



Dane County

Minutes - Final Unless Amended by Committee

Airport Commission

Wednesday, March 18, 2015

5:30 PM

Robert B. Skuldt Conference Room at the Airport

Robert B. Skuldt Conference Room at the Airport

A. Call To Order

Chair Probasco called the meeting of the Airport Commission of March 18, 2015, to order at 5:30pm

Present: 6 - PAUL RUSK, DAVE de FELICE, SALLY PROBASCO, WILLIAM HAIGHT, PERRY ARMSTRONG and DONALD ESPOSITO JR.

Absent: 3 - DENNIS O'LOUGHLIN, GEORGE GILLIS and ANDREW SCHAUER

Staff Present: Livingston; Jensen; Jones and Ladell

Guests Present: Mike Stark, Madison College; Hamid Noughani, Assemblage Architects; and Justin Frahm, JSD Engineering

Pledge of Allegiance

The pledge was recited.

B. Public Comment on Items not on the Agenda

There was no public comment.

C. Consideration of Minutes

1. [2014 MIN-614](#) FEB 18, 2015 AIRPORT COMMISSION MINUTES

Attachments: [2014 MIN-614 Airport Commission minutes Feb. 18, 2015.pdf](#)

A motion was made by Cmsnr. de Felice, seconded by Cmsnr. Armstrong, that the minutes from the February 18, 2015 Airport Commission meeting be approved. The motion carried by a voice vote.

D. Fund Transfers - none

E. Referrals (Resolutions & Ordinance Amendments)

1. [2014 RES-570](#) AUTHORIZING EXECUTION OF LEASES FOR RENTAL CAR CONCESSIONS AT THE DANE COUNTY REGIONAL AIRPORT

Attachments: [2014 RES-570.pdf](#)
[2014 RES-570 Fiscal Note.pdf](#)

Kim Jones presented background and details of the leases. Motion was made by Cmsnr. ARMSTRONG, seconded by Cmsnr. HAIGHT, that the Resolution be recommended for approval. Motion carried 6-0.

F. Items Requiring Committee Action

1. Mileage and Per Diem (Airport Commission)

Motion by Cmsnr. de Felice, seconded by Cmsnr. Armstrong to approve mileage and per diem for the following commissioners in attendance at tonight's meeting: Armstrong; de Felice; Esposito; Haight; Probasco; and Rusk. Motion carried by a voice vote.

G. Presentations

1. Madison College - Proposed Main Campus Construction

Mike Stark from Madison College presented an overview of proposed culinary addition and renovation to the main building on the Truax campus. The project will give much needed updates and space for the current students enrolled in the program.

Mike Stark introduced the project architect, Hamid Noughani, from Assemblage Architects. He explained that the project was needed for the college's popular culinary program, baking program, and for student food services. A brief question and answer period followed.

Mr. Noughani introduced Justin Frahm from JSD Engineering who gave an overview of the parking. Mr. Frahm pointed out that the one-way flow for dropping off students and for short-term parking would remain a one-way flow. He addressed questions about recent parking lot flooding and was happy to report that the problems were fixed.

Mr. Stark concluded that the entire project would begin in mid-July of this year and that it would take 2.5 to 3 years to complete with a budget of \$5.6 million.

Discussion ensued addressing the necessary steps to coordinate with the proper agencies to keep the project moving along.

H. Reports to Committee

1. Activity Report

Director Livingston reported that enplaned passenger traffic increased nearly 4% from January 2014. Some capacity will be reduced in May and June when compared to last year and Delta will eliminate its non-stop flight to Cincinnati in May. Delta is adding capacity through larger aircraft to Minneapolis, and Atlanta which will compensate for the seat loss to Cincinnati.

2. Air Park Issues

Kim Jones re-capped from the last commission meeting that there were two legal actions currently in mediation and settlement discussions are underway.

3. Airfield construction update

Dave Jensen reported that finishing touches, including landscaping and wayfinding, will complete the parking ramp addition. He then summarized three major projects that will begin this summer. The first is upgrade of runway 18/36 instrument landing system to a category 2 or 3 system. After completion it is expected that the airport will accommodate a larger number of inclement weather landings. The upgrade after a test period should be complete by February. The second project is to change certain taxiway-runway connection points. Jensen presented photos pointing out where the connection points need to be changed to run perpendicular to the runways. This will be done from July 22 to August 17. The third project is to create a taxiway on the south ramp with stronger pavement to allow for larger aircraft to access the air cargo ramp without operating on runway 14/32. There will be two new Glycol pads located on the taxiway. The project should be completed this summer. This project is 90% funded by AIP and 5% state-funded and 5% county.

4. Update on 2014 RES-534 Authorizing Assignment and Amendment of Lease No. DCRA 96-12 Involving Land at Dane County Regional Airport

Jones reported that approval of the lease amendment was halted at the request of the lessee so therefore, at staff request, the chair of Public Works & Transportation asked that the Resolution be referred back from the county board to the Public Works & Transportation committee. This may still go forward and rent is being paid on the property. Jones will keep the commission up to date on the status of this sale.

I. Future Meeting Items and Dates

Chair Probasco announced that the Commission would meet next on, Wednesday, April 15th at 5:30pm. The Noise abatement subcommittee would meet on Thursday, April 23rd at 5:30pm, in the Skuldt Conference Room at the Airport.

J. Such Other Business as Allowed by Law

K. Adjourn

Motion by Cmsnr. Armstron, seconded by Cmsnr. de Felice to adjourn. Motion carried by a voice vote. Meeting adjourned at 6:34pm.

Respectfully Submitted: Sally Probasco, Chair
cjl



Dane County

Legislation Details (With Text)

File #: 2014 MIN-614 **Version:** 1 **Name:**

Type: Minutes **Status:** Passed

File created: 2/25/2015 **In control:** Airport Commission

On agenda: 3/18/2015 **Final action:** 3/18/2015

Title: FEB 18, 2015 AIRPORT COMMISSION MINUTES

Sponsors:

Indexes:

Code sections:

Attachments: [2014 MIN-614 Airport Commission minutes Feb. 18, 2015.pdf](#)

Date	Ver.	Action By	Action	Result
3/18/2015	1	Airport Commission	approved	Pass

FEB 18, 2015 AIRPORT COMMISSION MINUTES



Dane County

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Airport Commission

Wednesday, February 18, 2015

5:30 PM

Robert B. Skuldt Conference Room at the Airport

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A. Call To Order

Vice-Chair William Haight called the meeting of the Airport Commission of February 18, 2015, to order at 5:30pm

Present: 7 - PAUL RUSK, GEORGE GILLIS, DAVE de FELICE, WILLIAM HAIGHT, PERRY ARMSTRONG, DONALD ESPOSITO JR. and ANDREW SCHAUER

Absent: 2 - DENNIS O'LOUGHLIN and SALLY PROBASCO

Staff Present: Livingston; Jensen; Jones and Ladell

Pledge of Allegiance

The Pledge was recited.

B. Public Comment on Items not on the Agenda

There was no public comment.

C. Consideration of Minutes

1. [2014 MIN-514](#) DECEMBER 17, 2014 COMMISSION MINUTES

Attachments: [2104 MIN-514 DEC. 17, 2014 MIN.pdf](#)

A motion was made by Cmsnr. de FELICE, seconded by Cmsnr. ARMSTRONG, that the Minutes from the December 16, 2015 Airport Commission meeting be approved. The motion carried by a voice vote.

D. Fund Transfers - none

E. Referrals (Resolutions & Ordinance Amendments)

1. [2014 RES-471](#) AUTHORIZING AMENDMENTS EXTENDING THE TERM OF OPERATING AGREEMENT AND TERMINAL BUILDING LEASES OF COMMERCIAL AIR SERVICE AIRLINES PROVIDING SCHEDULED SERVICE AT THE DANE COUNTY REGIONAL AIRPORT

Sponsors: RUSK

Attachments: [2014 RES-471.pdf](#)
[2014 RES-471 Fiscal Note](#)

Motion by Cmsnr. Armstrong, seconded by Cmsnr. de Felice, that the resolution be recommended for approval. Motion carried (7-0)

2. [2014 RES-534](#) AUTHORIZING ASSIGNMENT AND AMENDMENT OF LEASE NO. DCRA 96-12 INVOLVING LAND AT DANE COUNTY REGIONAL AIRPORT

Sponsors: RUSK, de FELICE, O'LOUGHLIN and SCHAUER

Attachments: [2014 RES-534.pdf](#)
[2014 RES-534 Fiscal Note.pdf](#)
[2014 RES-534 CONTRACT 10872B.pdf](#)

Motion by Cmsnr. Armstrong, seconded by Cmsnr. Gillis that the resolution be recommended for approval. Motion carried (7-0)

F. Items Requiring Committee Action

1. Mileage and Per Diem

Motion by Cmsnr. Armstrong, seconded by Cmsnr. Esposito to approve mileage and per diem for the following commissioners in attendance at tonight's meeting: Armstrong; de Felice; Esposito; Gillis; Haight; Rusk and Schauer. Motion Carried. (7-0)

G. Presentations - none

H. Reports to Committee

1. Air Park Development Subcommittee Chair's Update

Don Esposito, Chair of Air Park Development Subcommittee presented two graphics to illustrate parcel of land owned by Airport and why potential developer of the parcel decided not to proceed with project. The question then was whether or not the staff and commission should proceed with an alternate site. Discussion, questions and answers ensued. Agreement was reached to not rush the matter and to potentially consider a future relationship with a commercial broker.

2. [2014 RPT-642](#) AIRPORT SUSTAINABILITY PLAN

Attachments: [2014 rpt-6422-18.pdf](#)

Director Livingston introduced Dave Jensen, Deputy Airport Director - Facilities and Operations to present the Airport Sustainability Plan. Dave Jensen presented a power-point highlighting the sustainability plan for the Dane County Regional Airport and pointed out that the Airport incorporates their own goals and objectives into the county's overall plan, as well. He highlighted short-term, mid-term and long term initiatives as well as pointing out the ongoing initiatives and projects. There were questions and answers and Director Livingston gave concluding comments.

3. Activity Report

Livingston presented the Airport Activity Report. Enplaned passengers from the same time last year was about the same dropping by just around 1%. 81% of seats were filled for the same time period.

4. Air Park Issues

Deputy Airport Director - Finance & Administration, Kim Jones, updated the commissioners on a filed lawsuit with a current lease holder of several properties on Airport property. She will keep the commission up-to-date as the matter progresses.

I. Future Meeting Items and Dates

Vice-Chair Haight announced that the next commission meeting is scheduled for, Wednesday, March 18, 2015 at 5:30p.m. in the Skuldt Conference room at the Airport.

J. Such Other Business as Allowed by Law

Livingston invited commissioners to a press event that will take place on Tuesday, March 3rd to kick-off the 2015 advertising campaign. An official invitation with additional details regarding the event will be sent out soon.

K. Adjourn

**Motion to adjourn by Cmsnr. de Felice, seconded by Cmsnr. Gillis to adjourn.
Motion carried by a voice vote. Meeting adjourned at 6:40p.m.**



Dane County

Legislation Details (With Text)

File #: 2014 RES-570 **Version:** 1 **Name:**

Type: Resolution **Status:** In Committee

File created: 3/5/2015 **In control:** Airport Commission

On agenda: **Final action:**

Title: AUTHORIZING EXECUTION OF LEASES FOR RENTAL CAR CONCESSIONS AT THE DANE COUNTY REGIONAL AIRPORT

Sponsors: PAUL RUSK, ANDREW SCHAUER

Indexes:

Code sections:

Attachments: [2014 RES-570.pdf](#)
[2014 RES-570 Fiscal Note.pdf](#)

Date	Ver.	Action By	Action	Result
3/18/2015	1	Airport Commission	recommended for approval	Pass
3/10/2015	1	Public Works & Transportation Committee	recommended for approval	Pass
3/6/2015	1	County Board	referred	
3/6/2015	1	County Board	referred	
3/6/2015	1	County Board	referred	

AUTHORIZING EXECUTION OF LEASES FOR RENTAL CAR CONCESSIONS AT THE DANE COUNTY REGIONAL AIRPORT

DANE COUNTY
POLICY AND FISCAL NOTE

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Rusk		Resolution No. 2014 RES-570
Vote Required:		Ordinance Amendment No. _____
Majority <input checked="" type="checkbox"/>	Two-Thirds <input type="checkbox"/>	

Title of Resolution or Ord. Amd.:

AUTHORIZING EXECUTION OF LEASES FOR RENTAL CAR CONCESSIONS AT THE DANE COUNTY REGIONAL AIRPORT

Policy Analysis Statement:

Brief Description of Proposal -

The Dane County Regional Airport has negotiated new concession leases with five firms for the provision of rental car services at the Airport under terms substantively similar to current agreements. This resolution authorizes execution of the new leases.

Current Policy or Practice -

The Dane County Regional Airport has rental car concession leases with five firms for the provision of rental car services at the Airport. These agreements expire March 31, 2015.

Impact of Adopting Proposal -

The same five rental car companies will continue to provide rental car services to customers at the Dane County Regional Airport and the County will continue to collect concession fees under the new leases.

Fiscal Estimate:

Fiscal Effect (check all that apply) -

☐ No Fiscal Effect
☒ Results in Revenue Increase
☐ Results in Expenditure Increase
☐ Results in Revenue Decrease
☐ Results in Expenditure Decrease

Budget Effect (check all that apply)

☒ No Budget Effect
☐ Increases Rev. Budget
☐ Increases Exp. Budget
☐ Decreases Rev. Budget
☐ Decreases Exp. Budget
☐ Increases Position Authority
☐ Decreases Position Authority
Note: if any budget effect, 2/3 vote is required

Narrative/Assumptions about long range fiscal effect:

The lease term is for four years and nine months, ending December 31, 2019. The concession revenue collected by the County will vary with the sales volume of the rental car companies. The County will receive the greater of 10% of gross receipts generated at the airport or a minimal annual guarantee set at 80% of the fees and charges paid for the previous year. Additional amounts will be collected as rental fees for terminal counter/office space, and parking spaces.

Expenditure/Revenue Changes:

Expenditures -	Current Year		Annualized		Revenues -	Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other	\$1,875,000		\$2,500,000	
Total	\$0	\$0	\$0	\$0	Total	\$1,875,000	\$0	\$2,500,000	\$0

Personnel Impact/FTE Changes:

None

Prepared By:

Agency: Airport	Division: Administration	
Prepared by: Doug Pickard	Date: 03/05/15	Phone: 246-3384
Reviewed by: Kim Jones	Date: 03/05/15	Phone: 246-3391