

## **MEETING MINUTES**

### **AIRPORT OPERATIONS COMMISSION SPECIAL MEETING**

Wednesday, August 8, 2018 – 8:00am

Waukesha County Airport

Terminal Building Conference Room

2525 Aviation Drive

#### **In Attendance**

Commissioners: Mike Crowley, Abby Lorenz, Kurt Weis, Steve Betzler

Excused: Gary Glojek

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Samuel Cryer, Brian Behrens, Nick Read, Tracy Shilobrit, Julie Trombley

#### **Approve/modify Meeting Minutes of July 11, 2018**

Motion to approve the meeting minutes by Commissioner Lorenz. Second by Commissioner Weis.

Motion carried.

#### **Public comment/correspondence**

None.

#### **Chairman's Report**

The Vince Lombardi Cancer Foundation Run/Walk was impressive. From a spectator's standpoint, it was a very well run event and we look forward to them coming again.

#### **Presentation on the 2018 Tenant Survey Results**

The Airport Administration office coordinates a biennial survey to airport tenants to gauge their satisfaction with Waukesha County Airport and their partners and receive actionable items on the feedback received. A new, all-encompassing list has led itself to a wider demographic of Airport users. Presentation by Tracy Shilobrit, Meta4 Marketing, and a contracted service provider of the airport since the survey first was conducted, in 2009.

#### **Discussion on the City of Waukesha Personal Property Taxes.**

The Airport Operations Commission meeting had several questions regarding the City of Waukesha tax process after reviewing the 2017 Annual Report. City of Waukesha Assessor, Paul Klauck and Appraiser, Mike Patnode attended this meeting to field questions.

The City of Waukesha taxes personal property at the same rate as real estate. Hangars are taxed as personal property and, like real estate, the Assessor's office utilizes data from recent sales to gauge the value in which hangars should be taxed. Because there are not many comparables and, frequently, recent sales are not recorded with the Register of Deeds office, there is a margin of guess work the City of Waukesha must do to establish a taxable value. Services provided to the

Waukesha County Airport based on tax dollars would be commensurate with services offered for commercial buildings in Waukesha (i.e. trash removal). A legislative change would need to be amended to the Tax Uniformity Clause that the City of Waukesha abides by.

**Discussion and Action on Assignment and Assumption of Hangar 514 Northview Road Lease Agreement between Apollo LLC and Apollo Condominium Association, Inc.**

The association located at 514 Northview Road is in the process of having one of their units sold. To accommodate this incoming buyer, there was a need to move up the renewal date of the current lease to this year, to finalize the hangar purchase. Through the lease renewal process, the Management Company and Waukesha County Corporation Counsel noted the need to update to the most current name of the Association to properly execute a lease renewal. Apollo LLC was established by the original developer and was since formally dissolved upon the developer's retirement. This discussion and action is to properly assign the new lease to the proper entity.

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

**Discussion and action on hangar 514 Northview Road lease agreement between Apollo Association, LLC and Waukesha County.**

This land lease agreement is a renewal for 514 Northview Road, the lot just north of Quad Graphics. The term is upon execution in 2018 to August 31, 2048. The leased area is approximately 24,000 square feet for the hangar. Annual rental for the parcel is \$3,868.48 for 2018.

Motion to approve the hangar lease agreement by Commissioner Crowley. Second by Commissioner Lorenz. Motion carried.

**Operations Report.**

Fuel Farm Flowage: Jet A fuel is up about 45% compared to this month last year, and there were the about same amount of deliveries for 100 LL. A year-to-date analysis shows a slight decrease of 100LL and barely an increase for Jet A deliveries, just down 4.6% overall.

Tower Operations: June shows an increase of about 39% in operations overall, with GA up approximately 42% and reflects a decrease of air taxi of 3% compared to July 2017. Tower operations, year-to-date, shows an increase of 20% overall, reflecting an increase of 73% in military operations, and an increase of 24% for GA. A 2018 comparison with similar airports shows Waukesha's operations for June behind Kenosha and Waukegan.

There was a minor incident over the weekend with a based T-28 that had smoke in the cabin. The aircraft landed safely with no incident. Waukesha's first responders were on standby but there was no actual fire.

The T-Hangars management will soon be taken over by the Waukesha Airport Administration office. Currently, the new lease for t-hangar tenants is in the hands of Corporation Counsel and Risk Management Division for review. Atlantic Aviation will continue to service as a resource for

T-Hangar tenants after hours and on weekends. Anticipated change over date is October 1, 2018. The Airport Operations Commissioners will have the opportunity to review the new lease at September's Airport Operations Commission meeting.

**Manager's Report.**

Mr. Stanich gave an overview of the proposed 2019 budget, as presented to the Waukesha County Executive. Overall, the Waukesha County Airport operates on a \$1.2 million budget accommodating a \$30,000 reduction in tax levy. Commissioners had the opportunity to review Waukesha County's strategic planning objectives, fund balance use, planned capital projects and office position summary. Mr. Stanich would like to organize a work group to assist with 2020 budget.

Corporation Counsel and Airport staff are working evaluating administrative options expedite lease agreements to better service to our customers.

The Ramp project was bid to be a 60 working day project, currently over that mark, likely due to a new project manager. Expected phase three of the project will be completed in 2019.

EAA Airventure had a record high with attendance in 2018. Waukesha County Airport tower operations are also up, this is a good sign for general aviation.

**Future Agenda Items**

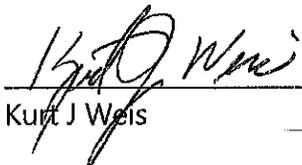
None.

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**Adjourn Meeting**

Motion to adjourn by Commissioner Lorenz. Second by Commissioner Weis. Motion carried unanimously. Meeting adjourned at 9:34 a.m.

Respectfully Submitted,

  
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Kurt J Weis

Secretary

Waukesha County Airport Operations Commission