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Agenda
Public Works Committee meeting
December 7, 2016; 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of November 9, 2016 meeting
03. Audience recognition
04. **Public Hearing** in the matter of State and Federal Aid for the Improvements at the Sawyer County Airport
05. Sawyer County Airport report, including:
 - Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid / Agency Agreement and Federal Block Grant Owner Assurances
 - L & L Aviation (contracted Airport management) report
06. Maintenance Department report, including:
 - Project report
07. Highway Commissioner's report

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

November 9, 2016; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

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

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

Motion by Buckholtz, 2nd by McCoy, to approve the minutes of the October 12, 2016 meeting.

Motion Carried

Maintenance Supervisor Tim Hagberg provided a written report.

Highway Commissioner Gary Gedart provided a written report to the Committee.

Airport Manager Patty Leslie provided the Committee with a written report. Some of the gates will require a 4-digit code and some will open as vehicles approach. The Committee will approve which gates are free access and which are coded. A Public Hearing on the petition for Airport improvements will be held at the December Committee meeting.

Minutes prepared by Sawyer County Clerk Carol Williamson

Sawyer County Airport Manager Report Dec. 2016

- November was up in traffic from last year because of the weather we have had and we saw the normal uptick in traffic around hunting season as well.
- Derek has been talking to Don Hamlin with the town of Hayward fire department and Doug Mrotek with the police department about doing some emergency training on the field to make sure we are prepared for an unlikely event of an emergency.
- Matt Malicki will be at our meeting to update the committee about the ILS project and address and questions that arise.
- The plowing has been going well and the communication between departments is continuing to work very well and that is still helping the budget very much.
- The fencing project is going to be right around the corner in the next month and we are hoping for COLD weather to assist us with the construction.
- Gate operations are being discussed amongst airport management, the state BOA, and the based tenants on the field. We anticipate having a written plan in place prior to the gates being put into service. Matt may also be able to help clarify what obligations and rules must be followed.

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

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

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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

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

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"PETITION FOR AIRPORT PROJECT"

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

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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

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

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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:

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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; 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.

55 "DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"
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57 THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested
58 to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its
59 agent to make all arrangements for the development and final acceptance of the completed project whether by contract,
60 agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other
61 monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport;
62 and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to
63 supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to
64 execute any assurances or other documents required or requested by any agency of the federal government and to comply
65 with all federal and state laws, rules, and regulations relating to airport development projects.
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67 FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire
68 certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.
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70 "AIRPORT OWNER ASSURANCES"
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72 AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with
73 certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a
74 federal grant agreement.
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76 AND BE IT FURTHER RESOLVED THAT THE ADMINISTRATOR and COUNTY BOARD CHAIR be authorized
77 to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.
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79 RESOLUTION INTRODUCED BY:
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84 Ron Kinsley

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86 Kathy McCoy

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88 Tweed Shuman

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90 Ron Buckholtz

91 _____
92 Marc Helwig

93 **CERTIFICATION**
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95 I, Carol J. Williamson, Clerk of Sawyer County, Wisconsin, do hereby certify that the foregoing is a correct copy
96 of a resolution introduced at a Public Works Committee meeting of the Sawyer County Board of Supervisors
97 on December 7, 2016, adopted by a majority vote, and recorded in the minutes of said meeting.
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99 _____
100 Carol J. Williamson, Sawyer County Clerk

1 **AGENCY AGREEMENT AND**
2 **FEDERAL BLOCK GRANT OWNER ASSURANCES**
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4 **Department of Transportation**
5 **Bureau of Aeronautics**
6 **Madison, Wisconsin**
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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:

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11 Purchase Snow Removal Equipment Attachments; Crack Seal, Flex Patch, Seal Coat and/or Microsurface Airfield
12 Pavements; Reconstruct/Rehabilitate Apron and Taxiways; Construct New Hangar Taxiway; Develop New Hangar
13 Area; Update Airport Layout Plan; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55;
14 and any necessary related work.
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17 WHEREAS, the sponsor adopted a resolution on December 7, 2016, a copy of which is attached and the prescribed
18 terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting
19 the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with
20 certain conditions; and
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22 **AGENCY AGREEMENT.....**
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24 WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial
25 closing of this project;
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27 NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's
28 agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided,
29 however, that the Secretary is not required to provide legal services to the sponsor.
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31 By: SECRETARY OF TRANSPORTATION
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35 David M. Greene, Director (Date)
36 Bureau of Aeronautics
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38 **FEDERAL BLOCK GRANT OWNER ASSURANCES**
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40 WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects
41 receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.
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43 The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities
44 developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land
45 projects, which shall run in perpetuity);
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47 Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.
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49 Sponsor: Sawyer County, Wisconsin
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51 _____
52 Tom Hoff
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52 Ron Kinsley
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55 County Administrator
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55 County Board Chair
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58 Date
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57 _____
58 Date
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Maintenance Report December 2016

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

I. Courthouse:

- Finished extending the interior walls of the IT Department. Extending the walls all the way to the ceiling should make the IT Director and the Land Records/Surveyor Director's offices more confidential.
- We have begun the process of stripping and recoating all of the vinyl composite flooring in the courthouse.

II. Highway:

- Installed two new service doors on the shop in Radisson.

III. Sheriff's Department:

- This past month, we assisted Andry Rasmussen and Sons, Inc. in installing a new mixing valve in the boiler of the 2006 addition of the jail. The new mixing valve was installed in parallel to the existing valve to help prevent the loss of hot water in the cell blocks when the existing valve malfunctions.
- 2017 vehicles for the Sheriff's department have been ordered and should arrive by mid-January 2017.