

## MEETING MINUTES

### AIRPORT OPERATIONS COMMISSION MEETING

Wednesday, May 8 2019 – 8:00 a.m.  
Waukesha County Airport  
Terminal Building Conference Room  
2525 Aviation Drive

#### **In Attendance**

Commissioners: Mike Crowley, Abby Lorenz, Shawn McCauley  
Excused: Kurt Weis, Steve Betzler  
Staff: Kurt Stanich, Aimee Scrima, Matt Grenoble  
Others: Nick Read, Chris Stein, Julie Tromblay

#### **Approve/Modify Meeting minutes of April 10, 2019.**

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

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

None.

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

None.

#### **Discussion and action on Land Lease Agreement between Waukesha County and Stein's Aircraft Services, LLC for 2641 Aviation Drive.**

Stein's Aircraft Services, LLC is a fixed based operator on the airfield that wishes to enter into a new hangar land lease with Waukesha County for the parcel next to their current building located at 2651 Aviation Drive. This lease will be from June 1, 2019 to May 31, 2049 with options to renegotiate at ten and twenty years. This parcel is approximately 63,630 square feet with 44,000 square feet of ramp space. Groundbreaking is due to occur by June 30, 2019.

Motion to approve the land lease agreement by Commission McCauley. Second by Commissioner Lorenz.  
Motion Carried.

#### **Discussion and action on Land Lease Agreement between Waukesha County and Long Prop Aviation, LLC for 542 Northview Road.**

Due to a change in Corporation Counsel, airport staff has received different direction on the approval process for this request for a 50-year lease. Mr. Stanich requests this item be tabled.

Motion to table the land lease agreement by Commission McCauley. Second by Commissioner Lorenz.  
Motion Carried.

#### **Operations Report.**

Fuel Farm Flowage: Jet A fuel is up about 42% compared to this month last year, and up 6% 100 LL deliveries. A year-to-date analysis shows a decrease of 33% of 100LL and a slight increase for Jet A deliveries, up 18% overall.

Tower Operations: April shows a decrease of about 7% in operations overall, likely due to the weather. General Aviation is down approximately 11% and reflects an increase of air taxi of 51% compared to April 2018. Tower operations, year-to-date, shows a decrease of 4% overall. A March 2019 comparison with similar airports shows Waukesha's operations behind Kenosha and Waukegan.

The Wisconsin Aviation Conference was in Green Bay in early May, a well-executed event with great networking including updating attendees on the current drone laws, wildlife mitigation, and updates on the ADS-B transponder mandates.

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

The Commemorative Air Force will host their Gathering of Warbirds on May 25. Their request for the airspace waiver was approved. Waukesha Airport users will be notified in advance via newsletter, social media and via NOTAM prior to the event.

The airport's popular summer event- Food Truck Fridays- will kick off May 24, 11am-1:30pm.

Airport staff is preparing for an influx of airport use due to the proximity to Milwaukee for the upcoming Democratic National Convention in 2020.

Progress continues with the Runway Safety Area capital project, initially started in 2003. Airport staff is working with the FAA and WI Bureau of Aeronautics for timelines on the design, construction and completion.

Waukesha Airport staff is wrapping up a snow removal bid process through Waukesha County Purchasing to provide snow removal services for the next 5 years. There are 4 companies interested in bidding.

### **Future Commission Items**

None.

### **Adjourn Meeting**

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

Respectfully Submitted,



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Kurt J. Weis

Secretary

Waukesha County Airport Operations Commission