

Meeting Minutes

**AIRPORT OPERATIONS COMMISSION MEETING
March 18, 2015 - WEDNESDAY - 8:00 A.M.
WAUKESHA COUNTY AIRPORT
TERMINAL BUILDING CONFERENCE ROOM
2525 AVIATION DRIVE**

In attendance-

Commissioners: Chairman Mike Crowley, Steve Betzler, Aldo Madrigrano and Mike Payne

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Lee Ward, Ken Witt, Jim Singer, Vincent Freeborn and Director of Public Works Alison Bussler

Approve/modify meeting minutes of October 8, 2014

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

Public comment/correspondence

None

Discussion and action on assignment and assumption of Hangar 524 Northview Rd Land Lease Agreement between BMS Partnership and Hangar One LLC

Hangars are built on land that is leased from the County, when lease is transferred, the lessor & lessee draw up an Assignment and Assumption of the Land Lease Agreement which must be approved by the County. The County maintains ownership of the land in accordance with federal rules.

Brian Behrens, owner of Spring City Aviation and part owner of Hangar One LLC approached Airport Staff in December informing them of the purchase of Hangar 524 Northview Rd by Hangar One LLC. The existing lease and assignment and assumption of lease have been reviewed and approved by airport staff and Waukesha County Corporation Counsel.

Motion to approve by Commissioner Madrigrano, Second by Chairman Crowley, Motion carried

Presentation on runway reconstruction and facility upgrade projects

Stanich presents construction route overview - see *attachment 1*.

Capital projects are those over \$100,000; this runway project has been in the County's Capital Project plan since 2007. Usually projects like these are completed on a 5 year cycle, as the majority of this project is funded with federal dollars. This runway reconstruction project was delayed with federal budget issues and now has been ruled as high priority for complete reconstruction based on its current condition.

The scope:

- Runway reconstruction will begin Saturday, May 2nd, 2015; ultimately offering a strengthened surface allowing for heavier aircraft.
- The funding of this project is primarily through the Federal Aviation Administrations (FAA) Airport Improvement Program (AIP) providing for 90% of the funding. The State of Wisconsin will pay for 5% and the remaining 5% will be paid for by Waukesha County.
- See *attachment 2*.
- Phase 1 will begin May 2nd, 2015 and complete May 31st, 2015
 - o Closure of Runway 10/28, work will begin east and west ends, allowing for runway 18/36 to be in use
- Phase 2 will begin June 1st, 2015 and complete June 21st, 2015
 - o Runway 18/36 will be shortened while work is completed on the intersections. Paving on the approach end of Runway 28 through the intersection of Runway 18/36 completed before reopening Runway 18/36 full length.
- Phase 3 will begin June 22st, 2015 and complete July 26th, 2015
 - o Final paving of the remainder of Runway 10/28.
- Phase 4 will begin July 27th, 2015 and complete August 15th, 2015
 - o Finish work on pavement will be completed including marking, lighting, grading and project closeout.

Facility Upgrade Project

- May 2, 2015 through August 15, 2015 Waukesha County will be upgrading the interior of the Airport Terminal Atrium and the control tower cab, both buildings are approaching 20 years of age and with that the end of the useful life of mechanical systems.
 - o The Terminal building Atrium will be remodeled, removing the existing permanent modular desks with upgraded furniture to improve aesthetics and functionality, allowing for more flexible space accommodating groups that currently do not fit in the conference rooms.
 - o Terminal HVAC system will be replaced in September 2015.
 - o Control Tower cab will be upgraded to remove outdated ADA compliant elevator, modify workstations to improve productivity and visibility. Ken Witt of Midwest ATC worked with Mead & Hunt to accomplish this goal. The failed HVAC system was replaced in 2014.

2015 Events

- In an effort to keep airport users, pilots, hangar owners and volunteers engaged through the construction project several events have been planned.
 - o May 1st – Groundbreaking Ceremony
 - o June 13th – Hot Air Balloon Rally & RC Airplane Show
 - o July 11th – Hangar Dance, hosted by Stein Aircraft Service

- August 22nd – Tenant Appreciation Party/80th Anniversary Celebration
- Further details will be provided at April's Airport Commission meeting as Marketing Committee finalizes plans.

Chairman's Report

- Mike Payne is the newest commissioner who is pleased to contribute from his experience at R & R Insurance. Payne is also on the City of Waukesha Plan Commission and is Chair of the Economic Development Committee of the Waukesha County Business Alliance.

Operations Report

- Tower operations – see *attachment 3*
 - Total Tower Operations 2013 (47,065) vs 2014 (41,447)
 - Jet-A Flowage 2013 (964,920) vs 2014 (1,122,890)
 - 100 LL Flowage 2013 (120,350) vs 2014 (134,247)
- Operations – see attachment 4
 - February comparison chart 2013 vs 2014, total gallons up 25%
 - Year-To-Date comparison chart 2014 vs 2015, gallons up 21.93%
 - February Tower operations 2013 vs 2014, down 17.42%
 - Year-To-Date comparison chart 2014 vs 2015, up 11.91%
 - Charts representing 2014 SE Wisconsin GA totals & January 2015 Wisconsin GA Airports (ranked 2nd & 3rd respectively)
- 2014/2015 snow season was not as harsh as last year with only 32 inches of snow (compared to 50 inches from 2013/14). Snow removal has gone considerably well and hopeful for a good working relationship to continue into the 2015/2016 year.
- With the snow season passed, focus has been on the upcoming construction season. Contractor training on airfield construction safety, topics include FOD control, gate security and the importance of proper placement of barricades. Allowing for a seamless process with construction and airport operations concerning safety and security.

Airport Manager's report

- Administrative Specialist
 - Val Ramos has retired after 29 years with the County (21 at the Airport); Aimee Scrima began as the new Administrative Specialist March 2nd, 2015.
- Interstate Partners/ Hunzinger Development
 - Interstate Partners purchased property off the approach of Runway 28 in 2008 and has since began development plans known as Bluemound Corporate Park; currently located on the north side of Bluemound Road.

- September 2014, Interstate Partners approached airport staff with regard to their development plans. They had already begun grading and installing of footings for the building, located in the runway protection zone (RPZ) and future approach airspace surface.
- The FAA issued a notice of presumed hazard, confirming concerns raised by airport and County staff. Working with Waukesha County Parks & Land Use planning & zoning staff, Interstate Partners, FAA and County officials, the airport staff attempted to mitigate the risks of development with regard to protecting the airspace.
- The largest issue that was presented pertains to crane use while development continues as it was within 5 feet of the approach path. Negotiations took place and cranes will be used while the runway is shut down during the reconstruction process. The building is still in violation of the airport RPZ and the future runway approach. Since the County neither owns the land nor the easement that legally prevents or restricts the building from being constructed, development continues.
- Continued working relationships between the County and the City of Waukesha and the City of Pewaukee planning offices is noted as a way to navigate future developments and airspace restrictions.
- Airport staff has followed up with Interstate Partners and the City of Pewaukee to formally object to the building in its location.

Future Commission agenda items.

- Tower cab tour, prior to reconstruction.
- Teleconferencing options for commissioners, maximizing opportunity for quorums to be met. Possible option for discussion and contribution purposes, but with regard to voting – legally- would not be an option per Waukesha County Government.
- City of Waukesha hangar property tax options for County collection, update since 2009.
- 2014 Annual Report to be distributed at May's meeting.
- Next Airport Commission Meeting is Wednesday, April 8th 2015 at 8am at the Waukesha County Airport Terminal Conference room.

Meeting adjourned at 9:12am.

Waukesha County Airport Operations Commission
March 18, 2015