

**MEETING MINUTES**  
**AIRPORT OPERATIONS COMMISSION MEETING**  
Wednesday, December 11, 2019 – 8:00 a.m.  
Waukesha County Airport  
Terminal Building Conference Room  
2525 Aviation Drive

**In Attendance**

Commissioners: Mike Crowley, Steve Betzler, Abby Lorenz, Shawn McCauley  
Excused: Kurt Weis  
Staff: Kurt Stanich, Aimee Scrima

**Approve/Modify Meeting minutes of November 13, 2019.**

Motion to approve the meeting minutes by Commissioner Lorenz. Second by Commissioner Betzler.  
Motion Carried.

**Public comment/correspondence**

Mark Wesner, Snow Patrol Owner – Requested information on the process of selection for the 2019-2022 Snow Removal contractor selection process.

Mr Crowley directs Mr. Wesner to the Purchasing Department, as they spearhead this process. The Commission was not involved in the decision making process. Mr. Stanich and Mr. Crowley were on the selection committee. The records are kept at purchasing.

**Chairman's Report**

None.

**Discussion and action on Land Lease Agreement between Waukesha County and Anthony A. Buechler and Kristine K. Walker-Buechler Joint Revocable Trust for 530 Northview Road.**

Documentation was received yesterday from Corporation Counsel; it is under review by the trust.

Motion to table the discussion and action by Commissioner Lorenz. Second by Commissioner McCauley.  
Motion tabled.

**Discussion and Action on the Assignment and Assumption between James D. O'Rourke and Patrick Tegeder and Waukesha County for 2325 Aviation Drive.**

The Assignment and Assumption was drafted by the parties and approved by Corporation Counsel. Airport staff recommends approval of this document.

Motion to approve the assignment and assumption by Commissioner Betzler. Second by Commissioner McCauley. Motion carried.

**Operations Report.**

Fuel Farm Flowage: Jet A fuel sales declined 29.38% compared to this month last year. There were no 100LL deliveries in November compared to 2 deliveries in November 2018. A year-to-date analysis shows an increase of .24 percent for 100LL year to date and a 2.43 percent increase in Jet A deliveries.

Tower Operations: November traffic rose 6.37% over this month last year and is showing a slight increase of 1.13% over this time last year. General Aviation is holding a slight increase of 1.06%, air taxi decreased 3.68% while Military outperformed its 2018 numbers by 94.08% so far this year.

Regional airports Janesville and Kenosha, year-end operations.

Lighting system on the airfield have had issues, new regulators may be needed. NOTAMs up. As a priority item, it will need to be fixed ASAP.

Stein's Aircraft Services is installing the doors on their new hangar this month.

Spring City Aviation will be obtaining an occupancy permit soon.

Wildlife mitigation continue to be ongoing; no snowy owls appearances yet in 2019.

### **Manager's Report.**

Staff is working on the year end budget projections and expects to prepare an ordinance for additional expenditure authority for snow removal services due to a higher than normal snow season in 2019 along with a new snow removal contract. Funds for T-Hangar repairs have been encumbered to 2020.

Interviews for the Airport Operations Supervisor position will be conducted after the first of the year.

Stanich went to Madison to address a bill addressing an aircraft mechanics lien. This would allow mechanics to place a lien on aircraft, similar to auto mechanics. Abe Weber from Appleton and Gulfstream also were present to advocate for this bill.

Mr. Stanich is working with Mead & Hunt and County staff on a redesign of the West Corporate area.

Fun events for the 85<sup>th</sup>, potentially a 4<sup>th</sup> of July event to the ramp. JanBoree will again be in January.

The Runway Safety Area project design is underway and includes land acquisition and land swaps for easements. Real estate acquisition request for proposal is live.

Waukesha County Airport should see an increase in traffic for the Democratic National Convention. There will be a temporary flight restriction (TFR) around site and Milwaukee airport. Currently airport staff is not aware of the effects of this on Waukesha Airport.

### **Future Commission Items**

Strategic item: exploration of the construction, lease or allowance for a restaurant of some capacity of Waukesha County Airport.

### **Adjourn Meeting**

Motion to adjourn by Commissioner Lorenz. Second by Commissioner Betzler. Motion carried unanimously. Meeting adjourned at 8:35 a.m.

Respectfully Submitted,

  
Kurt J. Weis  
Secretary

Waukesha County Airport Operations Commission