

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING DECEMBER 13, 2017 - WEDNESDAY - 8:00 a.m. WAUKESHA COUNTY AIRPORT CONFERENCE ROOM

In attendance-

Commissioners: Mike Crowley, Stephen Betzler, Gary Glojek, Kurt Weis
Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima
Others: Nick Read (Atlantic Aviation)

Approve/modify meeting minutes of November 8, 2017.

Motion to approve meeting minutes from November 8, 2017 by Commissioner Glojek.
Second by Commissioner Betzler. Motion carried.

Public comment/correspondence.

None.

Chairman's Report.

Chairman Crowley is looking forward to January's meeting, which will have an important update on business development at Waukesha County Airport.

After follow up with the County Executive's office, there has been no appointee for a new Airport Operations Commissioner yet.

Operations Report.

Fuel Farm Flowage: Jet A fuel is down about 12% compared to this month, last year. A year-to-date analysis reflects the shift in traffic from GA to Jet. This shows an increase of 16% in Jet A deliveries in the month of November and a decrease of 14% in 100LL compared to last year this time.

Tower Operations: November shows a decrease of about 25% in operations overall, with GA down approximately 27% and reflects an decrease in military operations and approximately 26% increase in air taxi compared to November 2016. Tower operations, year-to-date, shows a decrease of 10% overall, reflecting a 45% drop in military operations, and 13% decrease for GA and an increase of air taxi of 32%. A 2017 comparison with similar airports shows Waukesha's operations for October behind Kenosha and Waukegan.

Snowfall, to date, this winter has been marginal but is a great way to warm up for the season. This is the third season with the current supervisor, so the level of quality has remained consistent.

Additional operations projects include a new voice recorder for the tower and an air conditioning unit for the IT room at the tower. Both of these items were unexpected and funds will be used from Fund Balance, via ordinance, approved by the Waukesha County Board. Total cost will be approximately \$25,000.

Airport Managers Report.

Kurt and Matt had the opportunity to visit with the airport's representative at the Bureau of Aeronautics to itemize scheduling of projects and align with funding opportunities.

In 2018, two marketing initiatives will include an update the biannual tenant survey and the update the Economic Impact report.

Many leases are up for renewal in 2018 and airport staff will be busy coordinating with Corporation Counsel in the progress of those. Waukesha County Airport Operations Commission will see these on the agendas for 2018, as it is available. The County is moving away from 20-year leases and looking at an initial 30-year lease with options to renew. Potentially even longer. This provides for stability in financing and turnover.

Waukesha County Airport staff look to the addition of a new snow removal equipment building as one of the capital projects to address in the near future. This will also take into account the purchase of new snow removal equipment, as funding becomes available.

Aimee Scrima will be leaving for maternity leave in February. The airport will be hiring a temporary fulltime administrative assistant to fill the spot.

Future Commission Agenda Items.

New Business.

Findings of drone activity around KUES.

City of Waukesha JanBoree Winter Festival.

Adjourn Meeting.

Motion to adjourn by Commissioner Glojek.

Second by Commissioner Betzler. Motion carried.

Meeting adjourned at 8:30 a.m.

Next Meeting: January 9, 2018 at Waukesha County Airport – Conference Rooms

Respectfully Submitted,



Kurt J Weis
Secretary

Waukesha County Airport Operations Commission – December 30, 2017