

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING

Wednesday, December 12, 2018 – 8:00am
Waukesha County Airport
Terminal Building Conference Room
2525 Aviation Drive

In Attendance

Commissioners: Mike Crowley, Kurt Weis, Abby Lorenz

Excused: Steve Betzler

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Chris Stein, Nick Read, Julie Trombley, Pete Halbauer, Brian Behrens, Ron Amenan

Approve/modify Meeting Minutes of November 14, 2018

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

Public comment/correspondence

None.

Chairman's Report

The County Executive will have a new Commissioner with anticipated start in January. Chief Pilot Shawn McCauley was approved by the Executive Committee.

Discussion and action on Land Lease Agreement between Air Spec Properties, LLC and Waukesha County for 2341 Aviation Road.

The lease is relatively standard with the only exception is that this is for a new 50-year term. The FAA recently acknowledged this as an option for hangar lease. Waukesha County's Corporation Counsel and Risk Management divisions have approved the terms of this lease.

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

Discussion and action on Hangar Plans submitted by Spring City Aviation, Inc for 2451 Aviation Drive.

Spring City Aviation has submitted hangar plans for 2451 Aviation Drive. These plans have been reviewed by Mead & Hunt, a contracted engineering firm for the airport. The plans incorporates two phases of the design with phase one with the hangar, and phase two to incorporate adjoining offices. Approximate size is 100 feet x 150 feet. Spring City Aviation is not perusing fuel at this time. The timeline for construction includes the groundbreaking after the permits are approved and completion by July 1, 2019. The full detail of phase two will depend on Spring City Aviation's

business plan. Kurt Stanich requested a copy of the alternate plans, if the offices planned for phase two are incorporated into the hangar, to confirm it would meet the minimum standards.

Motion to approve the hangar plans, contingent on staff review of the minimum standards, by Commission Crowley. Second by Commissioner Lorenz. Motion Carried.

Operations Report.

Fuel Farm Flowage: Jet A fuel is up about 24% compared to this month last year, and there were 32% for 100 LL. A year-to-date analysis shows a slight increase of 100LL and a the same for Jet A deliveries, down just .023% overall.

Tower Operations: November shows an increase of about 31% in operations overall, with GA up approximately 34% and reflects an increase of air taxi of 3% compared to November 2017. Tower operations, year-to-date, shows an increase of 27% overall, reflecting an increase of 7% in military operations, and an increase of 30% for GA. A 2018 comparison with similar airports shows Waukesha's operations for October behind Kenosha.

The winter season so far has been relatively mild with six full snow removals for the start of the 2018-2019 season.

The control tower windows has issues with a failing seal and will be replaced in the coming weeks. Plan for additional repairs with these aging windows will be accommodated in future budget cycles.

The airfield continues to see wildlife migration at this time of the year. There is an increase of bird strikes and raptures on the airfield, compared to previous years. Mitigating measures for airfield operations have been implemented, including coordinating with a local falconer to trap and relocate birds.

Manager's Report.

Corporation Counsel and Airport staff have worked toward expediting the outstanding lease renewals with a template lease. Commissioners can expect additional leases to be renewed in the coming year.

2019 planning is in full effect. Airport management have implemented an Airport Working Group to address some trends, increase communication with tenants and for airport staff to receive direct feedback. Planned meetings will be quarterly to start.

Planned events for 2019 include the Vince Lombardi Cancer Foundation Runway 5k, back in its second year. Additionally, the Commemorative Air Force will be planning their Gathering of Warbirds for 2019 as well, pending funding.

Waukesha County Airport's snow removal will be going out to bid in spring 2019. It is a 5 year contract with option to renew at 3 year.

Airport staff is working with Meta 4, the contracted provider, to wrap up the economic impact report with just 8 businesses remaining to submit information. Commissioners can expect to receive an update in early 2019.

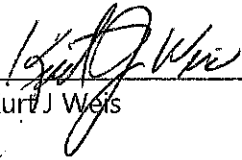
Future Agenda Items

Economic Impact Study update
Quarterly Budget Updates to the Commission

Adjourn Meeting

Motion to adjourn by Commissioner Weis. Second by Commissioner Lorenz. Motion carried unanimously. Meeting adjourned at 8:38 a.m.

Respectfully Submitted,



Kurt J Weis

Secretary
Waukesha County Airport Operations Commission