April 8, 2013

Agenda
Property and Airport Committee meeting
April 11, 2014, 8:30 a.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of the meeting of March 14, 2014
03. Maintenance Department report, including:
   • project report
   • monthly expense vouchers
04. Opportunity to lease at Hayward tree nursery for forestry, conservation, and other County operations
05. Sawyer County Airport report, including:
   • L & L Aviation (Airport management) report
   • Airport 6-year improvement plan
   • Airport mowing
   • Airport improvement project
   • monthly expense vouchers
06. Other matters for discussion only

KM

Kris Mayberry
Sawyer County Clerk
minutes of the meeting of the Property and Airport Committee, Sawyer County Board of Supervisors
March 14, 2014, 8:30 a.m., Assembly Room, Sawyer County Courthouse

members present: Dean Pearson (Vice-Chair), Chuck Gundersen, Tom Duffy

also present: County Board member Warren Johnson, Becher Hoppe airport improvement project manager Nick Galla, Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by Duffy, 2nd Gundersen, to approve the meeting agenda as presented. Motion carried.

Motion by Duffy, 2nd Gundersen, to approve the February 14, 2014 meeting minutes. Motion carried.

Maintenance Department Supervisor Tim Hagberg presented a report on projects completed, in progress, and planned by the Maintenance Department, including routine maintenance and snow removal; completion of installation of 2 new furnaces in the County Clerk/Treasurer/Register of Deeds Offices; installation of a new door in the Accounting Manager’s office; re-lamped all high bay lights (108 bulbs) and replacement of a draft inducer in a radiant tube heater at the Hayward Highway Department shop; installation of Alldata software on the 5th Street Maintenance garage computer; installation of a 50 amp circuit and an R.V. hookup at Ambulance Garage for Emergency Government; and installation of a new electrical circuit and receptacles for radio storage are in the Ambulance Garage.

Maintenance Department Supervisor Tim Hagberg requested approval to fill a vacant budgeted Mechanic position in the Maintenance Department. Motion by Duffy, 2nd Gundersen, to recommend Personnel and Administrative Committee and County Board approval of the request. Motion carried.

Patty and Derek Leslie (L & L Aviation – contracted Airport management and fixed-base operator at the Airport) presented a written report on projects, operations, and conditions at the Sawyer County Airport, including reviewing developments with the Airport improvement project [including that the owner of a hangar at the Airport (Tex Hull) will allow the use of his hangar (without charge to the County) to store the contents of the Civil Air Patrol hangar while that hangar is being relocated as part of the Airport improvement project]. Ms. Leslie reported that the Wisconsin Bureau of Aeronautics has determined to contract the design work for installation of the security fencing at the Airport with the hope that the fencing could be installed next winter. Ms. Leslie reported that L & L Aviation will develop a proposed Six-Year Improvement Plan for the Airport for the Committee’s review and approval.

Becher Hoppe airport improvement project manager Nick Galla provided an update on the Airport improvement project.

Accounting Manager Melissa Roach and County Clerk Kris Mayberry reported that Ms. Roach will now manage the hangar area leases (collection of annual rent, notice of adjustment of rent, provision of insurance certificates) instead of the County Clerk’s Office.

The Committee reviewed the monthly Maintenance Department and Airport expense vouchers. Motion by Gundersen, 2nd by Duffy, to approve the vouchers. Motion carried.

Motion by Gundersen, 2nd by Duffy, to convene into closed session, pursuant to section 19.85(1)(e) and (g), Wisconsin Statutes, to discuss negotiations for property acquisition and management, and to discuss pending litigation involving Sawyer County. [The Committee may reconvene into open session following the closed session to take or announce action taken during the closed session.] Motion carried by unanimous voice vote. [Minute of closed sessions are kept in a confidential file in the County Clerk’s Office.]

Motion by Gundersen, 2nd by Duffy, to reconvene into open session. Motion carried.

Motion by Gundersen, 2nd by Duffy, to adjourn the meeting. Motion carried.

minutes prepared by Kris Mayberry, Sawyer County Clerk
Along with routine maintenance, the following maintenance projects were completed in March:

I. Courthouse:
   - Noel Penning, Derek Hand, and I attended IBC Boiler training that was held locally at J.H. Larson.
   - Renovated one office in the Health Department.
   - Repainted three offices in the Clerk of Courts.
   - Created more storage space and built and installed new shelves in the courthouse basement for the Treasurer’s Office.

II. Highway Department:
   - New weather stripping was installed in both the Radisson and Winter shops, along with setback thermostats in an effort to improve energy efficiency.

III. Maintenance Garage:
   - We are in the process of replacing the mechanic who retired in March. Until that time, Derek Hand and I are completing repairs that don’t require a certified mechanic to complete. I am outsourcing any repairs we are unable to do.

IV. Sheriff’s Department:
   - A new range hood control needed to be installed over the gas range in the jail kitchen. The new hood control makes the kitchen compliant with current Wisconsin Department of Commerce building and safety codes. Jim St. Catherine Electrical assisted us in the installation process.
   - Installed new high efficiency lighting in the evidence processing garage.
     - Removed old light fixtures.
     - Installed six new fixtures, all necessary conduits, and wiring.
DNR State Nursery Program gets new name, continues advocacy for tree planting

Weekly News article published: March 18, 2014 by the Central Office

MADISON - In an ongoing effort to protect and sustainably manage Wisconsin's forests, the Department of Natural Resources is planning changes to increase efficiencies in the state tree nursery program and better reflect its broad spectrum of statewide reforestation duties.

The State Nursery Program, established in 1911, is being renamed the Reforestation Program, to reflect that program provides multiple services in addition to seedling production, according to Chief State Forester Paul DeLong.

"We have a strong reforestation monitoring program that assesses factors influencing plantation survival rates. Our staff provide a wealth of technical information to landowners interested in improving their lands through tree planting. We have a number of research projects underway and maintain an important education and outreach focus," DeLong said.

The Reforestation Program will merge seedling production into one nursery within the coming year, though the specific location is yet to be determined. There are currently nursery facilities located at Boscobel, Wisconsin Rapids, and Hayward, though Hayward no longer produces seedlings.

DeLong said that consolidating the production at either the Boscobel or Wisconsin Rapids facility will allow for more cost-effective production and availability of high quality native trees and shrubs to meet demand for conservation plantings from public and private landowners. The state produces stock to ensure that an adequate supply of native trees are available to reforest Wisconsin, home to the nation's largest forest products industry, and a vibrant forest-based recreation economy.
L&L Aviation Management Report
April 11th, 2014

This winter has brought us many different obstacles and the month of March was no different. Snow continued to fall and costs for snow removal continues to grow. Consequently, our construction has been delayed by the snow as well. Crews were able to take advantage of the good weather we had earlier in the month and several key portions of the project were completed on time. Looking forward towards spring construction, we have been faced will many different timeline postponements, including the delay of relocating the Civil Air Patrol Hanger.

As snow continues to fall, Mr. Jim Miller continues to plow snow, which in turn increases the amount of money spent on snow removal this year. We have had issues with finding places to put the plowed snow, which has caused complications, and raises the question as to what we are going to do next year. We will be taking another look at the snowplow removal plan and will be making adjustments if necessary. Next winter we will have to plow an area in front of the glideslope down to the ground, as well as plow the taxiways. The glideslope “critical area” is roughly 1,000 feet long by 300 feet wide at one end and 50 feet wide at the other, creating a cone shape area that cannot have anything higher than 6 inches. This includes grass and snow.

Construction has come to a complete halt until road limits are raised. We have an expected date as to which this will happen, but due to the wetness of the ground, all spring work has been pushed back until conditions are more favorable. Good news is that the runway will not be closed again from now until early September. The bad news is that our fall closure may have to be longer than previously planned. All parties affected and involved are going to be well informed of these closures and their durations. We would like to remind the committee that our fence project has hit several snags and has been pushed back to 2015. Matt from the BOA was unable to complete the design plans for the fence for a variety of reasons and it will have to be designed by an independent contractor or firm.

The Civil Air Patrol Hanger relocation has been postponed as well. We have been told that there will not be work done to the hanger or the area around it until after the Pancake Fly Inn. The Fly Inn is typically the first Sunday in July. Fred Steinhouse, the squadron commander, and Tex Hull, the gracious hanger owner who is lending the CAP his hanger, have both been notified of these changes.

Lastly, the Leslie family would like to thank our committee board members who will be leaving us for their service and patience over the years.
<table>
<thead>
<tr>
<th>Description</th>
<th>Fiscal Year</th>
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<tr>
<td>Construct a Terminal Transient Hangar and Terminal Building and</td>
<td>2019</td>
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<td>Snow plower/Plow for Runways</td>
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<tr>
<td>Purchasing of Large Snow Removal Equipment</td>
<td>2018</td>
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<td>Building the new Hangar area and necessary taxi-ways</td>
<td>2017</td>
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<td>Engineering/designing a new Hangar area</td>
<td>2016</td>
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<tr>
<td>Installing the Airport Enclosure</td>
<td>2015</td>
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<tr>
<td>Engineering/designing of the Airport Enclosure</td>
<td>2014</td>
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Statement of Project Intentions for Sawyer County Airport
January 22, 2014

SAWYER COUNTY AIRPORT
SAWYER COUNTY
KRIS MAYBERRY
COURTHOUSE
HAYWARD, WI 54843

What Is Your Airport’s Six-Year Improvement Plan?

Dear Airport Owner,

One of our goals at the Bureau of Aeronautics is to identify the need for projects to maintain or enhance the facilities at airports in Wisconsin. One of the most effective ways for us to do this is through good long range planning. To do good planning we need your help. You can help by telling us what your plans are for your airport for the next six years. We request your participation whether or not you choose to attend the Sponsor Workshop.

Enclosed is a form to submit your airport’s six-year plan, called the Statement of Project Intentions. We would particularly like to know about work you plan that is not already in the Bureau program. A copy of what we currently have programmed is attached.

Please prepare a plan even if you are unsure whether or not you will request funding. Limited information is better than none at all.

The procedure to submit your Project Intentions is outlined below:

1. Review the attached Airport Improvement Program.

2. Complete your Statement of Project Intentions for the 2014-2019 Six-Year Airport Improvement Program. Indicate all proposed airport improvements for 2014-2019 (and beyond, if available) on this form. Each improvement should be listed separately with pertinent information such as: size, location, estimated cost (if known) and anticipated or known petition date.

3. Adopt the Statement of Project Intentions by Resolution.

4. Return the completed statement of Project Intentions and Resolution to the Bureau of Aeronautics by July 1, 2014 (the July 1 deadline is a statutory requirement).
The Submission of the Statement of Project Intentions is only a planning document. It does not commit the sponsor to an airport improvement project.

If you have any questions on the Statement of Project Intentions, the Six-Year Improvement Program or the petition process and associated materials, please call Mary Strait, Airport Program Engineer, at (608) 266-7187 or e-mail mary.strait@dot.wi.gov. The statement of project intention forms can also be found at http://www.dot.wisconsin.gov/localgov/aid/airport.htm.

Thank you for your participation,

David M. Greene
Director

Enclosure
RESOLUTION

RESOLVED, by the ________________________________ that the attached list of proposed improvements are in the best interest of the ____________________ Airport; and

WHEREAS, Wisconsin Statutes require a Statement of Project Intentions from airport owners contemplating federal and/or state aid within the next six years; and

WHEREAS, this Six Year Statement of project Intentions is used by the Department of Transportation, Bureau of Aeronautics for planning and budgeting purposes and is not a petition for federal and/or state aid; and

NOW, THEREFORE BE IT RESOLVED that this governing body contemplates requesting federal and/or state aid for the projects listed on the attached schedule of airport improvements.

Resolution introduced by

______________________________

(Title)

______________________________

(Title)

______________________________

(Title)

CERTIFICATION

I, ________________________________, Clerk of ________________________________ Wisconsin, do hereby certify that the foregoing is a correct copy of a Resolution introduced at a ________________________________ meeting on __________, 2014, adopted by a majority vote, and recorded in the minutes of said meeting.

______________________________

Clerk
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<th>Fund 2016</th>
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<th>Quarter 2108</th>
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**Develop Hangar Area**

**Install Deer Fence, Phase 2**

**Endowment Block Grant Discretionary State Sponsor**

Wisconsin Bureau of Aeronautics
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<th>Category</th>
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**Wisconsin Bureau of Aeronautics**

All Phases and Year 2014 to 2019