

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING SEPTEMBER 17, 2015 - THURSDAY - 8:15 A.M. WAUKESHA COUNTY AIRPORT TERMINAL BUILDING CONFERENCE ROOM 2525 AVIATION DRIVE

In attendance-

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

Excused: Aldo Madrigrano

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Jim Singer, Ray Dalman

Approve/modify meeting minutes of August 19, 2015.

Motion to approve meeting minutes from August 19, 2015 by Commissioner Weis.

Second by Commissioner Betzler, motion carried.

Public comment/correspondence.

Airport Admin office noticed an increase of noise complaints from neighbors in light of the reopening of Runway 10/28. Followed up with invitation to tour the airport and notified tower manager confirming noise abatement procedures.

*Kurt Stanich Request to move agenda item "5. Airport Operations report" – approved.

Airport Operations Report.

Fuel Farm Flowage: deliveries for Jet A are down approximately half for 2015 compared to 2014. A rebound has already been noticed after the Runway 10/28 reopened.

Tower Operations: August's total operations are only down 23% compared to August 2014. Military and Air Taxi have experienced the greatest percentage of change between 2014 and 2015. Overall operations are down 22.8% for the year.

As scheduled, the HVAC system is in the process of being replaced.

This time of year requires a bit more animal control. "Flash" the coyote decoy will be placed throughout the airfield to deter geese, so far has been successful.

With the upcoming snow season, annual training for the operators, employees and managers will be facilitated through the Airport Management office.

The National Guard participated in a full scale emergency exercise in Waukesha August 21-23rd. The airport participated by staging an aircraft accident and implementing the existing emergency plan. This proved quite successful with regard to our cooperation with the emergency personnel. Notes were taken to refine communication process on existing plan.

Cranes have been noticed around the airport as surrounding businesses are developing. With some area companies a great relationship with dispatchers have proven beneficial with the airport receiving plenty of notice. With others, no notice is given and these crane operators have to be told to take down their crane as they are violating the Height Limitation Zoning Ordinance (HLZO). Airport Admin staff will continue to grow existing relationships and reach out to those that aren't actively engaged with notifying the airport with crane use.

Discussion and Action on easement request by WE Energies.

Airport Management office is continuing to work on this easement request. Currently, awaiting best course of action with regard to permits or a well-defined easement regarding a project like this. Request to table this discussion and action.

Motion to table discussion and action on easement by WE Energies by Commissioner Betzler.

Second by Commissioner Payne, motion carried.

Discussion and Action on Lease Agreement between Skunk Works Leasing LLC and Waukesha County for Hangar 584/586 Northview Road.

Skunk Works Leasing LLC was previously before the Commission for approval for the assignment and assumption of the hangar land lease with The Executive Committee. A new 30-year lease is sought by Andy Kanehl of Skunk Works Leasing LLC. Currently, the draft agreement is in discussion between Corporation Counsel, Waukesha County Risk Management and Skunk Works Leasing LLC for insurance requirements detailed in a standard lease. With no completed document available, request to table discussion and action on this item.

Motion to table discussion and action on Lease Agreement between Skunk Works Leasing LLC and Waukesha County for Hangar 584/586 Northview Road by Commissioner Betzler.

Second by Commissioner Payne, motion carried.

Airport Managers Report.

Chairman's Report – none.

The 10/28 Runway Reconstruction final punch list is now complete. The whole project went really well. Hats off the Zignego, its sub contactors and Mead & Hunt for their work on it. On average, 300 workers were involved in the scope of this project conducting approximately \$1 million dollar's worth of work each week. Final item to be completed relates to the automated weather observation system (AWOS) and the automatic terminal information service (ATIS).

Quad Graphics is in the process of renewing their rental agreement for Hangar 512 Northview Rd with Waukesha County, which once complete, will come before the Airport Operations Commission for recommendation to the County Board.

Stein's Aircraft Services is moving forward with the fuel farm development. They hope to have it built and optional by winter.

Atlantic Aviation resolution authorizing negotiations of new fixed based operator agreement passed the County Board. Negotiations are continuing.

The viewing benches outside the Waukesha County Airport Terminal building constructed by Eagle Scout Erik Schwerman (son of airport tenant Carl Schwerman) will soon include a plaque recognizing his efforts.

Kurt Stanich and Matt Grenoble will be attending the Bureau of Aeronautics (BOA) Airport Operations and Land Use seminar in Steven's Point, WI September 23-24. Commissioners are invited to attend.

WI Airport Management Association (WAMA) will be hosting their conference in May next year. Stanich will be inducted as president and will be looking to host 2017's annual conference in Waukesha.

Cooperation by off airfield construction has been going really well in the following projects: HAWS, Hall Automotive, Hunzinger, Kwik Trip, Associated Bank and the former AMF bowling alley.

The FAA (national) now will issue a Certificate of Authorization (COA) to commercial drone users; all users must also acquire a Letter of Agreement (LOA) with the local airport and site specific COA from the local FAA. The process is still a bit cumbersome for the users and as an airport, this LOA must run through Corporation Counsel. Some meetings have been set up with Airport Management office and local drone users to educate them on the process. Commercial drone users do have to complete some ground training. However, this will not be formalized with the FAA until sometime in 2016.

Students from Carroll University and St. John's Military Academy will be at the Commemorative Air Force hangar for a presentation and tour, hosted by Dr. Tim Tyre.

Future Commission Agenda Items.

- Fuel comparison with area airports
- Grass runway history and feasibility

Adjourn Meeting.

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

Meeting adjourned at 8:55am

Next Meeting: Wednesday, October 14, 2015 at 8:00am.

Respectfully Submitted,

Mike Payne
Secretary
Waukesha County Airport Operations Commission
September 17, 2015

