

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING SEPTEMBER 13, 2017 - WEDNESDAY - 8:00 a.m. WAUKESHA COUNTY AIRPORT CONFERENCE ROOM

In attendance-

Commissioners: Mike Crowley, Stephen Betzler, Mike Payne, Gary Glojek, Kurt Weis
Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima
Others: Beau Seabourn (Midwest ATC), Dan Burns (Flight for Life)

Approve/modify meeting minutes of July 13, 2017.

Motion to approve meeting minutes from July 13, 2017 by Commissioner Payne.
Second by Commissioner Betzler. Motion carried.

Public comment/correspondence.

Kurt Stanich recently received an email from a concerned citizen who intends to issue a formal letter of complaint. He has already had multiple discussions with airport staff regarding noise above his condominium.

Chairman's Report.

None.

Discussion and action on Lease Agreement between Hangar 6, LLC and Waukesha County.

In recent years, many hangar lease agreements have come up for renewal and the good news is many want to stay; Hangar 6 LLC is one such case. This hangar is located near gate 11, in the southeast section of the airport; also known as the "Stark" hangar. The lessee and Waukesha County Corporation Counsel reviewed the previous lease and included the right to sell fuel. The term will renew at 30 years, with the option to renegotiate each 10-year term.

Motion to approve the lease agreement between Hangar 6, LLC and Waukesha County by Commissioner Betzler.
Second by Commissioner Glojek. Motion carried.

Discussion and recommendation on ordinance granting easement on Airport property to WE Energies.

With the recent construction of the new Atlantic Aviation hangar, WE Energies requests an easement to provide power to the new facility. The Bureau of Aeronautics, Corporation Counsel and Airport staff reviewed the easement and is now in final form.

Motion to recommend approval to the Waukesha County Board to grant WE Energies an easement on Airport property by Commissioner Glojek.
Second by Commissioner Payne. Motion carried.

Discussion and action on Assignment and Assumption of 2317 Aviation Drive Lease Agreement between 428 Partners LLC to RFG LLC.

This is an item to clarify the proper LLC owner of the hangar and to clarify terms with the tenant, Blue Sky Flight Academy on the following agenda items.

Hangar 2317 Aviation Drive Lease agreement with the County, signed originally by Robert Groh, under the name of 428 Partners LLC. Upon Groh's passing and the settling of the estate, 428 Partners is now RFG LLC. This agenda item correctly reflects the current operator of 2317 Aviation Drive land lease agreement.

Motion to approve assignment and assumption of 2317 Aviation Drive Lease Agreement between 428 Partners LLC and RFG LLC by Commissioner Payne.
Second by Commissioner Weis. Motion carried.

Discussion and action on Lease Amendment #1 for 2317 Aviation Drive.

Blue Sky Flight Academy LLC would like to sublease 2317 Aviation Drive as they grow their business. In order for this execute at Waukesha County Airport, the lease between RFG LLC and Waukesha County must be amended to include the following two provisions: allow for self-fuel and offer the limited ability to provide aeronautical services out of the hangar inside the fence line. Waukesha County encourages business operators at Waukesha County Airport - who serve the public - to locate their business as a part of the fence line.

Motion to approve lease agreement #1 for 2317 Aviation Drive by Blue Sky Flight Academy by Commissioner Betzler.
Second by Commissioner Crowley. Motion carried.

Discussion and action on sublease agreement between RFG LLC and Blue Sky Flight Academy LLC.

The Airport Operations Commission should approve all subleases on the airfield. This is to ensure all parties have the proper coverages and guarantees in place. The parties draft the sublease agreement and Waukesha County Corporation Counsel reviews and approves it.

The sublease agreement between RFG LLC and Blue Sky Flight Academy LLC outlines the aircraft owner (ASB LLC) and the flight school (Blue Sky Flight Academy LLC) as sublets and allows for flight-training operations.

Motion to approve sublease agreement from RFG LLC to Blue Sky Flight Academy by Commissioner Betzler.
Second by Commissioner Payne. Motion carried.

Discussion and action on Blues Sky Flight Academy Operating Agreement.

When a business would like to operate on the airfield, they must complete an application, which includes minimum requirements. Waukesha County then makes the direct connection with the lease agreement and the operating agreement. For Blue Sky Flight Academy LLC, the lease is a five-year lease with two, five-year terms to renew. The requirements outline continuous sublease agreement with RFG LLC with the obligation to lease or build within three years. For the purposes of Blue Sky Flight Academy, LLC, operations including lease, rental and storage of aircraft and allow for flight training.

As with any aeronautical service provider, there is an annual fee included in the operating agreement to cover the difference between the cost per-square-foot of hangars that do not have a service provider (approximately \$.26/psf) and the cost per-square-foot in the aeronautical service area (approximately \$.40/psf). For the remainder of 2017, the cost will be approximately \$400. This an incentive to build, the rate is approximately \$.30/psf once built.

Airport staff is grateful to Kim Heines at Waukesha County Corporation Counsel and Tony Drake with Blue Sky Flight Academy LLC for coordination to properly reflect business operations.

Motion to approve Blue Sky Flight Academy LLC Operating Agreement by Commissioner Glojek.

Second by Commissioner Payne. Motion carried.

Discussion and action on ordinance approving Blue Sky Flight Academy as an Aeronautical Service Provider.

The Aeronautical Service Provider application accompanies the operating agreement and the lease agreement for Blue Sky Flight Academy. Waukesha County Recognizes the financial investment by Blue Sky Flight Academy and will be accommodating them with a 12-month variance on the minimum standards for flight training. The minimum standards dictate that flight training schools should have two aircraft dedicated to flight training. Blue Sky Flight Academy is currently in negotiation for a second aircraft for flight training purposes, and will be able to offer flight training with one aircraft during this time.

Motion to approve Blue Sky Flight Academy as an Aeronautical Service Provider by Commissioner Betzler.

Second by Commissioner Payne. Motion carried.

Operations Report.

Fuel Farm Flowage: Jet A fuel is up about 62% compared to this month last year, and there was the same in fuel deliveries as last month 100 LL. A year-to-date analysis reflects the shift in traffic from GA to jet. This shows an increase of 28% in Jet A deliveries in the month of August and a decrease of 21% in 100LL compared to last year this time.

Tower Operations: August shows a decrease of about 8% in operations overall, with GA down approximately 10% but reflects an increase of air taxi of 27 % compared to August 2016. Tower operations, year-to-date, shows a decrease of 11% overall, reflecting a 62% drop in military operations, and 13% decrease for GA. A 2017 comparison with similar airports shows Waukesha's operations for June behind Kenosha, Janesville, and Waukegan.

In August, Matt Grenoble had the opportunity to attend the American Association of Airport Executives (AAAE) General Aviation Issues conference at Van Nuys Airport in CA. There was a variety of sessions offering great information regarding perimeter security, sustainability initiatives and partnerships opportunities. Matt will be a part of a panel at the NBAA conference to share his experience with the Take off and Landing Procedures (TALPA).

In order to acquire an accurate base list and complete contact list, airport staff will be sending notice to hangar owners to schedule hangar inspections before December 2017. The intention is to stay rated as the top 4% of general aviation airports in the U.S. This rating is determined by the number of based aircraft and corresponds to funding for airport improvement projects.

Airport Managers Report.

On the national level, the privatization of air traffic control is of utmost concern for general aviation. General aviation operates 96% of the fleet in the air (4% is military & commercial), the decisions and fees associated with the privatization of the current system is a major concern. The EAA website has a lot of good information on this topic. Kurt Stanich is working heavily with the Wisconsin Airport Management Association and an individual effort to encourage those with the same concern to contact congress before this is voted on. Waukesha County Airport is a safer airport now that we have a tower, and currently fuel tax already pays for the system. This is fundamentally as basic as the highway system.

Waukesha County will be supporting the upcoming ramp project by earmarking their share, 5%, of the project of \$95,000 -- from fund balance. This will assist in the initial design portion of the tie down ramp expansion, south of Skycom. The lot has a lease option held by Spring City Aviation, due to build in 2018.

The Runway Safety Area project is still in the design phase. The plan is still to have Silvernail Road moved in 2019 and the safety area completed in 2020. The ILS is under evaluation, as it may need to be down for 18 months, covering the process for removing and certifying the new system. Waukesha County Airport has many other approaches available.

An individual approached airport staff to make Waukesha County Airport the home of the Great Lakes Air Museum. He has already met with many local, industry and sponsor supporters to build momentum on this development and looks to build in the next 3-5 years. Airport staff hopes to offer a full presentation to the commission in the coming months.

The U.S. Open event at Erin Hills was a learning experience and a trial run for a special event fee ordinance. The FBO's were to charge this special event fee, per the approved ordinance, to users of Waukesha County Airport for the event. Stein's Aircraft Services charged the fee, but Atlantic Aviation did not. Thus, the total amount received from this event was much lower than expected.

To date, Kurt has enjoyed verbal communication with many of our partners, including Atlantic Aviation. There was no written communication with either of the FBOs regarding this fee. Airport staff will be communicating in writing with partners and tenants. Kurt Stanich has let his superiors know and they will be evaluating the County's next steps, if any.

There has been tremendous support for current hurricane relieve and Waukesha County Airport has offered their assistance as well. From coordinating with the Humane Animal Welfare Society (HAWS) sheltering animals flown here from the south, to airfield users assisting in their own way.

Future Commission Agenda Items.

Public Relations and Marketing Update
UAV – update on the current laws and status
Gathering of Warbirds 2018

Adjourn Meeting.

Motion to adjourn by Commissioner Payne.

Second by Commissioner Crowley. Motion carried.

Meeting adjourned at 9:30 a.m.

Next Meeting: October 11, 2017 at Waukesha County Airport – Conference Rooms

Respectfully Submitted,



Kurt J Weis
Secretary

Waukesha County Airport Operations Commission – September 29, 2017