

MEETING MINUTES

AIRPORT OPERATIONS COMMISSION MEETING

Wednesday, November 14, 2018 – 8:00am
Waukesha County Airport
Terminal Building Conference Room
2525 Aviation Drive

In Attendance

Commissioners: Mike Crowley, Steve Betzler, Kurt Weis, Abby Lorenz
Staff: Kurt Stanich, Matt Grenoble, Aimee Scrima
Others: Nick Read, Julie Trombley

Approve/modify Meeting Minutes of September 12, 2018

Motion to approve the meeting minutes by Commissioner Lorenz. Second by Commissioner Weis.
Motion carried.

Approve/modify Meeting Minutes of September 17, 2018

Motion to approve the meeting minutes by Commissioner Betzler. Second by Commissioner Crowley. Motion carried.

Public comment/correspondence

None.

Chairman's Report

Commissioner Glojek has resigned from the Airport Operations Commission meeting, due to personal reasons. The County Executive will appoint a new Commissioner with anticipated start in January.

Discussion and action on Land Lease Agreement between Waukesha County and Northview 250, LLC for 520 Northview Road.

The lease is relatively standard with a new 30-year term, the same rates, as adjusted by the Consumer Price Index. Hangar Keeper's Liability insurance is now no longer required for general aviation/recreational owners, only Aeronautical Service Providers. Additionally, the County will be providing snow removal services as outlined previously in their contract.

Motion to approve the land lease agreement by Commission Lorenz. Second by Commissioner Betzler. Motion Carried.

Discussion and action on Amendment to the FBO Lease and Operating Agreement between Atlantic Aviation and Waukesha County.

Waukesha County intends to take over ownership of the County-owned t-hangars in the S.E. hangar area. This item was outlined as a need during the 2016 contract renegotiation. The amendment outlines the County will manage the t-hangars during normal business hours, while still having Atlantic Aviation will manage the t-hangars during off hours. The rate for accomplishing this will be dropped to 5% from 10% of the revenue.

Motion to approve the amendment to the FBO lease by Commission Crowley. Second by Commissioner Lorenz. Motion Carried.

Discussion and action one the Waukesha County T-Hangar Lease Agreement.

With the changeover of management, Waukesha County Corporation Counsel along with airport staff have drafted a new t-hangar lease agreement for prospective tenants. This was necessary as Waukesha County is now the manager of these assets. Included in the new lease agreement, tenants shall provide Waukesha County with a current insurance certificate, naming Waukesha County as additionally insured. And, new tenants will need to provide Waukesha County with a security deposit.

Motion to approve the Waukesha County T-Hangar Lease Agreement by Commissioner Weis. Second by Commissioner Lorenz. Motion Carried.

Operations Report.

Fuel Farm Flowage: Jet A fuel is up about 28% compared to this month last year, and there were the no deliveries for 100 LL. A year-to-date analysis shows a slight decrease of 100LL and a slight decrease for Jet A deliveries, down 2% overall.

Tower Operations: October shows an increase of about 41% in operations overall, with GA up approximately 47% and reflects an increase of air taxi of 2% compared to October 2017. Tower operations, year-to-date, shows an increase of 27% overall, reflecting an increase of 14% in military operations, and an increase of 29% for GA. A 2018 comparison with similar airports shows Waukesha's operations for October behind Kenosha.

Last week, airport staff received USDA wildlife training. It served as a good refresher for wildlife management and offered an opportunity to review the current wildlife plan. This will become an annual training and will provide for a good resource for a working group of airport users to address wildlife issues.

The exterior of the t-hangars were tuck-pointed last week as well which unexpectedly created some concrete dust on some tenant's aircraft, inside the hangars. Airport management is working on cleaning those aircraft at the airport's expense. The tuck pointing is a part of the ongoing t-hangar maintenance plan.

Manager's Report.

Corporation Counsel and Airport staff have worked toward expediting the outstanding lease renewals with a template lease, with airport staff offering administrative support to expedite the data entry.

Airport staff is busy monitoring current lease and aeronautical service provider agreements. Blue Sky Flight Academy no longer is offering flight instruction. They hope to have an amendment to pause their current obligations in their aeronautical service provider agreement with Waukesha County. Stein's Aircraft Services is slated to provide building plans by the end of the year. Spring City aviation has executed an agreement for building as well. The Spring City Aviation request to be a full service operator is currently held at the County level.

Future Agenda Items

Economic Impact Study update
Quarterly Budget Updates to the Commission

Adjourn Meeting

Motion to adjourn by Commissioner Lorenz. Second by Commissioner Weis. Motion carried unanimously. Meeting adjourned at 9:03 a.m.

Respectfully Submitted,



Kurt J Weis

Secretary

Waukesha County Airport Operations Commission