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Agenda
Public Works Committee meeting
November 9, 2016; 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of October 12, 2016 meeting
03. Audience recognition
04. 2017 Budget
05. Maintenance Department report, including:
 - Project report
06. Highway Commissioner's report
07. Sawyer County Airport report, including:
 - L & L Aviation (contracted Airport management) report
 - Discussion only: Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid / Agency Agreement and Federal Block Grant Owner Assurances – Public Hearing will be held December 7, 2016.
08. Other matters for discussion only

CW
Carol Williamson
Sawyer County Clerk

Emailed to: Sawyer County Record, Sawyer County Gazette, WRLS, WHSM, AND WOJB, Hayward Library, and Village of Winter for posting on Friday, November 4, 2016, 11:30 a.m. by Carol Williamson

Draft

Minutes of the meeting of the Public Works Committee

Sawyer County Board of Supervisors

October 12, 2016; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

Members present: Ron Kinsley, Ron Buckholtz, Marc Helwig, Kathy McCoy, Tweed Shuman

Others present: Tom Hoff, Tim Hagberg, Patty Leslie, Derek Leslie, John Moreland, Gary Gedart, Carol Williamson

Motion by Buckholtz, 2nd by Helwig, to approve the minutes of the September 7, 2016 meeting.
Motion Carried

John Moreland has concerns about the speed limit at the intersection of Highway 77 and Airport Road. Requested speed limit on Highway 77 be reduced to 45 mph West of Wheeler Road.

Administrator Tom Hoff presented the 2017 proposed budgets and five-year Capital Projects Plan. Discussion on current fleet and proposed changes.

Maintenance Supervisor Tim Hagberg provided a written report.

Airport Manager Patty Leslie provided the Committee with Derek Leslie's written report. Mr. Miller's contract needs to be reviewed. Lights on the ground along the runway need to be replaced; Tim Hagberg will check the lights and mark for the snowplows. Tom Hoff and Patty Leslie met with Corp Counsel TJ Duffy. Duffy is writing a letter to Hangar Lease Owner Vechie.

The Committee discussed the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid / Agency Agreement and Federal Block Grant Owner Assurances. Motion by Shuman, 2nd by Helwig, to add sanding equipment to the resolution and recommend approval by the County Board. Motion carried

Highway Commissioner Gary Gedart provided a written report to the Committee. The Fall Commissioners Conference is November 8, 2016.

Minutes prepared by Sawyer County Clerk Carol Williamson

Maintenance Report
November 2016

Along with routine maintenance, the following maintenance projects were started or completed in October:

I. Courthouse:

- Installed two new wall pack LED lights on the exterior of the courthouse to light the sidewalk that was recently built for the court system.
- Started remodeling Clerk of Court office.
- Painted brown trim on the exterior of the courthouse. The trim was the only part of the courthouse exterior that wasn't painted as part of the 2014 hail damage repair.

II. Airport:

- Replaced all landscape timbers around the perimeter of the terminal building.
- Completed servicing airport snow removal equipment.
- In response to the Public Works Committee's request, I spent some time trying to locate a used broom that could be used on the runway but was unsuccessful. It is my recommendation that Sawyer County purchase a new broom when funds are available.

III. Emergency Government:

- I have been in the process of trying to obtain bids for installing security fencing at the Pipestone tower.

Sawyer County Management Report Nov. 2016

- Final acceptance of the first half of the fencing was held Thursday Nov. 3. Derek will give a report on that.
- Public meeting needs to be help on the petition for Airport improvements. That will be held at the December public works committee meeting.
- Complaint from Airport neighbor again.
- New landscaping around terminal looks good. Tim and his crew did a good job.
- We worked with the sheriff's department Sat. October 20. Once or twice a year they need a large area to do their EVOC training. We allow them to use our ramp in the off time of the year. They make sure they stay out of the way of aircraft traffic. It works out very well.

**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

**County Board of Supervisors
Sawyer County, Wisconsin**

WHEREAS, Sawyer County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Sawyer County Airport, Sawyer County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Purchase Snow Removal Equipment Attachments; Purchase Mowing and Sanding Equipment; Crack Seal, Flex Patch, Seal Coat and/or Microsurface Airfield Pavements; Reconstruct/Rehabilitate Apron and Taxiways; Construct New Hangar Taxiway; Develop New Hangar Area; Update Airport Layout Plan; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

1 **AGENCY AGREEMENT AND**
2 **FEDERAL BLOCK GRANT OWNER ASSURANCES**

3
4 **Department of Transportation**
5 **Bureau of Aeronautics**
6 **Madison, Wisconsin**
7

8 WHEREAS, Sawyer County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport
9 development project to be constructed with federal aid and/or state aid, specifically, the Sawyer County Airport project to:

10 Purchase Snow Removal Equipment Attachments; Purchase Mowing and Sanding Equipment; Crack Seal, Flex
11 Patch, Seal Coat and/or Microsurface Airfield Pavements; Reconstruct/Rehabilitate Apron and Taxiways;
12 Construct New Hangar Taxiway; Develop New Hangar Area; Update Airport Layout Plan; clear and maintain
13 runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.
14
15

16 WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is
17 attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary
18 as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the
19 airport in accordance with certain conditions; and
20

21 **AGENCY AGREEMENT.....**
22

23 WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial
24 closing of this project;
25

26 NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's
27 agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided,
28 however, that the Secretary is not required to provide legal services to the sponsor.
29

30 By: SECRETARY OF TRANSPORTATION
31

32
33 _____
34 David M. Greene, Director (Date)
35 Bureau of Aeronautics
36

37 **FEDERAL BLOCK GRANT OWNER ASSURANCES**
38

39 WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects
40 receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.
41

42 The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities
43 developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land
44 projects, which shall run in perpetuity);
45

46 Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.
47

48 Sponsor: Sawyer County, Wisconsin
49
50

51 _____
52 Name Name
53 _____
54 Title Title
55 _____
56 Date Date
57

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60



Division of Transportation
Investment Management
PO Box 7914
Madison, WI 53707-7914

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: <http://wisconsindot.gov>

Telephone: 608-266-3351

Facsimile (FAX): 608-267-6748

October 12, 2016

PATTY LESLIE & DEREK LESLIE
SAWYER COUNTY AIRPORT

Sawyer County Airport Petition Package

Dear Patty & Derek:

Matt asked me to send you a petition package based on a discussion he had with you in August—I'm sorry it has taken me so long to send this to you.

I have enclosed the following to get you started on your airport's petition for federal/state aid for an airport development project:

1. Airport Aid Petition Resolution Checklist.
2. Resolution petitioning the Secretary for Airport Improvement Aid.
3. Agency and Assurances Agreement.
4. Chapter Trans 55, Wisconsin Administrative Code.
5. Federal Owner Assurances
6. Sample of the Notice of Public Hearing.
7. Sample of the Affidavit of Publication of the hearing notice.
8. Information on the airport development hearing process.
9. Information to be submitted in support of airport aid petitions.

It may be helpful for you to call Matt Malicki, the bureau's project manager for your airport, to discuss your request, to be ensure all needed work items are included. This will help assure no step in the process is missed and avoid the need for a new resolution.

The public hearing is the first step in the petition process. Wisconsin Statutes require at least **ten (10)** days notice of the public hearing is provided by publication of a Class I notice in the local legal paper. It is also imperative that **all** the work items you wish to petition for are listed in the notice and addressed in the public hearing. An affidavit of publication signed by the publisher and notarized is also required. An exhibit showing the location of the proposed work (including land to be acquired) should be made available for inspection at the public hearing. Please include a copy of this exhibit in your petition package to clarify the intent of your request.

The sample hearing notice includes suggested wording for meeting the requirements of the Americans with Disabilities Act (ADA).

After the public hearing, the airport's governing body can pass the petition resolution. The petition resolution authorizes representatives of the governing body to execute the agency agreement and owner assurances. Please return one original copy of the petition resolution and two copies of the agency agreement and owner assurances. A copy of the agency and assurances agreement will be returned to you after it is signed by the bureau director.

The Bureau of Aeronautics recommends that general aviation airport sponsors budget 20% of the project costs as their share of all projects.

Please contact me at (608) 266-7187 or mary.strait@dot.wi.gov with any questions.

Sincerely,

Mary Strait
Airport Program Engineer

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Enclosures

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