



Winnebago County

The Wave of the Future

**AVIATION COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 1, 2025**

A. Call to Order

Supv. Gabert called the meeting to order at 8:00 am.

B. Public Comments within the Jurisdiction of the Committee

None

C. Approval of Minutes

1. Approval of September 3, 2025 Meeting Minutes

Motion by Supv. Frassetto, seconded by Supv. Lutz to Approval of September 3, 2025 Meeting Minutes. Motion passed 5/0.

D. Director's Report

1. Hangar 13 Demo - Final Report

Mr. Schell stated that this is his last report on Hangar 13. The demolition was completed in September, but there are still a few items that need to be taken care of. Some beams didn't get taken down flush to the concrete, and some asphalt areas that were bad got worse from the heavy equipment on site. After getting a quote from the contractor to fix those items, it was decided that it is more economical to have the work done in house.

2. 2025 T-Hangar Project Update

Mr. Schell advised that we received our grant from the FAA for this project and that the contract has been awarded to Cardinal Construction. The contract was awarded to Cardinal Construction around September 10th, so they are going through the process of completing all the FAA and state requirements for the project to get a notice to proceed. We anticipate that in early November. There are two hangars currently on the site. One is a relocation that we are going to utilize, and the other hangar will be demolished. That portion of the project will likely get done this fall. Once that is done, everything will be ready for the groundwork to begin in the spring.

E. Business Items

Action may be taken on any business items.

1. 2026 Airport Budget Updates & Review

Mr. Schell referenced information that was previously provided to the committee in their meeting packets, Proposed Fiscal Year 2026 Operating Budget. One significant change that Mr. Schell wanted to run through is the 10% decrease in fuel flowage from the budget amount in 2025. This is simply due to the trending of fuel sales at the airport. Fuel sales just haven't reached the level budgeted for 2024 and 2025, so that was brought back down to \$85,000.00 for the annual budget for this year. Land rental at the airport is up 4.1%, so it's a good revenue increase there. The lease agreements with the land tenants and the building rental is up 7.5% from last year. We're looking at a rate increase for 2026 for our hangar rental and land rental rates. Mr. Schell shared that we just received our hangar rent study back

yesterday, so that is in the process of being analyzed. There will be a more comprehensive update for the committee next month on that. We'll be consulting with our Finance Department and our Administration Department on what the next steps for hangar rent increases and land rent increases are to ultimately take to the county board through this committee. Mr. Schell continued discussing the proposed budget reviewing a standard increase of 3.6% for regular pay, and an increase for seasonal workers and summer intern. Registration and Tuition category under travel includes \$9,000.00 for training for the Fire Department which is a cost that passes through to EAA due to AirVenture. Lodging expense includes lodging for our internship. We secure lodging for them for the three months that they are here. We have two items that we have funding under Capital Outlay. The first is under Improvements to replace the HVAC in the airfield electrical vault that controls all the airfield lighting. With Equipment we have three Capital Outlay requests totaling \$124,000.00. One is the replacement of Truck #3, the second is the replacement of the 2008 Trailblazer, and the third is for acquisition of a trailer for hauling vehicles and equipment around the airport. A notable increase, as always, is Water and Sewer. Mr. Schell pointed out that the city has been slowing down their increases to the stormwater runoff rates. That said, we're at \$526,500.00, which is a major line item in our expense category. Mr. Schell moved on to Janitorial Service stating that an item to note is that we've been contracting out the cleaning of the terminal building since it opened. That said, the Facilities Department is adding more positions, one of which is a position that would be dedicated to cleaning the airport, Highway Department and Solid Waste. We are taking funding from category 55016 line item and putting it into Janitorial Service interfund expense, 75016, for Facilities taking over the custodial service of the terminal. No change to the budget, just putting the funds under a different line item and bringing those services in house.

There were discussions between the Aviation Committee and County Executive Gordon Hintz regarding the cleaning services for the terminal being done by our Facilities Department beginning in 2026, Fire Station #14 on the airport property with the three ARFF trucks, and the excessive storm water fees from the city.

Mr. Schell continued with two other items in the packet that were provided to the Aviation Committee regarding fiscal year 26 budget. One is a highlight sheet as far as how some of the major changes or major expenses in our budget relate to the county strategic plan. The other is the overall financial summary for the airport, which shows the last few years going back to 2020.

2. Discussion and Possible Action on Amendments to the Budget the Committee may recommend to the County Board
None
3. Discuss and Approve a lease renewal rate of \$407.19 per month for office space to be leased by NextJen Studios LLC
Mr. Schell shared that Jennifer Jensen, owner of NextJen Studios, has leased office space in the airport terminal for several years. With renewing the lease agreement, Jennifer Jensen would like to expand the leasehold footprint and include the front counter space. She would also like to make some modifications to this counter space to make it more secure and usable for her needs at her sole expense. The agreement allows the counter space to be utilized for ten (10) days per year for a rental car operation during the AirVenture event, as it has been since the building opened in 2021.
Motion by Supv. Frassetto, seconded by Supv. Hinz to Discuss and Approve a lease renewal rate of \$407.19 per month for office space to be leased by NextJen Studios LLC. Motion passed 5/0
4. Discuss and Approve a lease rate of \$344.96 per month for garage space to be leased by NextJen Studios LLC
Mr. Schell advised that this garage space was leased to Basler Flight Service from 2021 to present. With Basler's recent acquisition of hangar and storage space elsewhere on the airport, they no longer need the garage space at the terminal. NextJen Studios currently rents

the adjacent office space in the terminal and would like to rent this garage space to store equipment related to it's multi-media company.

Motion by Supv. Hinz, seconded by Supv. Paterson to Discuss and Approve a lease rate of \$344.96 per month for garage space to be leased by NextJen Studios LLC. Motion passed 5/0.

5. Discuss & Approve a lease renewal rate of \$1, 272.74 per month for Hangar I3 by American Air, LLC.

Mr. Locke stated that American Air, LLC has been a tenant in Hangar I3 for several years and they wish to renew their lease for another year. The increase to the previous rate is based upon the CPI-U. The new rate is \$1,272.74 per month.

Motion by Supv. Lutz, seconded by Supv. Hinz to Discuss & Approve a lease renewal rate of \$1, 272.74 per month for Hangar I3 by American Air, LLC.. Motion passed 5/0.

6. Discuss and Approve a lease renewal rate of \$906.90 per month for Hangar K821 to New View Technologies, Inc.

Mr. Locke shared that the Aviation Committee has the ability to set a rate for airport buildings without a rate set in the General Code. Hangar K821 with NewView Technologies falls into this category. NewView Technologies has been a hangar tenant for several years and they wish to renew their lease for another year. With a rental rate increase of 3% per year, the new lease rate will be \$906.90.

Motion by Supv. Paterson, seconded by Supv. Frassetto to Discuss and Approve a lease renewal rate of \$906.90 per month for Hangar K821 to New View Technologies, Inc.. Motion passed 5/0.

F. Operations & Maintenance Report

Mr. Locke updated that the maintenance crew is busy with getting ready for winter, and getting vehicles ready. Today they're pouring the concrete for the beacon display and a few other places around the airfield. Mr. Locke also advised that we have a new employee that will be starting on October 13, 2025 with the maintenance and operations crew.

G. EAA Report

None

H. Committee Chair's Report

Supv. Gabert thanked everyone for their input today.

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

None

K. Next Meeting Date

November 5, 2025

L. Adjourn

Motion by Supv. Lutz, seconded by Supv. Hinz to Adjourn. Motion passed 5/0

Meeting adjourned at 9:02 am.

[MIN FOOT]

