

MEETING MINUTES

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

In attendance-

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

Staff: Kurt Stanich, Matt Grenoble

Others: Jim Singer, Vince Freeborn, Ray Dalman, Brian Behrens, Tim Tyre, Andy Kanehl

Approve/modify meeting minutes of May 15, 2015.

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

Public comment/correspondence.

None

Airport Operations Commission Elections.

Chairman- Commissioner Mike Crowley

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

Vice Chairman – Commissioner Steve Betzler

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

Secretary – Commissioner Mike Payne

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

Discussion and Action on Assignment and Assumption of Land Lease Agreement for Hangar 584 Northview Rd between The Executive Committee, Inc. and Skunk Works Leasing LLC.

Hangars are owned by the individual, the land is owned by county/airport sponsor, with that there are certain rights that are maintained by the County in the form of land leases between the County and the individual. Mr. Andy Kanehl has had an interest to own at the Waukesha County Airport since 2009. The hangar owned by The Executive Committee, Inc was listed and Mr. Kanehl looks to purchase this existing hangar. Mr. Kanehl anticipates renewing a new 30-year lease with the County with options to extend thereafter. This assignment and assumption has been reviewed by County Corporation Counsel.

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

Discussion and Action on Assignment and Assumption of Land Lease Agreement for Hangar 538 Northview Rd between Harpoon Hangar Corporation and Cottrell Aviation, LLC.

The assignment and assumption of land lease agreement between Hangar 538 Northview Road between Harpoon Hangar Corporation and Cottrell Aviation, LLC was not formally documented. This hangar was the old Commemorative Air Force, in 2007 Cottrell took ownership of the hangar, acquired Harpoon Hangar and its assets, which were eventually dissolved. This oversight was discovered as Spring City Aviation turned in an application to become an Aeronautical Service Provider. Spring City Aviation rents space from Cottrell Aviation, LLC.

Motion to approve by Commissioner Madrigano, second by Commissioner Wies, motion carried.

Discussion and Action on Aeronautical Service Provider application by Spring City Aviation and Operating Agreement between Spring City Aviation and Waukesha County.

Spring City Aviation is currently approved as a flight school, this application seeks approval to provide these following aeronautical services: aircraft charter and unscheduled air taxi, aircraft airframe engine accessory maintenance and repair, lease and sales and aircraft management.

Formed in 1996, Spring City Aviation has grown the flight school which now occupies 7 hangars and employs 15 full time employees. Recently, Spring City Aviation has met with Waukesha County Airport office to meet the minimum standards for aeronautical services and to be approved as an Aeronautical Service Provider. The original application was received September 15, 2014 and was reviewed with multiple revisions by County Risk Management, Department of Administration, Public Works and Corporation Counsel. Owning a single engine charter is a part of the minimum standards that was not initially met by Spring City Aviation. Wisconsin Aviation will be providing the subcontract for the single engine charter thereby allowing the minimum standards for aeronautical services to be met and the application is clear for approval.

The term is for 5 years, extended up to 2 extensions when submitted in writing to the Waukesha County Airport office. Also included, sub-agreements must be reviewed by the County. Additionally, Waukesha County does desire all Aeronautical Service Providers to have public access. Currently Spring City Aviation is in the south east hangars, where access is only through a secure gate. Included in this negotiation Spring City will build a hangar on Aviation Drive to meet this requirement. There is no exclusivity in this operating agreement. Hangar use has been outlined for permitted use in each hangar in accordance with the lease requirements.

As an Aeronautical Service Provider, there is an increased cost per square foot, the difference between what is currently charged and what will now be charged as an approved Aeronautical Service Provider is approximately \$7800 per year, this will remain and be adjusted yearly by the Consumer Price Index.

Existing issues have been taken care of, including Cottrell and Harpoon Hangar and this approval is contingent on BBS Hangar renewing the land lease at 532 Northview Road.

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

Discussion and Action on Height Limitation Zoning Ordinance Variance request by Premier Design and Build at 901 Northview Rd.

The Height Limitation Zoning Ordinance (HLZO) is administered by Parks and Land Use and is the guideline for builders in the area. As a standard around the airport, it is 35 feet above ground level. Premier Design and Build desires to erect a crane at 901 Northview Road and seeks approval by the Waukesha County Airport Commission before it's meeting with the Board of Adjustment meeting later in the week. This location is not in approach path of Runway Protection Zone and is considered close in high risk penetration. The crane will be used for construction in the duration of approximately 4 months and will have standard marking and lighting attached to the variance permit along with being taken down at night.

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

Discussion on Airport Construction Projects.

The airport runway reconstruction project just completed phase 2. Runway 18/36 is open to its full length after transition issues were resolved with settling of the new concrete and existing asphalt resulting in a 'dip'. The project is now moving westward.

Poor soil resulted in some adjustment to the project to increase the breaker run that is needed for longevity. Ancillary projects were put on hold to resolve this issue and stay in budget. Contractors are confident they will be able to make the August 15th end-date.

There were no incidents with the shortened runway of Runway 18/36. Kudos to Matt for seeking cost savings with markings.

Terminal reconstruction is almost complete with the sliding doors, soon to be open after a few adjustments have to be made. HVAC upgrades will be completed in September.

Tower reconstruction delayed the opening of the tower to Saturday June 27th. The cab looks good with the new look and layout and has been well received by controllers.

Airport Operations Report.

Fuel Farm Flowage: deliveries for Jet A are down approximately 44% for the year. A rebound after the runway is open is expected.

Tower Operations: are down with the runway closed. For the month of June with no tower open, no operations were tracked reflecting some deceiving numbers. A rebound expected with the full length of runway 18/36, and soon to be 10/28.

Airport Marketing: the Waukesha County airport website is in the process of being upgraded and responsive, the airport's pages are almost complete. The airport's social media pages reflects an increase in interactions, especially compared with other County departments and similar airports.

Airport Managers Report.

Capital budget and Operation budget is in the works. Proposal to reduce tax levy by \$10k, and fund balance by \$10k with the new hangar lease and the Stein's agreement. This will result in the Waukesha County Airport using \$152,000 of the tax levy, a step towards being removed from the tax levy completely.

County administrative staff time and marketing dollars have been reduced with the new administrative specialist's skill set.

One capital project change, will realign Silvernail Road to extend the runway 10/28. Federal funding has held this project. The initial proposal for 2016 had reduced the runway length, this new project will lengthen the west end of runway 10/28 by 400 feet in 2017.

Drone (UAS: unmanned aerial systems) is a newer focus of the County with a few departments looking to acquire some. The airport's challenge is to keep those that use these for recreation in check for ultimate safety for all that are involved. HLZO may be of use for implementation as it's outlined in a 3-mile radius around the airport. Federal government has done well with the commercial side of the drone world, but not as enforceable as other regulations.

The airport office is currently gathering information on what other communities and airports have been doing. Some law enforcement have adopted a disorderly conduct ticket in cases of inappropriate use. Other airports have mirrored commercial use policy.

The Waukesha County Sheriff's concern suggested that an HLZO ordinance for drone usage could be misconstrued, (jets flying overhead could be considered in violation of this ordinance). Regarding the technology, UAS do not show up on radar, though they are responsive to temporary flight restrictions (TFR), where the drone will innately stop and hover upon hitting a temporary flight restriction. UAS should be operated within visual of the operator (1/4 of a mile. Another example would be upon opening, the drone should be hooked up to a computer to program latitude and longitude of 'home', that should the drone loose signal, it would route back. If these instructions are not followed, the UAS would redirect back to its programmed location (potentially China) or until it ran out of battery. If UAS owners aren't taking the time to program properly an incident is likely to occur. Waukesha County Airport has had a near miss at 1,000 feet in the traffic pattern.

One possibility would be to have the existing height limitation zoning ordinance (HLZO) updated on the GPS and would act similarly as a TFR.

Flight for Life held a seminar with a drone operator who has been using them since their inception. While respectful of the industry, there are others that know there is not much the FAA can do to offenders. Flight for Life knows of certain restrictions for rotating wing aircraft near hospitals, but UAS enthusiasts know how to get around these restrictions. Should an incident occur, homeowners liability would be the only coverage.

The Waukesha County Airport Operations Commission is looking to offer a common sense proposal to the Waukesha County Board for review, before the holiday season, where UAS are expected to be a popular gift item.

Events:

The Lighter than Air Show, held in June, was a success with approximately 2,000 people that showed up throughout the day. The hot air balloons were a big hit along with the children's area. Thank you to Atlantic Aviation for use of their hangar. The Airport received nice press coverage.

Saturday July 11th, 7pm-11pm is the hangar dance at Stein's. Come for live music, appetizers and cash bar.

August 15th will be a Tenant Appreciation event and ribbon cutting celebrating the airport 80th anniversary with food and music as well.

Tora Tora Tora group is currently staged in the Stein's Hangar.

EAA AirVenture is coming up July 20-26 in Oshkosh.

The air traffic control tower manager, Ken Witt, resigned and the new replacement is Scott Vredevoogd with Midwest Air Traffic Control.

Future Commission Agenda Items.

Request for Meta4 to come to the next Commission meeting for marketing update.
Draft UAS regulations with options.

Adjourn Meeting.

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

Meeting adjourned at 9:06am

Waukesha County Airport Operations Commission July 14, 2015