

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING

May 15, 2015 - FRIDAY - 8:00 A.M.

WAUKESHA COUNTY AIRPORT

TERMINAL BUILDING CONFERENCE ROOM

2525 AVIATION DRIVE

In attendance-

Commissioners: Mike Crowley, Steve Betzler, Mike Payne, Kurt Weis

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Jim Singer, Ray Dalman

Approve/modify meeting minutes of April 13, 2015.

Motion to approve by Commissioner Betzler, Second by Commissioner Payne, motion carried.

Public comment/correspondence.

None

Discussion and Action on Aeronautical Service Provider application by Spring City Aviation and operating agreement between Spring City Aviation and Waukesha County.

Spring City Aviation has applied to become an Aeronautical Service Provider but with some last minute negotiations between Spring City Aviation and Waukesha County Corporate Counsel, Airport Manager Stanich requests this agenda item be tabled until June's Airport Commission meeting when those negotiations are anticipated to be finalized.

Motion to approve by Commissioner Payne, second by Commissioner Betzler, motion carried.

Update on Airport Construction Projects.

The airport runway reconstruction project began with the ceremonial groundbreaking on Friday, May 1st, 2015, which was well attended and well received by the local, County and state officials along with the business and aviation community. The actual groundbreaking took place at 7am on Saturday, May 2nd and began without a hitch.

With ongoing communication with Mead & Hunt and the general contractor, the project has progressed on time and in a manner that's budget conscious and overall beneficial to the airport. As an example, the haul route on Aviation Drive was created in a way that will assist with gate access and maintenance personnel. Operations have moved smoothly as all parties involved communicate well with equipment movement and taxiway closures with regard to the Control Tower feedback as well.

The County office is working on communication with tenants and guests by posting construction updates both online and at each of the gates. Additionally, businesses and tenants that have temporarily left will be receiving personalized communication with construction updates.

The terminal building doors will be replaced in June. The HVAC work will continue and be completed in September 2015. The Tower's renovations will begin June 1st. The County office, tower administration, Federal Aviation Administration (FAA), Mead & Hunt and contractors have been inventorying and marking essential equipment and removing non-essential equipment to streamline and expedite the construction process.

June 1st-21st Runway 18/36 will be reduced to 1700ft from threshold to threshold. The Bureau of Aeronautics had quoted well over \$10,000 for marking the runway (temporary painting, removing and utilizing tarps); Matt has researched and worked with our partners to find a less expensive option with temporary tape that will be less than \$1,000.

Stay tuned to Facebook for the Construction Pic of the Day.

Airport Operations Report.

Fuel Farm Flowage: deliveries for Jet A is down approximately 21%, noted this could be related to scheduling of deliveries. Operations are expected to decline with current construction project.

Tower Operations: are down approximately 4% for April 2015 compared to April 2014. Again, Operations are expected to decline with current construction project.

WI General Aviation Comparison still places Waukesha at number two, behind Kenosha.

In light of start of current construction project, there has been a high need for escorts across the airfield. This has declined as the haul route has been established and the need for crossing taxiways have been reduced. Regular safety checks are in place making sure 18/36 is still useable. Contractors have been diligent with feedback and clean up as needed.

The FAA has provided the County Airport office with a list of high/medium and low risk trees in the surrounding area that have been identified as a safety concern. All the high risk trees have been taken care of and will be looking to remove/reduce the size of the medium risk trees by the end of June and the small risk trees by the end of August. This is most cost effectively accomplished by working with the County Highway department and private property owners.

Damage of the winter has been on par with the 2013/2014 season. Snow removal contractor is fixing outstanding damage.

Airport Managers Report.

Stanich attended the Wisconsin Airport Managers Association (WAMA) annual conference in early May. WAMA is primarily a lobby group and the strongest representative of airport management needs in the state of Wisconsin. There were about 215 people in attendance and sessions were coordinated by membership with topics ranging from mechanics leins to creative solutions to common problems. The Waukesha County Airport runway project is one of 10 runway reconstruction projects in the State but Waukesha's is by far the largest. FAA representatives were also in attendance and hosted a session regarding the aeronautical use of hangars. Pending FAA updates include clarification on the "aeronautical purposes" language

that hangar leases include. Although not regulatory in nature the FAA is advisory in defining the above stated and is directly tied to grant assurances for the Waukesha County Airport.

- Aeronautical purposes include those items that directly support the operation of an airplane. i.e. a break room with a sofa and kitchenette for employees that work on plane is acceptable as it is directly related to an aeronautical purpose. Concurrently, private T-Hangar with a single plane that houses a sofa, the sofa is not an aeronautical purpose as it is not necessary to use the plane.
- Building a plane in a hangar is not an aeronautical use of a hangar nor is restoring a plane and therefore are not allowed in airport hangars. Only the final assembly of these aircraft are considered an aeronautical use of a hangar.
- Additionally, the FAA is looking to limit the size of a hangar with regard to the size of the plane it houses.

It is the voice of WAMA and the aviation community that strongly opposes this strict interpretation of the proposed rule that is potentially detrimental to the general aviation community. Comment period is closed and the FAA is currently reviewing. Contacting state official could prove to be successful.

Stanich was nominated Vice President of WAMA. He hopes to leverage his position to focus the organization more on the general aviation community as they are currently highly representative of commercial airports.

Stanich attended a Department of Public Works meet and greet with newly elected County Executive Farrow.

Aimee Scrima has updated the building key control process as the Control Tower keys have been streamlined from four keys to two. Additionally, Aimee has been working on a real estate project organizing documents on the properties on the outlying areas along the airport grounds. This will be useful in identifying existing deed restrictions and coordinating future needs with regard to purchasing land and easements, and protecting the surrounding airspace.

Stanich is working on an ordinance for the June County Board meeting to suspend lease payments for tenants totaling approximately \$45,000 in light of the limited use of the airport during construction.

Upcoming events include the "Lighter-Than-Air" Show on June 13th-14th, highlighting the lighter side of aviation with hot air balloon rides, evening hot air balloon glow, helicopter rides, remote control aircraft demonstrations and static display along with a Sunday morning pancake breakfast hosted by the Waukesha Aviation Club.

Stein's Aircraft Services will be hosting a hangar dance Saturday, July 11th with free admission, band, food and cash bar along with 50/50 raffles. Dance goes from 7pm-11pm.

August 15th will be a Tenant Appreciation event and ribbon cutting celebrating the airport 80th anniversary with food and music as well.

There has been quite a bit of development on property surrounding the airport which the County Airport office has kept a watchful eye on. Some of this development is located in the

Runway Protection Zone (RPZ). This zone is established by the FAA is based on statistics of plane crash frequency and location. Naturally this is primarily in the approach and departure paths. Airports would ideally own this land as to not have any population density. In most current cases, Waukesha County Airport owns avigation easements (rights to the airspace above the properties). In other cases, no rights exist or are not recorded properly therefore not discoverable by a potential property owner.

Proactively the airport administration office has contacted local municipalities' planning departments to pass long guidelines in developing space along the airport. Additional communication has been increased with County engineers to make known the airport restrictions, with hope that it is prior to building plans being developed. The goal is to educate new development before the plans are in motion. Other possible ways of educating local municipalities include hosting an 'airport day' with a tour and presentation of these needs and/or presenting at local planning commission meetings.

The long term goal is to work with the Bureau of Aeronautics with recording and gaining easements of surrounding properties.

Commissioner Weis inquired about the emergency plan the airport has in place should any disaster occur. Stanich reviewed the existing plan including the public relations aspects. August 29, 2015 there will be a full scale emergency exercise with local police and fire departments in conjunction with the National Guard which will be conducting their own exercise in Waukesha.

Recent Airport group events include the Commemorative Air Force assisting with Anzac Day. An airport tour of local Cub Scouts and upcoming Memorial Day flights on May 24/25 – many of which will be leaving from the Waukesha County Airport to do parade fly-overs.

Future Commission Agenda Items.

None.

Commissioners tour of the Tower.

Adjourn Meeting.

Motion to approve by Commissioner Payne, second by Commissioner Weis, motion carried.

Meeting adjourned at 9:03am

Waukesha County Airport Operations Commission May 18, 2015