  
4 **WHEREAS**, the current Secretary II is retiring effective September 7, 2021; and,  
5  
6 **WHEREAS**, this Secretary II has worked at the Airport for over 23 years and handles all  
7 administrative tasks that relate to the day to day operation of the airport that are not performed  
8 by the Airport Director, many of which are unique and specific only to the airport; and,  
9  
10 **WHEREAS**, a period of double filling this position will allow a newly hired Secretary II to  
11 have access to training from a long-term incumbent of the position with the specific  
12 knowledge base required to perform the duties of this position; and,  
13  
14 **WHEREAS**, the Airport Department has sufficient funds in the 2021 budget to pay for the  
15 overlap of the position; and  
16  
17 **WHEREAS**, the Airport Department requests the County Board permit a temporary double-  
18 fill of the airport's Secretary II position effective August 9<sup>th</sup>, 2021 and extending until the  
19 current Secretary II retires on September 7<sup>th</sup>, 2021.  
20  
21 **NOW THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors  
22 duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, does hereby  
23 authorize the temporary double fill of one Secretary II position from August 9<sup>th</sup>, 2021  
24 through September 7<sup>th</sup>, 2021.

Respectfully Submitted:

SOUTHERN WISCONSIN REGIONAL  
AIRPORT BOARD

COUNTY BOARD STAFF COMMITTEE

---

Brent Fox, Chair

---

Richard Bostwick, Chair

---

Rick Richard, Vice Chair

---

Wes Davis, Vice Chair

---

Dave Homan

---

Tom Brien

---

Eric Baker

---

Kevin Leavy

---

Dick Cope

---

Louis Peer

---

Greg Johnson

---

J. Russell Podzilni

---

Joe Quint

---

Bob Yeomans

---

Christine Rebout

---

Alan Sweeney

---

Katie Reese

---

Mary Beaver

LEGAL NOTE:

The County Board is authorized to take this action  
Pursuant to sec. 59.22(2), Wis. Stats.

Richard Greenlee  
Corporation Counsel

FISCAL NOTE

Sufficient funds are included in the 2021 budget to  
cover the cost of the double fill.

/s/Sherry Oja

Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith  
County Administrator

# **EXECUTIVE SUMMARY**

## **AUTHORIZING TEMPORARY DOUBLE FILL OF AIRPORT SECRETARY II POSITION**

Mrs. Cynthia Hevel has been an outstanding and dedicated Rock County employee for 27 years. For the past 23 ½ years, she has been the glue that holds the Southern Wisconsin Regional Airport together. As the Airport Specialist and recent position description change of Secretary II, she is typically the main focal point of all tenant interaction. She coordinates all of the airport's financial invoicing, payment collections, and budget projections. She handles all of the new lease agreements and T-Hangar rental agreements. She maintains all of the FAA Part 139 training documentation, Airport Compliance Manual updates, and prepares all records for annual inspection. She manages the deer and turkey hunting program. She maintains the airfield driver training program records. She operates the snow control desk during snow removal operations and communicates with tenants about field conditions. She issues Notices to Airmen as appropriate and coordinates with the Control Tower. Additionally, she manages the conference room reservation system with multiple users, prepares Airport Board agendas and minutes, answers telephones, collects mail, coordinates with team members, and other tasks as assigned.

Cynthia's experience and knowledge of airport operations will surely be missed. She has done a great job communicating her retirement intentions for more than a year. A request was made last summer to increase administrative payroll funding to allow some overlap between Cynthia and a new person. Four weeks of administrative funds were approved in the 2021 budget. The new hire won't be at Cynthia's level even with 4 weeks of overlap, but it will be much better than no overlap at all.

Recommend approving.

Respectfully submitted,

Gregory A. Cullen, CM  
Airport Director