

Minutes of Waukesha County Airport Commission
May 12, 2010

Chairman Crowley called the meeting to order at 8:00 a.m.

Commissioners Present: Chairman Michael Crowley, Commissioner Schoepke, Commissioner/County Board Supervisor Falstad and Secretary Richards. Absent: Vice-chairman Bluemke

Others Present: Airport Manager Keith Markano, Airport Operations Kurt Stanich, Control Tower Chief Andy Groth, Atlantic Aviation Manager Harry Becker and Allison Bussler, Waukesha County.

Approve Minutes of April 14, 2010

MOTION: Schoepke moved, second by Richards to approve the minutes of April 14, 2010. Chairman Crowley noted error on starting time of meeting minutes was 8:0 should be 8:00. Schoepke moved to amend and approve minutes of April 14, 2010 as noted, second by Richards. Motion carried.

Public Comment

Mr. Becker informed the Commission about "Coffee Talk" at the airport. Coffee Talk is open to anyone interested in aviation. They meet in the terminal conference room on Saturday mornings. This would be a good opportunity for the Commissioners to meet and discuss airport issues/concerns.

Allison Bussler, Director of Public Works introduced herself and offered her assistance to the Commission.

Chairman's report regarding airport organizational study workgroup

Chairman Crowley gave a quick overview of the official document submitted to the County Executive and highlights discussed at the last workgroup meeting. There was a lot of time and effort on behalf of the workgroup. The process, the meetings, difficulties and roller coaster effect how the public including the Commission perceived this. This did slow things down a bit and this gave the general public an opportunity to voice their concerns. This also provided an opportunity to convey the advantages for the airport.

The workgroup discussed 1) Overview of the Waukesha County Airport; 2) Statutory requirements relating to county airports; 3) Overview of the 1995 Public Works Select Committee Report on Reorganization of County Departments; 4) Analysis of the Airport Commission and 5) Organizational options for staffing. There were three options 1) administrative staff directly assigned to the Airport Commission; 2) create a new department; and 3) place the airport staff into an existing administrative department.

Chairman Crowley defined the Commission's role. This varied from the County Code, County Statute and the State Statute on Airport Commissions. We learned there was a misperception of what the Airport Commission actually does. Everyone thought the Commission had a lot of power, that the Commission oversaw the airport manager and staff; they had their own funding and so forth. The workgroup clarified the Commission's role. There was a reference in the Wisconsin State Statute 114.14 that needed to be clarified, this was removed from the County's code, and will be rewritten. Commission's responsibilities were 1) hear public and airport user comments regarding airport operations; 2) review and comment on airport improvements and master plans; 3) focus on the development of the airport as an economic attribute by promoting enhanced corporate use; 4) review and comment on proposed airport capital improvements; 5) review and comment on the annual airport budget with the goal of being self sufficient from tax levy; 6) review and comment on airport rules and regulations; and 7) review and comment on airport operational procedures.

The Commission plays a critical role in the airport community and the county. The workgroup agreed, almost initially, that there has to be a Commission. The title of the Airport Commission was recommended to change to Airport Operations Commission.

The Commission would always have a direct line to the County Executive. The Airport staff will remain the same and they will not be relocated to another County facility. The Workgroup's recommendation is for option three to merge the Airport into the Public Works department.

Chairman Crowley pointed out some of the advantages for this merge: provide fiscal and clerical services, access to planning, designing and engineering services, fiscal flexibility to address facility maintenance needs proactively, cross-train staff, and other positive strengths for the airport staff.

Allison Bussler said the workgroup recommendation would go to the County Board for action but that the merge would occur during the 2011 budget year. This merge will provide more staff resources at the Commission's disposal. Positive advantages for the airport are already taking place with the marketing program, and the gate project with assistance from the County's engineering and information systems staff. Ms Bussler said she would be attending the Commission meetings.

Chairman Crowley expressed appreciation to Commissioner Falstad for his role and leadership in the workgroup.

Secretary Richards also expressed appreciation to the workgroup staff for their work and asked this be reflected in the minutes.

Airport Manager's Report

Congress did not extend the FAA reauthorization to the end of the year, but it did go to July 3rd. Eighty three percent of this year's AIP money should be out probably by the beginning of August. Our gate project bid is July 15th, but we have discretionary funds because the FAA wanted the County to get this project done because it is the last item hanging out with the runway safety action team investigation from a few years ago. We received 60% of the design plans two weeks ago; we met a couple of times with information systems to see if we are going to use the same system as the County's facility department. The airport uses "pro-watch" designed specifically for aviation, a system that grows with the size of the facility. Our consultants are looking at benefits to go with the program County facility uses. We could use their software for cameras and put it on the network now that the airport is hooked up to fiber at the courthouse, putting our software on their server or keeping it the way it is. When we received the grant from the Department of Homeland Security for the gate system in 2004 there were not enough funds to cover the cameras. We expect to have these issues worked out by July 15th and hopefully construction starting at the beginning of August.

The WI State Aviation Conference took place in Waukesha last week at the Country Springs and by all accounts, it was one of the best conferences in the last ten years. Next week Mr. Markano and Mr. Stanich will be in Dallas for the American Association of Airport Executives (AAAE) conference.

For the last two weeks gypsy moth spraying has been going on, they sprayed in our area last Friday. We have not received any complaints so that has been going well.

Quad/Graphics is coming up on their lease renewal extension for the army hangar that expires June 30th. Mr. Markano informed Tom Farley (Corporation Counsel) about this and they are working negotiations for the hangar. Sean Sanders in the Department of Administration also received this information.

There are several issues going on with the localizer and the Commission has received date on this by Mr. Markano. There are continuing failures with the localizer; Mr. Markano has calls in to Joe Lawrence. The tenants have not been informed of the localizer being down because he is waiting to receive confirmation from Milwaukee SSC if this will actually be done next week. There is another issue with the localizer regarding the safety area project. The FAA has asked the localizer be moved across the street because of declared distances. Commissioner Falstad asked Keith to explain what a localizer is. The Instrument Landing System (ILS) is the most precise navigational aid to assist pilots down to a height usually about, 200 feet above the ground with half of a mile of visibility so they can see the runway prior to landing. The localizer antenna is currently about 200 feet off the end of the pavement on the east side of the airport and shoots the beam down the runway and out to the west. To keep the length of the runway that we need for pilots to take off, we do not want to reduce the length of the runway because of the configuration of the road for the safety area. We would have to add more pavement so they could be off the ground 1,000 feet before the Silvernail Road penetration into the safety area. This means we would need to move the localizer across Pewaukee Road. Other airports have done this. Last week Friday Tech Ops informed us that we could not move the localizer across the street. Mr. Markano has discussed this with other airports and moving the localizer across the street can be done. Mr. Markano will keep the Commission informed on the localizer situation.

Grass cutting was awarded three weeks ago to J & N Lawn Care LLC; they came in \$3,000 under the \$46,000 that was budgeted for this service.

Marketing – Final grading was done last week and was awarded Monday to StrateVantage Communications LLC. The firm did some marketing with the Airport in 2009 so we have a very good working relationship with them already. The Airport's main goal is to communicate with the airport tenants, users and the general public in a format that is understandable to all.

Sustainability was the big item at the national conference last week. Prior to the conference Mr. Markano received some material from Ms Bussler on focusing on energy grant. Focus on energy has a program for rapidly reducing electrical consumption with changing out lights. Mr. Markano will look for more information on this because he is not sure if this is 90% sponsor reimbursement and 10% for contractor because a certified lighting consultant will come to measure and perform other functions such as on/off timing of lights. Because of the different types of lighting sources in the terminal building, parking lot and lights on the ramp side, going with a consultant will be good for the airport. Mr. Markano will call for more information and the cost for this program.

The EPA is looking at doing away with aviation-unleaded fuel by 2015.

Fuel and Tower activity – Mr. Stanich reviewed the reports with the Commission. Tower activity was down due to weather conditions. Fuel use was good for the month of April so that made up for some of the loss that we experienced earlier in the year. Mr. Stanich is working on the fuel trend analysis and pairing it with the tower activity to see if there is any relation between the two. He hopes to have this analysis ready for the next meeting.

Future agenda items

Focus group, fuel price poll at other airports

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Adjourn

Richards moved, second by Schoepke to adjourn at 9:50 a.m. Motion carried.

Respectfully submitted,

Dick Richards
Secretary
May 12, 2010