

## **MEETING MINUTES**

### **AIRPORT OPERATIONS COMMISSION MEETING AUGUST 19, 2015 - WEDNESDAY - 8:10 A.M. WAUKESHA COUNTY AIRPORT TERMINAL BUILDING CONFERENCE ROOM 2525 AVIATION DRIVE**

In attendance-

Commissioners: Mike Crowley, Steve Betzler, Aldo Madrigrano, Kurt Weis

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Jim Singer, Ray Dalman, Mike Stein, Tracy Shilobrit, Kate Johnson

Approve/modify meeting minutes of July 8, 2015.

Motion to approve meeting minutes from July 9<sup>th</sup>, 2015 by Commissioner Betzler.

Second by Commissioner Madrigrano, motion carried.

Public comment/correspondence.

None

Discussion and Action on easement request by WE Energies.

Airport Management office is currently waiting on further documentation from WE Energies, request to table this discussion and action.

Motion to approve by tabling discussion and action on easement by WE Energies by Commissioner Madrigrano.

Second by Commissioner Betzler, motion carried.

Discussion and Action on request by Stein's Aircraft Services to install new signs on Hangar 2651 Aviation Drive.

Stein's Aircraft Services is preparing to sell fuel and is requesting to install Shell Aviation Fuel signs on Hangar 2651 Aviation Drive. The first sign will be on the airside at the apex of the hangar. In the future an additional sign will be installed on Aviation Drive, details regarding this sign have yet to be submitted. Based on the information submitted for the airside signage, the sign meets the Declaration of Covenants and Restrictions for the Corporate Hangar Area Development dated May 12, 1999. Additionally, they are seeking approval from the City of Waukesha Sign Review Board who has requested a recommendation from the Airport Commission.

Motion to recommend approval of one sign on the north face of Hangar 2651 Aviation Drive as presented and recommend that Stein's Aircraft Services return with a proposal for review once a location has been determined by Commissioner Madrigrano.

Second by Commissioner Betzler, motion carried.

## Discussion and Action on resolution authorizing negotiations of new fixed based operator agreement between Atlantic Aviation and Waukesha County.

Waukesha County's FBO contract with Atlantic Aviation is due to expire in October 2018. The existing contract was originally negotiated with Waukesha Flying Services who sold to Trajen Flight Services only to be acquired a year later by Atlantic Aviation Inc.

Atlantic Aviation originally approached Airport Staff in 2012 stating their desire to stay in Waukesha County requesting an early extension of the FBO contract beyond 2018. The County's purchasing guidelines suggest public bidding or request for proposal (RFP) process to occur when a contract is due to expire. At the time, County leadership indicated that we could not extend the contract due to these rules but offered to agree to mutually terminate the contract early and begin the RFP process, and Atlantic Aviation would be welcome to submit a proposal for consideration. With several years on the contract, Atlantic Aviation opted to continue their current contract until 2018.

In January 2015, Atlantic Aviation submitted a "Heads of Terms" (HOT) proposal again stating their desire to stay in Waukesha County. In consideration of a new agreement, Atlantic is offering to invest \$1,000,000 to upgrade and improve the terminal building and to invest \$2,500,000 in a new 22,500 square foot hangar facility. Their existing hangar does not meet the needs of customer requests looking to base their aircraft here.

This investment would begin within 24 months of the signed agreement, and would bring additional land lease and fuel flow revenue, along with the savings of \$230,000 in the Airport Fund Balance appropriations set aside for the terminal building remodeling, ultimately resulting in the ability to reduce the Airport's reliance on County Tax Levy.

The Public Works committee and Executive Committee of the County Board have voted unanimously in favor of the resolution with the understanding that a successfully negotiated contract would be submitted to the County Board for approval. Planned review by the finance committee will be August 19<sup>th</sup> and the full board will vote on the resolution authorizing negotiations to begin on August 25<sup>th</sup>.

If negotiations are unsuccessful, the contract and RFP process would continue as scheduled.

Upgrades will include the full building with new finishes and decor, with the exception of the County offices. Examples of the standards Atlantic Aviation can be seen at the Reno or Teterboro airports, searchable online.

The Waukesha County Airport Commission will be able to review final proposal before the County Board.

Motion to recommend approval of the Resolution to the County Board to authorize negotiations of new Fixed Based Operator agreement between Atlantic Aviation and Waukesha County by Commissioner Betzler.

Second by Commissioner Madrigrano, motion carried.

Report by Meta4 Communications on Airport Marketing initiatives.

Meta4 (previously StrateVantage Communications) has been the marketing consultant for the airport since 2009 and has contributed significantly to the increasing awareness of the airport in the community and improving our relationship with airport tenants and businesses.

2015 marketing initiatives include navigating the Runway reconstruction of 10/28 while managing expectations, communicate effectively with airport users, develop tenant engagement and community connections with a variety of events. These events included the Groundbreaking ceremony, "Lighter-than-Air" Show and the 80<sup>th</sup> Anniversary Celebration and Ribbon Cutting. As an ongoing effort, initiatives continue to engage professional pilots and corporate partners along with building an interest in aviation careers.

Meta4 facilitates the bimonthly newsletter, utilizes social media (Facebook and Twitter) and assisted with the launch of the Waukesha County Airport website. Some of these programs will be shifted to the Airport admin office for managing to free up funds for additional marketing initiatives to build revenue including marketing airport hangars lots for lease.

#### Airport Operations Report.

Fuel Farm Flowage: deliveries for Jet A are down approximately 48% for the year. A rebound after the runway is open is expected.

Tower Operations: General Aviation traffic was surprisingly high with only 5% difference between July 2014 and July 2015. July's total operations are down 10% compared to July 2014. Overall operations are down 24% for the year. A rebound expected with the full length of runway 18/36, and soon to be 10/28.

10/28 Runway Reconstruction is now complete and opened to the full length. As Mother Nature would have it, a lighting strike hit the day before the opening taking out the bulbs of all the lights on the south side of the runway. FAA still is completing the ILS system and will complete the flight check in the coming days.

With the recent rain, all drainage has been good with only minor replanting of grass needed in some areas.

Terminal doors are now operational with sliding glass doors, only a few items left are on the punch list. As scheduled, the HVAC system will be replaced in September.

The National Guard will be participating in a full scale emergency exercise in Waukesha August 21-23<sup>rd</sup>. The airport will be participating by staging an aircraft accident and implementing the emergency plan.

#### Airport Managers Report.

Chairman's Report – none.

The 10/28 Runway Reconstruction is now complete, on time and in budget.

The Pewaukee Water Tower project is moving forward, although the new location still penetrates the Height Limitation Zoning Ordinance (HLZO), it is outside of the traffic pattern

and will be located immediately adjacent to and at the same height as the existing water tower on Hwy 164.

The Airport hosted a Tenant Appreciation event celebrating both the 80<sup>th</sup> Anniversary of Crites Field and the completion of the Runway Reconstruction Project. It was well received with tenants and friends of the airport, approximately 120 in attendance.

The Experimental Aircraft Association (EAA) AirVenture concluded as another great year with great networking opportunities and learning experiences including sessions on drones.

The viewing benches outside the Waukesha County Airport Terminal building constructed by Eagle Scout Eric Schwerman (son of airport tenant Carl Schwerman) have been painted. The Airport community wishes to offer a plaque and recognition by the County Executive for his efforts.

The Commemorative Air Force is hosting an open house 8/22 at their hangar.

The Waukesha Aviation Club continues its 80 year tradition in taking care of the airport by most recently painting the tetrahedron. Funds for this project were earned by hosting the Pancake Breakfast at the Lighter Than Air Show in June.

Future Commission Agenda Items.

None

Adjourn Meeting.

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

Meeting adjourned at 9:12am

Waukesha County Airport Operations Commission August 25, 2015