



Winnebago County

*The Wave of the Future*

**AVIATION COMMITTEE MEETING MINUTES  
WEDNESDAY, FEBRUARY 5, 2025**

**A. Call to Order**

*Supv. Frassetto called the meeting to order at 8:00am  
Supv. Gabert and Supv. Hinz were absent*

**B. Public Comments within the Jurisdiction of the Committee**

*None*

**C. Approval of Minutes**

**1. Approve Jan 8, 2025 Meeting Minutes**

*Motion by Supv. Lutz, seconded by Supv. Paterson to Approve Jan 8, 2025 Meeting Minutes.  
. Yes 3, No 0, Abstained 0*

**D. Director's Report**

**1. Update of Hangar 13 Demolition**

*Mr. Schell advised that our Facilities Director, Mike Elder, is attending the meeting today and is available to answer any questions. Mr. Schell continued to review that there was a walk-through on the hangar 13 site back in January. Earlier in January we had advertised an RFP for engineering services for the site demolition and restoration for the civil work that will need to be done. That RFP is out for bid and is due tomorrow, February 6, 2025. As part of that process, we had a pre-bid meeting here at the hangar 13 site with Facilities and a number of engineering and architectural firms for pre-submittal and as part of the walkthrough.*

*One item located on the site that was previously unknown to us is a monitoring well. Mr. Schell advised that Basler Flight Service was at that site for many years, and conducted aircraft fueling at that location. There was also previously an underground storage tank on the site. Searching through historical DNR records reflects a number of fuel spills. This is not uncommon with aircraft fueling. This lets us know that there is some potential issues with soil contamination that we need to start looking at. Mr. Schell added that Mr. Elder issued an amendment to the RFP for some additional environmental work associated with assessing what we have in the soil that may get disturbed by this project.*

*Currently, we will be accepting our submittals for that RFP tomorrow. We will work through the Facilities Department on assessing those submittals and ultimately selecting an engineering architectural firm.*

*Mr. Elder advised that it seems to be an inactive monitoring well. Since this well is within twenty (20) feet of the footings of the building, Mr. Elder believes that it's possible for contamination to extend under the building. In this case, the soil would not have been remediated with the initial cleanup. He stated that we are asking for three options with a bid package; 1) Take the building down to ground level and not disturb any potential contamination right now, 2) Pull out the footings, and 3) take up all the pavement around the area and return it back to an aircraft parking site. Mr. Elder stated that this all depends on what we find and how the DNR determines the best way for us to remediate.*

*Supv. Frassetto clarified that the monitoring well is inactive and asked about a final closing report from the DNR. He asked if we could leave the area undisturbed, and we then wouldn't*

*need to worry about contamination underground. Supv. Frassetto then questioned if this could add more cost. Mr. Elder answered that it could. Both of the engineering firms that have had a walk through have an Environmental Division. Once we have them on board, we will have discussions with them regarding this. Supv. Paterson added that to wait on any remediations, if necessary, will get more costly in the future if we push the project out.*

2. 2025 T-Hangar Project Update

*Mr. Schell shared that the funding request went to the ARPA Committee on January 27th and was approved, 5-0.*

*Mr. Schell also shared that our County Finance and Administration has been taking a look at our hangar rates and our land lease rates for the last several months and analyzing those rates. Our County Administration feels as though it would be most prudent to look at hiring an outside consultant to do an independent analysis of our hangar rates and land lease rates. This cost is estimated to be around \$25,000.00. This was added to the requested amount for the T-Hangar Project for a total of \$480,000.00 that was approved and passed by the ARPA Committee.*

*This funding request now moves to the County Board meeting on February 25, 2025 for a final vote. On the T-Hangar Project side, we will have the project out to bid in February with bids due in March.*

*Supv. Lutz questioned how our hangar rates compare to privately owned airports. Mr. Schell answered that there are few privately owned, public use airports to compare to and we also need to look at geographical and demographics for locations compared to Oshkosh, WI. The consultant that our County Administration has identified utilizes a different methodology. The consultant looks at it from a real estate perspective in addition to comparing airports to other airports.*

3. Historical Beacon Project Update

*This project began with the previous Aviation Committee, so Mr. Schell wanted to provide an update. He shared that in 1962, the original Air Traffic Control Tower was built on the airport a little west of the current terminal location and in 1968 that tower was relocated to an area very close to where the existing control tower is now. The beacon was on that control tower until 2008 when the new tower opened in 2009. This beacon was removed as part of the old tower demolition and we've had it in our possession for well over a decade. There's a lot of historical significance to it and we've decided to refurbish it and have identified a location on the exterior of the terminal, just off the front access drive, where this historical beacon will be placed. In 2024 we had the beacon refurbished and repainted. Since the beacon weighs around 500 pounds, we had a base engineered and the concrete for the structure will be placed this spring. The base will have the same stone as the terminal building and a historical plaque to give a description of the beacon's history.*

*Supv. Lutz asked about the cost factor. Mr. Schell answered that he is estimating this project to be less than \$5,000.00 with under \$1,000.00 already spent from our operating budget with the majority of the work completed by our staff.*

**E. Business Items**

Action may be taken on any business items.

1. Discuss and approve a lease rate of \$334.67 per month for the Terminal Building Wash Bay/Garage to be leased by Basler Flight Service.

*Mr. Locke shared that Basler Flight Service currently leases the Wash Bay/Garage space at the terminal on an annual basis. The new rate will be \$334.67 per month and that goes to the end of the year. This is a small garage with 588 square feet. Mr. Locke added that this annual lease increases each year by CPI-U.*

*Motion by Supv. Lutz, seconded by Supv. Paterson to Discuss and approve a lease rate of \$334.67 per month for the Terminal Building Wash Bay/Garage to be leased by Basler Flight Service.. . Yes 3, No 0, Abstained 0*

**F. Operations & Maintenance Report**

**1. I Hangar Restroom Remodel**

*Mr. Locke advised that there is a public use restroom located on the south end of the "I" hangar building that was built in 1996 on the north side of the airport. Being that old, the bathroom was a little worn down. Our crew was able to clean it up, epoxy coated the floor, repainted the walls and door, replaced the electric heater that keeps that bathroom usable in the winter. They did a very nice job.*

**2. Winter Operations Update**

*It's been a quiet winter with minimal snow removal. Mr. Locke shared that our crew has constructed a brine maker. They were able to do this with equipment we had on hand and about \$30.00 worth of pipe fittings. Before the next snow event, our crew will pretreat the runways for the first time. This brine prevents ice build-up and will keep things moving for our flying tenants and users of the airport.*

**G. EAA Report**

*None*

**H. Committee Chair's Report**

*None*

**I. Communications Shared by Committee Members**

*None*

**J. Items for Next Agenda**

Suggestions from committee members for items to be addressed on a future agenda

*Mr. Last, airport tenant, spoke up and asked if we could include a study for commercial land rates, for businesses and EAA to see if they're in line. Mr. Last feels like tenants with an airplane and hangar are being targeted. He wants to make sure that a consultant doing the rates study looks at all land leases and all aspects.*

**K. Next Meeting Date**

*March 5, 2025*

**L. Adjourn**

*Motion by Supv. Paterson, seconded by Supv. Lutz to Adjourn. . Yes 3, No 0, Abstained 0*