

## MEETING MINUTES

### AIRPORT OPERATIONS COMMISSION MEETING MAY 10, 2017 - WEDNESDAY - 8:00 a.m. FLIGHT FOR LIFE – CONFERENCE ROOM

#### In attendance-

Commissioners: Mike Crowley, Mike Payne, Gary Glojek  
Excused: Steve Betzler, Kurt Weis, Kurt Stanich  
Staff: Matt Grenoble, Aimee Scrima  
Others: Sherry Schmitt, Arlen Lattina

#### Approve/modify meeting minutes of April 19, 2017.

Motion to approve meeting minutes from April 19, 2017 by Commissioner Payne.  
Second by Commissioner Crowley. Motion carried.

#### Public comment/correspondence.

Arlen Lattina at Stein's Aircraft Services requested information on bringing U.S. Customs to Waukesha County Airport during the U.S. Open. They have already received one request. Airport staff will check on this possibility.

#### Chairman's Report.

Chairman Crowley summarized the Wisconsin Aviation Conference hangar dinner details where he welcomed the attendees on behalf of Waukesha County Airport, its commission and staff. Department of Public Works Director, Allison Bussler, and Commissioner Glojek joined him.

Chairman Crowley reminded fellow Commissioners, staff and attendees on the parliamentary procedures that are set for Waukesha County Airport Operations Commission.

#### Discussion and action on special use fee for Erin Hills 2017 U.S. Open.

Erin Hills Golf Course is hosting the 2017 U.S. Open. Over the course of two years, airport staff have dedicated time and resources to be the premier airport destination for this event. The Waukesha County Airport is uniquely positioned between Milwaukee and Madison, and offers the convenience, affordability and a great working relationship with the staff at United States Golf Association (USGA) and Erin Hills Golf Course.

In discussion with similar airports that are in the proximity of events like these, an additional charge during "high use" of airports is the industry norm.

With last month's recommendation to approve the ordinance to the DPW Committee and the Waukesha County board, the approved minor adjustment was to limit this special use to the 2017 U.S. Erin Hills event. Additional events would have to go through the same ordinance process for special use fees.

The 2017 Erin Hills special use fee ordinance dictates that the Waukesha County Airport Operations Commission set the rate for this event. Recommendations by Airport staff after research is as follows:

Single Engine – \$50  
Helicopter - \$50  
Twin Piston – \$75

Turbo Prop – \$85

Jet – \$100

The above fee structure is to generate revenue to cover expenses. Each FBO will collect the transient special use fee on the County's behalf. Each FBO will charge their own fee on top of this, but the special use fee is conservative in comparison to other airports.

The above fees support Ordinance 171-0-094 based on an increase of 265 operations during the U.S Open. The Commission and staff recognize that a variety of factors may affect this estimate including weather.

Neither FBO have officially announced the rates they will be charging, so Airport staff is unable to detail the "all-in-fee" as requested by Commissioners.

Motion to approve the above rate structure for the special use fee for Erin Hills 2017 U.S. Open (Ordinance 171-0-0094) by Commissioner Crowley.  
Second by Commissioner Glojek. Motion carried.

#### Operations Report.

Fuel Farm Flowage: Jet A fuel is up about 10% compared to last year this month, and is down about 1% for 100 LL. A year-to-date analysis shows an increase of 20% in Jet A deliveries in the month of April.

Tower Operations: April shows a decrease of about 20% in operations overall reflecting the decrease in military of 94% and in air taxi of 18 % compared to April 2016. Tower operations, year-to-date, shows a decrease of 4%. A 2017 comparison with similar airports shows Waukesha's operations for January behind Kenosha and Waukegan.

Terminal Construction is moving along with the furniture deliveries and Atlantic Aviation is planning to be operational from the executive terminal by mid-May.

The Terminal West Ramp construction is nearing completion mid-May with grading and painting. Phase II will begin in autumn 2017, pending FAA funds availability.

#### Airport Managers Report.

The Wisconsin Aviation Conference was a great event at the Country Springs Hotel with 31 exhibitors and nearly 200 attendees. Airport staff will follow up with attendees to thank them for attending this event.

DPW Staff is working on 2018 budget, which may include the replacement of the terminal roof, painting the exterior and additional capital projects.

Waukesha County Airport staff will include economic development information in the welcome bags for Erin Hills attendees.

Waukesha County Corporation Counsel approved the agreement with the Gathering of Warbirds.

Waukesha County Fair will be adding an airshow component to their annual event celebrating 175 years in 2017. Airport staff has been working with the FAA to issue an airspace waiver.

There should be no operational impact to Waukesha County Airport. Airshow expects to be about 20 minutes above the Waukesha County Fairgrounds.

Future Commission Agenda Items.

The scheduled date for June 2017 meeting will not work for Chairman Crowley. A new date to be determined.

Adjourn Meeting.

Motion to adjourn by Commissioner Glojek.

Second by Commissioner Payne. Motion carried.

Meeting adjourned at 8:47 a.m.

Next Meeting: June TBD 2017 at Waukesha County Airport – Conference Rooms \*to be confirmed\*

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kurt J. Weis". The signature is fluid and cursive, with the first name "Kurt" and last name "Weis" clearly legible.

Kurt J Weis

Secretary

Waukesha County Airport Operations Commission – May 20, 2017

