

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING
DECEMBER 14, 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 Madrigano
Excused: Kurt Weis
Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima
Others: Nick Read, Stan Babicz, Gary Otto

Approve/modify meeting minutes of October 12, 2016.

Motion to approve meeting minutes from October 12, 2016 by Commissioner Payne.
Second by Commissioner Betzler. Motion carried.

Public comment/correspondence.

None.

Chairman's Report.

None.

Discussion and action on the Commemorative Air Force (CAF) Wisconsin Wing event: Gathering of Warbirds on Saturday, May 27, 2017.

Gary Otto presented a recap of the Gathering of Warbirds event from 2016 and by all accounts was considered a success, with over 2,000 people in attendance and 40 volunteers helping with parking, marshalling and concessions. This event was in cooperation with the Minnesota CAF.

The 2017 event will be held over the Memorial Day weekend on Saturday, May 27 with a rain date on Sunday, May 28. The CAF provides the umbrella for insurance. The event will likely be larger, but offering the same scope of activities. Airport management is supportive of this event and encourages ongoing communication as the plans come together.

Motion to conceptually approve the Gathering of Warbirds event for 2017 by Commissioner Payne.

Second by Commissioner Madrigano.

Discussion and action on 2621 Aviation Drive Hangar Land Lease Agreement between Waukesha County and Waukesha Flying Services, Inc. dba Atlantic Aviation.

The land lease agreement for 2621 Aviation Drive supplements the approved FBO agreement. Corporation Counsel is still planning this document. Atlantic Aviation is to sign in January 2017. Approval of this item is contingent on Corporation Counsel approval.

Summary: The contract term is from January 2017 to January 2048. It covers parcel A and B, which includes the hangar and the ramp. At approximately \$.12 per square foot, this guarantees the County about \$36,000 a year in revenue. The lot description includes a fee of \$900 which is due at execution which will include a service road between the hangars. The lease further allows Atlantic Aviation to store own and leased aircraft, conduct maintenance, charter, flight planning and training out of this facility. Once signed, Atlantic Aviation must

build a new hangar within 24 months. Atlantic Aviation is responsible for maintenance and the exterior of the hangar along with the ramp maintenance and repair, as this is exclusively leased to Atlantic Aviation. Atlantic Aviation will have to present to the Airport Operations Commission for approval of hangar signage.

Motion by Commissioner Betzler to approve 2621 Aviation Drive hangar land lease agreement, pending approval from Corporation Counsel.

Second by Commissioner Madrigrano. Motion carried.

Operations Report.

Fuel Farm Flowage: Jet A fuel up 69% compared to last year this time. 100LL deliveries this month are up over 42%. Overall, year-to-date fuel shows an increase of 29% in light of the construction project from 2015.

Tower Operations: A decrease in general aviation and air taxi numbers is noted this month compared to last year, approximately 8%. Year-to-date operations are up 11% for 2016. General aviation comparison to other Wisconsin airports shows Waukesha behind Kenosha and Oshkosh.

Taxiway signage was enhanced with the installation of three new signs on taxi lane Delta, East of Charlie. This was based on feedback from the annual RSAT (runway safety action team).

Snow removal has been relatively smooth with the first two snow events this year. Less turnover with the crews and additional training helped work out any kinks. New this year, snow removal crews have a different way of communicating with the tower. Enacting a local closure, crews can effectively and efficiently clean the runways and taxiways while freeing up radio airwaves. As air traffic comes in, the tower coordinates with the supervisor for staff to clear and exit runways and taxiways.

Airport Managers Report.

The year-end wrap up includes meeting all of our goals and evaluating some processes that need changing. 2016 was an impactful year with the renegotiation and approval of the Atlantic Aviation FBO contract and the growing business of Stein's Aircraft Services, now selling fuel.

Investing in airport infrastructure is important. 2016 budget includes refined spending and incorporating the T-Hangar reinvestment, implemented in 2017. This will leave the Airport at about \$14,000 in the positive.

Airport staff traveled to Austin, TX to attend the American Concrete Pavers Association to receive an award for the gold category in general aviation airports for our runway reconstruction project from 2015. This project has solidified awards on the local, regional and now, national level.

The Ramp project, phase 1, was wrapped up in the beginning of December under budget and ahead of schedule. Edgerton did a fantastic job in grading and Zignego, again, exceeded expectations.

FAA will be funding a ramp project for 2017/early 2018 to fill in the islands and the south apron.

The Airport staff look forward to the new year with new goals to accomplish. The Airport is preparing for the Master Plan update which will include the HLZO upgrade to match airport

needs on surrounding height restrictions, additional items to evaluate will be the end of Aviation Drive and connection to Woodburn Road, retaining land to assist in the plan to get off tax levy. Additional discussions will include an Airport Business Park.

Airport staff is busy planning for 2017 events most notably, the U.S. Open hosted at Erin Hills Golf Course. Impacts to the airfield community may be closed taxiways and increased traffic to the area. Exceptional customer service from our tower, FBOs, and partners will be pivotal in securing repeat business from this event.

A main goal for airport administrative staff for 2017 include tackling hangar use violations and aeronautic service provider violations. This has an immediate impact of compliance of the airport and in turn impacts federal funding of projects.

The Wisconsin Aviation Management Association will be hosting their annual conference in Waukesha April 24-26, 2017. Commissioners are invited to attend.

Future Commission Agenda Items.

January – April commission meetings will be at alternate locations. Updates to be send via email.

Adjourn Meeting.

Motion to adjourn by Commissioner Betzler.

Second by Commissioner Madrigrano. Motion carried.

Meeting adjourned at 9:00 a.m.

Next Meeting: January 12, 2016

Respectfully Submitted,



Kurt J Weis

Secretary

Waukesha County Airport Operations Commission – December 14, 2016