

# MEETING MINUTES

## AIRPORT OPERATIONS COMMISSION MEETING MAY 11, 2016 - WEDNESDAY - 8:00 a.m. WAUKESHA COUNTY AIRPORT TERMINAL BUILDING CONFERENCE ROOM 2525 AVIATION DRIVE

### In attendance-

Commissioners: Mike Crowley, Steve Betzler, Mike Payne

Excused: Aldo Madrigano, Kurt Weis

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Jim Singer, Brian Behrens, Beau Seabourn, Arlen and Cyndi Lattina

### Approve/modify meeting minutes of April 6, 2016.

Motion to approve meeting minutes from April 6, 2016 by Commissioner Betzler.

Second by Commissioner Payne, motion carried.

### Public comment/correspondence.

None.

### Chairman's Report.

Chairman Crowley attended the Wisconsin Aviation Conference hosted by the Wisconsin Airport Managers Association. This year, Kurt was named president of this organization and will be representing Waukesha County Airport and the airports of the state.

### Discussion and action on Hangar 524 Northview Road Lease Agreement between Hangar One, LLC and Waukesha County.

Spring City Aviation is an approved Aeronautical Service Provider and would like to renew several hangar leases on the airfield. These land leases were revised to address each land lease description and corresponding rate issues with redrawing the lot lines and writing new lot descriptions. The rate change will be a part of a 5-year graduated increase in an effort to normalize these renewed leases with the surrounding hangars in the southeast hangar area. Additionally, Hangars 526, 532 and 536 will include discussion and action on assignment and assumption agreements with Waukesha State Bank.

Motion to approve Hangar 524 Northview Road Lease Agreement between Hangar One, LLC and Waukesha County by Commissioner Payne.

Second by Commissioner Betzler, motion carried.

### Discussion and action on Hangar 526 Northview Road Lease Agreement between Hangar One, LLC and Waukesha County.

Motion to approve Hangar 526 Northview Road Lease Agreement between Hangar One, LLC and Waukesha County by Commissioner Payne.

Second by Commissioner Betzler, motion carried.

Motion to approve assignment and assumption agreement of Hangar 526 Northview Road between Hangar One, LLC and Waukesha State Bank by Commissioner Crowley.

Second by Commissioner Betzler, motion carried.

Discussion and action on Hangar 532 Northview Road Lease Agreement between BBJs Investments and Waukesha County.

Motion to approve Hangar 532 Northview Road Lease Agreement between BBJs Investments and Waukesha County by Commissioner Payne.

Second by Commissioner Betzler, motion carried.

Motion to approve assignment and assumption agreement of Hangar 532 Northview Road between BBJs Investments and Waukesha State Bank by Commissioner Crowley.

Second by Commissioner Payne, motion carried.

Discussion and action on Hangar 536 Northview Road Lease Agreement between Behrens Hangar Leasing, LLC and Waukesha County.

Motion to approve Hangar 536 Northview Road Lease Agreement between Behrens Hangar Leasing, LLC and Waukesha County by Commissioner Payne.

Second by Commissioner Betzler, motion carried.

Motion to approve assignment and assumption agreement of Hangar 536 Northview Road between Behrens Hangar Leasing, LLC and Waukesha State Bank by Commissioner Crowley.

Second by Commissioner Betzler, motion carried.

#### Operations Report.

Fuel Farm Flowage: deliveries for Jet A are down approximately 4% for April 2016 compared to April 2015. Overall year-to-date deliveries for April are down approximately 25%. 100LL is down based on the delivery schedules. Fuel flow reflects both FBOs fuel uploads to their fuel farms.

Tower Operations: April operations for air taxi are down 33% and general aviation operations are down slightly from April 2015. Military operations for the month of April are up. Overall operations are down approximately 10% year-to-date. This could be attributed to Quad/Air selling an aircraft. Other explanations suggest the contentious political climate resulting in less corporate business travel.

Waukesha Airport ranks third overall for operations regionally for to date for 2016 in comparison with surrounding airports, following Kenosha and Oshkosh.

Grass mowing season has begun and airfield repairs from winter have been targeted for repair including addressing some drainage issues.

Waukesha County Airport Administration office will be participating in a pilot program of a drone notification system. This will allow drone operators within a five-mile radius to contact the administration office when their drone is in use. Operators will still need to notify the tower beyond this system if operating within in UES airspace.

The WAMA conference was a huge success and offered a lot of insight on the industry, including the FAA discussion on the updates to the winter NOTAM system, discussion on the

pilot shortage, drone safety and how to be an effective airport manager. Beyond the seminars, the networking with other industry professionals proved to be a valuable part of this conference.

#### Airport Managers Report.

Kurt echoed much of the same sentiment that Matt offered for the Wisconsin Aviation Conference. Matt did a great job on the seminar covering Airport Operations 101. Waukesha will be hosting the 2017 event, and the organization anticipates expanding the scope of this event to engage more professional pilots and those beyond the administrative side of airport management.

Waukesha County Airport welcomes Beau Seabourn, the new Air Traffic Control Tower Manager.

Off airfield development continues with the HAWS addition, the addition of a Kwik Trip store on Golf Road and a continuation of the Eco-Site proposal for an antenna in the City of Pewaukee.

The Waukesha County Airport administration office launched the Professional Aviation Network on LinkedIn in hopes of further connecting professional pilots, mechanics, controllers, managers and others currently working full- or part-time for the airlines, military, government, corporate flight departments and other aviation organizations.

New this summer, Waukesha County Airport will be hosting Food Truck Fridays, Memorial Day through Labor Day, 10am-2pm, weather permitting. This will be a great reason for the community and surrounding businesses to enjoy the weather, watch planes and support the airport. Announcements will be sent to airports in the 100-mile radius to encourage people to fly-in as well.

Dennis Mohr is the recipient of the 2016 John Schoenknecht "Spirit of Preservation" award, by the City of Waukesha Landmarks Committee. Dennis was nominated by the Waukesha County Airport administration office for all the work he does demonstrating exceptional achievement in the preservation of more than one historically significant building, structure or site in a manner to further historic preservation in Waukesha. Congratulations Dennis!

Hillsboro Airport will be closing. Ceremony takes place on June 18, 2016 at 11am.

#### Future Commission Agenda Items.

None.

#### Adjourn Meeting.

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

Meeting adjourned at 8:50 a.m.

Next Meeting: Wednesday, June 8, 2016 at 8:00 a.m.

Respectfully Submitted,

Mike Payne  
Secretary  
Waukesha County Airport Operations Commission  
May 11, 2016