

To City Clerk 8/22/16

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING
JULY 13, 2016 - WEDNESDAY - 8:00 a.m.
WAUKESHA COUNTY AIRPORT
TERMINAL BUILDING CONFERENCE ROOM
2525 AVIATION DRIVE

In attendance-

Commissioners: Mike Crowley, Aldo Madrigrano, Kurt Weis
Excused: Steve Betzler and Mike Payne
Staff: Kurt Stanich, Val Ramos
Others: Jim Singer, Beau Seabourn, Arlen Lattina, Tracy Shilobrit, Gary A Otto, Lynn Olenik, Tim Tyre, George Sargent

Approve/modify meeting minutes of June 8, 2016.

Motion to approve meeting minutes from June 8, 2016 by Commissioner Madrigrano.
Second by Commissioner Weis, motion carried.

Public comment/correspondence.

First noise complaint of the season and will be addressed this afternoon.

Presentation on Drones and Implications for Aviation.

Presentation by Tim Tyre (Spring City Aviation) and George Sargent. Handouts with frequently asked questions were distributed. The history of drones and how they are used was briefly covered. Drones are unmanned aerial vehicles with on board computers that interact and are operated by trained pilots. Drones are prohibited from entering controlled air space. Because they operate in airspace outside of a building, they fall under FAA jurisdiction and regulation. Drones must be registered with the FAA if weighing 0.55 lbs. and up to 55 lbs. They are used by various organizations and offer valuable assistance (WE Energies, military, real estate companies, agriculture, etc.). Traditional pilot license is not required, but training and a certificate is required to operate a drone.

Chairman Crowley - Thank you to Mr. Tyre and Mr. Sargent on an interesting and informative presentation on drones.

Discussion and action on the Commemorative Air Force Wisconsin Wing event: Gathering of Warbirds on Saturday, August 27, 2016.

Mr. Stanich has been working on this with Commander Otto. Since Wings Over Waukesha will not take place this year, the CAF has stepped forward to put on a one-day static display and other activities. Commander Gary Otto, Commemorative Air Force (CAF), Wisconsin Wing, gave an outline and visual overview of the planned event. The CAF works with EAA (Experimental Aircraft Association) coordinating other events. This event, "Gathering of Warbirds" is to honor all veterans and will focus on military flying. A description of events during Saturday, August 27th was given. Most of the military aircraft for this event are based here at the airport. Mission of the event is education. Various military organizations have been invited to attend. This would be a positive event for the Airport and the Community.

Commander Otto – All insurance requirements are in place and CAF waiting to hear back from Corporation Counsel on the Special Use Agreement. The entire cost to cover the event is

through internal CAF funding. Mr. Stanich working with CAF to assure everything has been completed before final approval. A conceptual approval is requested by the Commission.

Questions on advertising, hot ramp and airport closings: The CAF is covering all advertising and costs for this event. Hot ramps have not been defined. The airport will be closed Friday afternoon, August 26th for practice and on Saturday during the flight program.

Chairman Crowley – Appreciate the CAF putting this event together to attract people to the airport.

Motion by Commissioner Weis for conceptual approval on the Commemorative Air Force Wing event: Gathering of Warbirds on Saturday, August 27, 2016 with final approval by the Airport Director, Kurt Stanich.

Second by Commissioner Madrigrano, motion carried.

Discussion and action on Ordinance 171-0-024 Approving Land Lease Agreement between the Humane Animal Welfare Society and Waukesha County.

The property was purchased by the FAA to protect the approach corridors for construction of runway 18/36. The Humane Animal Welfare Society (HAWS) leased approx. .8 acres from the County in 1989. Purpose of the leased property was for a parking lot. Additional improvements on the property have been made over the years. West of the lease is the critical “runway protection zone” (RPZ) and dog trails have been cut along this area. HAWS believed this was part of the lease agreement with the County when improvements were made. It was not. Plans have been made by HAWS to expand their building and parking lot again. Mr. Stanich has worked to draft a new lease agreement for the currently leased .8 acres and additional 1.6 acres with the Director and the architect from Gerald Nell. Rates will increase to \$500 per acre and adjust annually by CPI as all the airport leases.

Lynn Olenik (Executive Director, HAWS) – The bridge and berm are not included on the lease diagram. Will this allow for the bridge to be constructed?

Mr. Stanich – The bridge and berm were part of the discussion and will be added to the diagram for construction of the bridge. The City has been involved in the project and made aware of the changes. Because County Corporation Counsel has not responded on the new lease agreement, conceptual approval is requested on HAWS lease agreement based on any changes or modifications by County Corporation Counsel.

Motion by Commissioner Madrigrano for conceptual approval on Ordinance 171-0-024 Approving Land Lease Agreement between the Humane Animal Welfare Society and Waukesha County.

Second by Commissioner Weis, motion carried.

Waukesha County Airport Operations Commission Elections.

Chairman Crowley -Three officer positions are open for election. Commissioners Payne and Betzler are not here for elections. Prior to the meeting, Chairman Crowley was given permission by Commissioner Betzler to accept nomination in his absence if nominated. He did not hear from Commissioner Payne. Nominations for each position are made by the Commissioners, and the person accepting the nomination must verbally or in writing agree to accept the position. Since contact was not made with Commissioner Payne, he will not be able to accept a nomination at this time.

Motion for Nomination of Chairman:

Motion for Mike Crowley as Chairman by Commissioner Madrigrano.

Second by Commissioner Weis, motion carried.

Chairman Crowley accepted.

Motion for Nomination of Vice-chairman:

Motion for Steve Betzler as Vice Chair by Commissioner Weis.

Second by Commissioner Madrigrano, motion carried.

Chairman Crowley accepted on Commissioner Betzler's behalf.

Motion for Nomination of Secretary:

Motion for Commissioner Weis as Secretary by Commissioner Madrigrano.

Motion for Commissioner Madrigrano as Secretary by Commissioner Weis.

Two nominations for Secretary.

Second for Commissioner Weis as Secretary by Chairman Crowley, motion carried.

Commissioner Weis accepted.

Commissioner Madrigrano exited meeting at 9:03 a.m. Meeting no longer has quorum. No other action items on agenda.

Presentation of 2016 Airport Tenant Survey.

Tracy Shilobrit reviewed the results of the survey. Very positive results compared to 2013 survey. The majority of the tenants are purchasing fuel on site instead of other airports. Janesville and Burlington airports dropped in comparison to the 2013 survey. Satisfaction with hangars went up 14% from 2013. Services offered at the airport by Atlantic were up 15% in customer satisfaction. There was a drop in customer satisfaction for Midwest Air Traffic Control. Customers are happy with the runways, with request for improved taxiways and longer runways. Communication from the Administration during the 2015 runway construction was very good. Good response from tenants offering volunteer services for mentoring. Goal would be to create committees/organizations at the airport. The survey was done in May and tenants very good in completing the entire survey.

Chairman -- Survey put together very well and will be shared with the County Executive, County Board and Public Works.

Chairman's Report.

None

Operations Report.

Airport is looking better compared to years past, and we are back to normal in operations. Looking at the numbers it is encouraging as we predicted. Even though fluctuation at the

beginning of the year, as we get into our busy season we really start to take off and climb above other airports. These numbers are only thru May, the June numbers always lag behind a bit. Oshkosh will impact our numbers later this month, but still very encouraging numbers and it looks good.

Fuel Farm Flowage: June Jet A fuel, 82,958 gallons compared to 7,751 gallons in June of 2015, a change of 970.29% to 10.65%. June 100LL fuel of 16,502 gallons compared to 8,404 in June of 2015, change of 96.36% to 17.64%. Total percentage change of gallons was 515.66% to 11.31% in 2015.

Tower Operations: All operations in June were up compared to June of 2015. Total operations comparison in June, 974.58% to 32.19% in 2015.

Regarding the tenant survey, we are receiving positive feedback on the competition by Stein's to Atlantic. Stein's started selling fuel in April but it has been very good for fuel farm flowage and airfield operations.

Nothing else on operations except we are maintaining the airfield emergency plan and wildlife mitigation. Working with Atlantic Aviation to do airfield inspections on weekends and holidays when our offices are typically closed. Looking into liability and compensation, if any, they would receive.

Airport Managers Report.

Working hard on the ramp improvement project, especially with Erin Hills coming up and because the FAA has given the airport three years of funding to proceed with this project. The FAA has noticed Waukesha becoming a more important airport and really needs more ramp space. Before the County was paying anywhere between 5% to 100% for improvements, now the County is getting 95% funding for the project. An Ordinance is in process and will be presented at the August meeting to start the project this year. Because of air traffic coming in for Erin Hills, the project must be completed by June of 2017.

Nothing new on Food Truck Friday at the Airport.

Budget planning in process and will be presented to the Commission in August.

Future Commission Agenda Items.

None

Adjourn Meeting.

Chairman Crowley adjourned the meeting at 9:20 a.m.

Next Meeting: August date to be determined.

Respectfully Submitted,



Mike Crowley
Chairman

Waukesha County Airport Operations Commission - July 13, 2016