



Winnebago County

The Wave of the Future

**AVIATION COMMITTEE MEETING MINUTES
WEDNESDAY, SEPTEMBER 2, 2026**

A. Call to Order

*Supv. Gabert called the meeting to order at 3:00pm
Supv. Bettin was not present.*

B. Public Comments within the Jurisdiction of the Committee

None

C. Approval of Minutes

1. Approval of August 5, 2026 Meeting Minutes

*Motion by Supv. Hinz, seconded by Supv. Frassetto to Approval of August 5, 2026 Meeting Minutes. Motion carried 4/0.
Supv. Bettin was not present.*

D. Director's Report

1. T-Hangar Project Update

Mr. Schell shared that the nine-unit t-hangar project is moving along on schedule. Erection of the steel structure started on August 24th and is nearly complete now. Another update is the subcontractor for Cardinal handling the pavement. The asphalt put down on the portion of taxiway Juliet, which is the taxiway that connects the two aprons of the hangar development, does not meet density specifications for the project. We have requested that they remove this section of asphalt and replace it with something that will meet specifications. Unfortunately, this will delay the reopening of taxiway Juliet by about a week.

Mr. Schell stated that the next step in this process is leasing all the units. There will be an email sent out to all of our current tenants later this week. Similar to last time, the new hangars will be offered to our current tenants first, and we will backfill the remaining hangars available from our waiting list. Mr. Schell added that the waiting list is currently being worked on to clean up and make sure everyone on the list is legitimately looking for a hangar space at this airport. This will help us to determine what the true demand is.

E. Business Items

Action may be taken on any business items.

1. Lease Amendment for Below Minimums Aviation, LLC

Mr. Schell introduced this lease amendment that updates Section 3 of the lease agreement to depict the proper building coordinates and square footage. The amendment also revises Section 5 to the correct land area and rental amount. The 4,500 square feet of unimproved land adjacent to the west side of the hangar for additional storage space increases the annual rent from \$4,005.00 per year to \$5,130.00 per year.

Motion by Supv. Hinz, seconded by Supv. Frassetto to Lease Amendment for Below Minimums Aviation, LLC. Motion carried 4/0.

F. Operations & Maintenance Report

Mr. Locke stated that with AirVenture behind us, the crew is working on doing some hangar improvements. Currently, they are removing the failed asphalt floor from a hangar and putting in a concrete floor. This work is all being done in-house. There have also been a number of trees blown down over this past year. We borrowed a stump grinder from the Parks Department and our crew is removing those stumps today. We are also planning on roof coating several hangars to get done late this summer. Lastly, our crew is starting to prepare our snow equipment for winter.

G. EAA Report

None

H. Committee Chair's Report

Supv. Gabert brought up a lease that was being amended at the County Board meeting the night before. Supv. Gabert was called upon by the County Board Chairperson, and she turned the matter over to Supv. Hinz since our leases also go before the Facilities and Property Management Committee that Supv. Hinz is the Chairperson of.

I. Communications Shared by Committee Members

Food Truck Friday was very well received. The Food Trucks were provided by the county for employee appreciation, and we added a static airplane display on the ramp for the public to view. Mr. Schell advised that we intend to do a monthly Food Truck Friday next year, possibly once a month beginning in May through September. Mr. Schell added that he's looking at putting the food trucks on the ramp, so everyone has a reason to go out and see the airplanes as well.

J. Items for Next Agenda

*Suggestions from committee members for items to be addressed on a future agenda
Mr. Schell advised that the committee will have a budget overview at the next meeting.*

K. Next Meeting Date

October 7, 2026

L. Adjourn

*Motion by Supv. Frassetto, seconded by Supv. Hinz to Adjourn. Motion carried 4/0.
Meeting adjourned at 3:18pm.*

[MIN FOOT]