

Waukesha County Board of Supervisors

Minutes of the Public Works Committee Thursday, August 12, 2021

Chair Swan called the meeting to order at 8:30 a.m.

Present: Supervisors Dave Swan, Jim Batzko, Christine Howard, Darlene Johnson, Chris Mommaerts, and Tom Schellinger. Christine Howard arrived at 8:38 a.m. **Absent:** Keith Hammitt.

Also Present: Legislative Policy Advisor Alex Ignatowski, Facilities Manager Shane Waeghe, Construction Project Supervisor Jeff Lisiecki, Public Works Director Allison Bussler, Airport Manager Kurt Stanich, Budget Management Specialist Michelle Beasley, Business Manager Rhiannon Cupkie, John Hofeldt of Capital Flight LLC, Administrative Specialist Madeline Glisson, Airport Operations Assistant Kyle Finseth and Citizens John Heintz Taylor and Frances Heintz Taylor.

Approve Minutes of July 15, 2021

MOTION: Johnson moved, second by Batzko to approve the minutes of July 15. Motion carried 5-0.

Next Meeting Date

- September 16 (Capital Projects)
- September 30 (Budget Reviews)

Executive Committee Report of July 19, 2021

Swan said the Executive Committee approved one ordinance and three appointments and defeated one ordinance.

Advisory Committee Reports

Johnson gave an update on traffic accident fatalities.

Waukesha County Airport – Control Tower Window Replacement Bid

Waeghe and Lisiecki were present to discuss this item and indicated the contract was awarded to Berglund Construction for a total of \$69,000. Berglund was the only contractor to submit a bid.

MOTION: Johnson moved, second by Schellinger to approve the bid for control tower window replacement at the Airport. Motion carried 6-0.

Ordinance 176-O-054 Approve Lease With Capital Flight, LLC To Become A Multiple Service Aeronautical Service Provider At Waukesha County Airport

Stanich and Bussler discussed this ordinance to approve Capital Flight LLC as an aeronautical service provider at the Waukesha County Airport and approve a 30-year lease agreement between the County and Capital Flight. The new agreement would generate additional annual revenue streams including land lease agreements and additional fuel flow revenues. In recognition of the investments in new facilities that Capital Flight is proposing, the agreement delays the implementation of lease payments for the new aeronautical service provider facility for five years from the execution of the agreement, and delays the implementation of all other lease payments for up to two years from execution of the agreement or upon occupancy of those facilities, whichever is sooner. The agreement requires Capital Flight to build a hangar on Parcel A within two years of the execution of this agreement. Staff estimated that new fuel flow revenue from increased air traffic activity will begin in 2023 and gradually increase as Capital Flight develops their facilities and builds business.

As a result, revenue from this agreement will begin materializing in stages during the initial years of the agreement. All lease rates will be adjusted up from existing 2021 rates by the consumer price index each year, with the adjustment being at least 2.5% but not more than 10%. Staff indicated that the terminal parking lot is already in need of rehabilitation and expansion and that additional traffic from this proposal will require parking lot improvements in 2022. They are requesting County Board approval for a terminal parking lot capital project through a separate ordinance with an estimated County share (net of 95% state/federal funding) of \$82,500 (\$7,500 for design in 2021 and \$75,000 for construction in 2022). Overall, the agreement is estimated to generate an additional \$39,000 of annual revenues adjusted annually each year for CPI which generates a return on investment to cover the \$82,500 in parking lot rehabilitation/expansion costs and related maintenance in seven years. This ordinance does not result in an ongoing direct tax levy impact.

Hofeldt gave an overview and discussed the history of his company.

Schellinger asked if other vendors were considered whereby Stanich said they regularly get proposals.

MOTION: Schellinger moved, second by Batzko to approve Ordinance 176-O-054. Motion carried 6-0.

Ordinance 176-O-055 Modify The 2021-2025 Capital Plan For The Creation Of Capital Project #202108 – Airport Perimeter Road Extension And Modify 2021 Capital Project Budget

Stanich discussed this ordinance which modifies the 2021-2025 capital plan to create capital project #202108 (Airport Perimeter Road Extension) and modifies the 2021 capital project budget. Staff indicated that this project was not included in the proposed 2021-2025 capital plan as the Federal Aviation Administration (FAA) Runway Safety Action Team had not yet prioritized this project and made available State or Federal funds. However, in 2021 the County received notification that the FAA Runway Safety Action Team prioritized the construction of the perimeter road in order to remove all airport service vehicle traffic from the runways and taxiways to increase safety.

Funding has been approved to begin design work for the project in 2021 and the total project cost is estimated at \$2,496,000. The estimated County share is \$124,800 which is net of 95% state/ federal funding. The County share of design costs is \$21,300 and is scheduled to take place in 2021. The County share of construction costs is \$103,500 for 2022 and this request will be included in the 2022-2026 capital plan. The entire County share of the project will be funded with Airport Fund balance

After the road is constructed, ongoing pavement maintenance costs are estimated to be about \$1,300 per year over time as road maintenance is needed. Snow removal costs are expected to be about \$9,200 per year. The net remaining Airport Fund balance as of 12/31/2020, factoring in future obligated fund balance use is estimated at \$1,037,800. This ordinance does not result in an ongoing direct tax levy impact.

MOTION: Johnson moved, second by Schellinger to approve Ordinance 176-O-055. Motion carried 6-0.

Ordinance 176-O-056 Modify The 2021-2025 Capital Plan For The Creation Of Capital Project #202109 – Airport Parking Lot Rehabilitation And Expansion And Modify 2021 Capital Project Budget

Stanich discussed this ordinance which modifies the 2021-2025 capital plan to create capital project #202109 (Airport Parking Lot Rehabilitation and Expansion) and modifies the 2021 capital project

budget. This project was not included in the proposed 2021-2025 capital plan due to the unavailability of State or Federal funds. However, in 2021, the County received notification from the State Bureau of Aeronautics that funding has been approved to begin design work for the project in 2021. Total project costs are estimated at \$1,650,000. The estimated County share is \$82,500 which is net of 95% state/federal funding. The County share of design costs is \$7,500 with design scheduled to take place in 2021. The County share of construction costs is \$75,000 and this request will be included in the 2022-2026 capital plan. The entire County share of the project will be funded with Airport Fund balance.

Additionally, staff are currently working on an agreement with Capital Flight, LLC, to become a multiple services aeronautical service provider at Waukesha County Airport (see above). In order to accommodate the increased anticipated vehicle parking demands at the airport for this development, the existing terminal parking lot must be rehabilitated and expanded. Overall, the Capital Flight agreement is estimated to generate an additional \$39,000 of annual revenues adjusted annually each year for CPI which generates a return on investment to cover the \$82,500 in parking lot rehabilitation/expansion costs and related maintenance (e.g., snow removal at approximately \$3,000 annually) in seven years. The net remaining Airport Fund balance as of 12/31/2020, factoring in future obligated fund balance use is estimated at \$1,037,800. This ordinance does not result in an ongoing direct tax levy impact.

MOTION: Batzko moved, second by Schellinger to approve Ordinance 176-O-056. Motion carried 6-0.

Presentation of Airport Annual Report

Stanich presented the annual Airport report as outlined which included information on fuel flow, air traffic activity, budget (expenses, revenues, and taxes generated), leases and Airport partners, etc.

MOTION: Howard moved, second by Johnson to accept the annual Airport report. Motion carried 6-0.

Tour of Airport Facilities

Stanich led the committee on a tour of the Airport facilities.

Legislative Update

Ignatowski gave an update on the State legislature.

MOTION: Johnson moved, second by Howard to adjourn at 10:25 a.m. Motion carried 6-0.

Respectfully submitted,

James Batzko

James Batzko
Secretary