



Winnebago County

The Wave of the Future

**AVIATION COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 10, 2024**

A. Call to Order

Chair 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

Motion by Supv. Hinz, seconded by Supv. Paterson to Approval of Minutes. . Yes 3, No 0, Abstained 0

1. Approve June 5, 2024 Meeting Minutes

Motion by Supv. Hinz, seconded by Supv. Patterson to Approve June 5, 2024 Meeting Minutes. . Yes 3, No 0, Abstained 0

D. Director's Report

1. Deputy Airport Director Introduction

Mr. Schell introduced Mr. Lucas Locke as our new Deputy Airport Director. Mr. Locke started with the airport on June 17, 2024. He joins us from the Glasgow, Montana airport where he was the airport manager for ten years.

2. AirVenture Preparations - Business Development Efforts

Mr. Schell focused on our efforts at AirVenture as it relates to our Business Park. We are in Exhibit Hall C in a ten by forty space in conjunction with GO EDC, Chamber and City, and Discover Oshkosh. There are various marketing materials used at this exhibit. Coming back for a third year in a row is the postcard that visitors can send home. We have two rugs that replicate runways 9/27 and 18/36. There are bean bags that visitors can then throw and try to land on a dot on the runway to win some airport and Discover Oshkosh promotional items.

E. Business Items

Action may be taken on any business items.

1. Discuss & Approve a lease rate between Winnebago County and Myers Aviation, Inc.

Myers Aviation is an airport tenant that has been providing aircraft maintenance services for many years. They currently rent Hangar J on the east side of the airport for storage of aircraft parts. Myers Aviation would like to renew this lease for another year. The new lease rate would increase the previous rate based on the CPI-U to \$598.72 per month or \$7,184.64 per year for the period of August 1, 2024 through July 31, 2025. Myers Aviation has asked to perform some upgrades to this hangar as well, putting their own investment into it. Motion by Supv. Hinz, seconded by Supv. Paterson to Approve a lease rate between Winnebago County and Myers Aviation, Inc.. . Yes 3, No 0, Abstained 0

2. Discuss & Approve lease rate between Winnebago County and NextJen Studios, LLC

NextJen Studios is a lease renewal that leases the office space in the front of our terminal building. There are 139 square feet of office space that works well for our current tenant. The new lease rate would increase to \$186.96 per month through July 31, 2025 with the option to

extend one year.

Motion by Supv. Hinz, seconded by Supv. Paterson to Approve lease rate between Winnebago County and NextJen Studios, LLC. . Yes 3, No 0, Abstained 0

3. Discuss with Potential Action Storm Damage to Hangar #13 Leased by Basler Turbo Conversions, LLC d/b/a Basler Flight Service

Mr. Schell explained that this Amendment to the Lease with Basler Flight Service will remove Hangar 13, a 10,000 square foot hangar space, from their overall lease. In May 2024, a series of severe storms that hit our area tore off significant portions of the rubber roofing of this hangar and left it in an inhabitable situation. This space was already rated in poor condition during the county-wide facilities assessment in 2023. With the most recent damage done, Mr. Schell consulted with the County Facilities Director, County Executive, and airport and county leadership. The current condition is unsafe for storage of aircraft and it is agreed that it is best to move forward with the demolition process for this hangar.

Motion by Supv. Hinz, seconded by Supv. Paterson to Approve Amendment #1 to the Airport Operator's & Lease Agreement between Winnebago County and Basler Turbo Conversions, LLC d/b/a Basler Flight Service. . Yes 3, No 0, Abstained 0

4. Approval of Five Electric Underground Easement Agreements between Winnebago County & Wisconsin Public Service Corporation

For approval are five (5) electric underground easements with WPS. These easements are on Winnebago County property that is leased to EAA for use in putting on the AirVenture convention. Each easement is for installation of a new electric service on the EAA grounds and has been reviewed by Corporation Counsel. The final draft of each easement provided has incorporated any changes requested by Corporation Counsel. There is no financial obligation for the county with any of the easements.

Motion by Supv. Hinz, seconded by Supv. Paterson to the Approval of Five Electric Underground Easement Agreements between Winnebago County & Wisconsin Public Service Corporation. . Yes 3, No 0, Abstained 0

F. Operations & Maintenance Report

Mr. Shaffer updated the committee regarding the preparations for AirVenture. The dots and squares have been touched up and completed as of yesterday. Mowing and other small preparations are being finalized and scheduled. This includes the lights being pulled on Bravo, sign changing over on Alpha, Papa, and 18/36. Mr. Shaffer added that he has his crew inspect all devices for recovery on accidents and goes over all safety and training with the airport ops staff to ensure a safe and organized response in the case of an accident.

Supv. Gabert questioned if staff assigned to the ARFF vehicles were retrained. Mr. Shaffer answered "yes" and explained that they were recently retrained in Appleton with live fire.

Supv. Hinz followed up with a question, wondering who pays for the training. Mr. Schell explained that EAA repays our cost of the training.

G. EAA Report

None

H. Committee Chair's Report

Supv. Gabert announced that moving forward the Aviation Committee Agenda needs the approval of the Chair of the Committee. She also wanted to note that Supv. Frassetto and Supv. Lutz were both excused from today's meeting.

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

K. Next Meeting Date

August 14, 2024

L. Adjourn

Motion by Supv. Hinz, seconded by Supv. Paterson to Adjourn. . Yes 3, No 0, Abstained 0
Meeting adjourned at 8:40 a.m.