

## MEETING MINUTES

### AIRPORT OPERATIONS COMMISSION MEETING OCTOBER 11, 2017 - WEDNESDAY - 8:00 a.m. WAUKESHA COUNTY AIRPORT CONFERENCE ROOM

#### In attendance-

Commissioners: Mike Crowley, Stephen Betzler, Gary Glojek

Excused: Kurt Weis

Staff: Kurt Stanich, Aimee Scrima

Others: Nick Read (Atlantic Aviation)

#### Approve/modify meeting minutes of September 13, 2017.

Motion to approve meeting minutes from September 13, 2017 by Commissioner Betzler.

Second by Commissioner Glojek. Motion carried.

#### Public comment/correspondence.

Kurt Stanich continues to have discussion with our Pebble Valley resident who has concerns about aircraft over his condominium. He has written a letter to the Flight Standards District Office who will evaluate the concern. The Waukesha County Airport Operations Commission knows of this ongoing complaint and is confident the Waukesha County Airport staff have handled this concern appropriately.

#### Chairman's Report.

Commissioner Payne has resigned from the Airport Operation's Commission due to personal and professional reasons. The County Executive is aware and is seeking a new Commissioner.

#### Presentation on 2018 Airport Operating Budget.

Waukesha County budgets for the following year each March. The budget team is extremely helpful to managers seeking projections. For 2018, Waukesha County Airport is looking at reducing tax levy by \$30,000, an ongoing goal of the County since the Airport joined the Department of Public Works. In 1992, the airport used \$360,000 of tax levy. In 2012, \$192,000 in tax levy was received. In 2018, the airport will receive only \$92,000 of tax levy. The 2021 goal is for Waukesha County Airport will be completely off tax levy by planning for reductions in budget, met responsibly, without burdening the airfield businesses.

Waukesha County Airport staff consists of three persons since 1998 with an ever-increasing workload. Currently, the PR/Marketing has been contracted and in 2018 this line item has been reduced to the bare minimum for PIO (public information officer) services.

Airport Operations budget line includes construction projects, maintenance and security. This is primarily funded by land lease revenue (fuel flow funds the administrative line in the budget). In 2017, airport staff has seen an increase in interdepartmental charges, which includes the cost for not only the personnel, but also charges for the truck, trailer, and mower for use on the airfield. Airport interdepartmental expenses would be reduced over time with adding a part time maintenance person and potentially the purchase of our own equipment.

Long term, airport staff anticipates bringing snow removal in house as well. Federal dollars for equipment is a potential, but currently the FAA has its priority on infrastructure.

Tax levy and fuel revenue line items reflect the reduction in the marketing budget from \$17,000 to \$5,000; this will cover the basic PIO services for incidents. Airport staff anticipates continuing the biennial tenant survey and an updated the 2009 economic impact report to be completed in 2018.

In 2012, 12 capital projects were pending after being delayed for almost a decade. Now, only four projects remain with two currently scheduled for construction.

The long-term vision for Waukesha County Airport infrastructure will continue to expand as these projects continue. Currently in the design phase, the Runway Safety Project includes realignment of Taxiway A to allow for larger aircraft to utilize our airport for services. This would allow larger aircraft to use our facility. This could eventually lead to the certification of Waukesha County Airport as a Part 139 airport and would allow for greater funding through the FAA. All of these developments and certifications will position Waukesha County Airport to continue to be the gateway to southeast Wisconsin.

Waukesha County Board will vote on the budget on November 14, 2017.

#### Presentation on current laws of Unmanned Aerial Vehicles (UAV)

Currently the regulation of UAVs or drones is difficult to enforce, especially with recreational users. Commercial users are usually very well informed and are good with notifying airport management and the air traffic control tower on their use within the 5-mile radius of Waukesha County Airport.

Airport staff is currently working with Waukesha County Parks and Land Use Department to revise the current Height Limitation Zoning Ordinance (HLZO) to be consistent with the airport needs and development, land use and potentially regulation of drone use within the HLZO. When it comes to enforcement, a violation of an ordinance is difficult track.

Waukesha County Airport staff will reach out to Tim Tyre, resident drone expert, to attend Waukesha County Airport Operations Commission meeting in November to field drone questions.

#### Operations Report.

Matt Grenoble is currently at the National Business Aviation Association (NBAA) conference as a part of a panel on the new FAA reporting procedures.

Fuel Farm Flowage: Jet A fuel is up about 29% compared to this month last year, and there was the same in fuel deliveries as last month 100 LL. A year-to-date analysis reflects the shift in traffic from GA to Jet. This shows an increase of 27% in Jet A deliveries in the month of September and a decrease of 10% in 100LL compared to last year this time.

Tower Operations: September shows a increase of about 18% in operations overall, with GA up approximately 20% and reflects a marginal increase of air taxi compared to September 2016. Tower operations, year-to-date, shows a decrease of 8% overall, reflecting a 60% drop in military operations, and 10% decrease for GA. A 2017 comparison with similar airports shows Waukesha's operations for June behind Kenosha, Waukegan, and Janesville.

#### Airport Managers Report.

Marketing Update: many of our marketing efforts are in house. With a major push for new tenants to build, Waukesha County Airport staff are coordinating with Moreland Aviation to

build highly efficient T-hangars and are currently evaluating the possibility of a spec hangar to start.

Atlantic Aviation is hosting the grand opening of their new hangar on October 17, 2017, 4pm-7pm. Commissioners are invited to attend.

Airport staff have been working with Mead & Hunt, the Bureau of Aeronautics and the FAA to resolve a wetland issue on the airfield and safety concern that has surfaced in the last year. This project will address the drainage and will be impactful to our users. Runway 10-28 will have daily closures for 10 working days approximately 4-5 hours per day. At this time, no dates have been set. Users will receive an email once confirmed.

Future Commission Agenda Items.

UAV Discussion

Adjourn Meeting.

Motion to adjourn by Commissioner Glojek.

Second by Commissioner Betzler. Motion carried.

Meeting adjourned at 9:10 a.m.

Next Meeting: November 8, 2017 at Waukesha County Airport – Conference Rooms

Respectfully Submitted,



Kurt J Weis  
Secretary

Waukesha County Airport Operations Commission – October 24, 2017

