

## MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING  
FEBRUARY 10, 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, Aldo Madrigrano

Excused: Kurt Weis

Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima

Others: Jim Singer

Approve/modify meeting minutes of December 9, 2015.

Motion to approve meeting minutes from December 9, 2015 by Commissioner Madrigrano.

Second by Commissioner Betzler, motion carried.

Public comment/correspondence.

None.

Chairman's Report.

None.

Operations Report.

Fuel Farm Flowage: deliveries for Jet A and 100 LL were down approximately 35% for December 2015 compared to 2014. Overall deliveries for January are down compared to last year with no 100 LL deliveries occurring in January 2016.

Tower Operations: December and January year-to-date operations are down just over 17%. This is as expected with the slower business end of year and January has been a difficult month with regard to the weather.

2015 ended with fuel and operations down with the runway reconstruction project. Waukesha Airport ranks third overall in 2015 in comparison with surrounding airports, following Oshkosh and Kenosha.

Winter offered a slow start with only one major storm in November and one in December. Communications with Snow Patrol, the Airport's contracted snow removal vendor, have improved as these first snow storms have uncovered some issues with regard to priority areas, inadequate snow removal in some areas, and follow up. January has proven to be successful with this communication and smaller snowfalls.

Airport Operations will begin a new Tenant Notification System to alert tenants via email of pressing airfield issues like gates being inoperative or storm issues. Tenants will have the ability to sign up by contacting Matt Grenoble or when renewing their badge.

With the reordering of NAAC (FAA approved pavement deicer), the Airport Administration office opted to share their bulk discount as a service to airfield business partners.

## Airport Managers Report.

Waukesha County Airport Operations Commission meeting schedule will be as follows:

- March's meeting will have a closed session so commissioners can be brought up to speed on the Atlantic Aviation FBO agreement negotiation.
- April's meeting has been moved to the week prior to accommodate the Waukesha County Board schedule.

Commissioners can expect the 2015 Annual Report for April 2016's meeting along with quarterly updates on Waukesha County Airport budget updates.

The Airport Administration office has outlined a few accomplishments to be achieved for 2016 including creation of office job binder procedures, enhancing marketing efforts for all the airfield services available, professional development for staff, movement area training, follow up procedures for hangar use violations.

All commissioners and aviation industry professionals are invited to attend the Wisconsin Aviation Conference May 2-4 at the EAA Museum in Oshkosh.

Stein's Aircraft Services is moving forward with the fuel farm development. Tanks were installed the week of February 8. They are expecting to begin selling fuel by the end of the month.

The option of including a grass runway in a capital project is being evaluated with the help of engineers at Mead & Hunt and the Bureau of Aeronautics. The likely scenario would include a 2,500-foot runway north of the runway 10, south of Silvernail road. Substantial grading will be necessary along with an environmental analysis to confirm this is a possibility.

The Waukesha County Airport Master Plan is due to be updated but is currently on hold, likely until 2020, until infrastructure improvements are complete and expanded planning can happen. A 2016-2020 Business Plan has been drafted and will be presented to the Commission in April.

For the 2016 infrastructure improvements, a ramp expansion is planned with efforts to secure funding from the FAA, BOA and Airport Fund Balance. More updates to come.

Matt Grenoble was the Silver Winner of the Waukesha County Core Excellence Recognition Program. He was nominated for the exceptional cost-saving measures he proposed and enacted during the June runway closures. Utilizing local resources, Matt was able to save \$118,000 to keep Runway 18/36 open and usable as much as possible during the intersection construction work on Runway 10/28.

Surrounding the airfield, development is continuing. The Humane Animal Welfare Society is expanding and there is another business development going up across the street from the Interstate Partners development. The Airport Administration office continues to reach out to these partners to make sure development is in accordance with FAA rules & regulations along with Waukesha County's Height Limitation Zoning Ordinance.

January's highlighted event included a partnership with the City of Waukesha's winter festival, JanBoree. Chapter 18 of the EAA was able to host at Young Eagles rally and helped fly 79

children, many for the first time. Additionally, the event offered flight simulator stations, kids activities and concessions in collaboration with other airfield partners.

Future Commission Agenda Items.

None.

Adjourn Meeting.

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

Meeting adjourned at 9:12am

Next Meeting: Wednesday, March 9, 2016 at 8:00am.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mike Payne".

Mike Payne

Secretary

Waukesha County Airport Operations Commission

February 10, 2016