

**COUNTY OF ROCK**  
**Public Works**  
**Department**  
**Airport Division**  
Telephone: 608-757-5768



**Southern Wisconsin**  
**Regional Airport**  
4004 S. Oakhill Avenue  
Janesville, WI 53546  
Fax : 608-758-3060

**Please Note Location**

**AGENDA**  
**Public Works Committee Meeting**  
**Tuesday, August 23, 2011 at 8:30 a.m.**

**Southern Wisconsin Regional Airport Terminal Building Suite 120**  
**1716 W. Airport Rd.**  
**Janesville, WI 53546**

1. Call to Order at 8:30 a.m.
2. Approval of Agenda
3. Approval of Minutes June 28, 2011
4. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments
5. Citizen Participation, Communications, and Announcements

**AIRPORT BUSINESS**

6. **Action Items**

- a. Consider Terminating T-hangar Storage Agreement with Dr. Pierre Charles
- b. Consider Attendance at Wildlife Trainer's Course
- c. Discuss/Consider Re-grading Work Between HSI Aviation Holdings and Fuel Farm

7. **Information Items**

- a. 2011 Project Updates
    1. Update on Reconstruction/Remodel of Terminal Building
    2. Update on Reconstruction of Taxiway "A"
  - b. Airport House Tenants
  - c. Update on Revised Minimum Standards
  - d. Airport Accounts Receivables
8. Executive Session: Per Section 19.851 (1)(e) – Consider Possible Negotiation for the Purchase of Public Property
  9. Next Meeting Date
  10. Adjournment

**Rock County Department of Public Works  
Airport Division – Issue Paper**

**Issue** – Non-Compliance of Aircraft Storage Agreement Terms by Dr. Pierre Charles

**Discussion** –

Paragraph eighteen of the Southern Wisconsin Regional Airport Aircraft Storage Agreement states:

“**LESSEE** shall, at its expense, maintain General Liability Insurance in full force and effect during the term of this Agreement with a per occurrence limit of not less than \$1,000,000. Insurance shall be placed with companies or underwriters authorized to do business in the State of Wisconsin. The County of Rock, Southern Wisconsin Regional Airport, its boards, agencies, employees, and representatives shall be named as additional insured. Certificates of Insurance evidencing the required insurance shall be filed with the Airport Director and upon request certified copies of the required insurance policies. The Certificates of Insurance and all such policies shall contain a provision that coverage will not be canceled or non-renewed during the term of this agreement unless thirty (30) days advance notice in writing has been given to the Airport Director in the manner specified in the agreement.”

Furthermore, Paragraph 13 states:

“This Agreement may be terminated forthwith by the Public Works Committee for violation of the terms thereof and possession may be immediately taken of the space assigned and contents thereof removed and stored at the expense of the undersigned.”

Dr. Charles has rented T-hangar #58 since June 1, 2009. While Dr. Charles is a tenant in good standing in regards to his t-hangar rent payments, he has failed to comply with the provision stated above in regards to insurance. Dr. Charles has been sent five different reminders of his obligation to provide this office with a certificate of insurance and to date, his only response has been a note telling airport administration to ask for it from a third party.

**Recommendation** – That a certified letter from the committee be sent to Dr. Charles giving him 15-day notice of intent to terminate his Aircraft Storage Agreement if the terms of his agreement are not met.

C. D. Burdick  
APR

# MEMORANDUM

DATE: March 15, 2011  
TO: Airport T-hangar Tenants  
FROM: Ronald D. Burdick, Airport Director  
RE: Certificates of Insurance

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Our records indicate that your insurance, as required by your Aircraft Storage Agreement, expires next month. This is just a reminder that when you renew your insurance, either you or your insurance carrier should provide this office with a copy of the certificate of insurance as required below.

**EIGHTEENTH**

**LESSEE** shall, at its expense, maintain General Liability Insurance in full force and effect during the term of this Agreement with a per occurrence limit of not less than \$1,000,000. Insurance shall be placed with companies or underwriters authorized to do business in the State of Wisconsin. The County of Rock, Southern Wisconsin Regional Airport, its boards, agencies, employees, and representatives shall be named as additional insured. Certificates of Insurance evidencing the required insurance shall be filed with the Airport Director and upon request certified copies of the required insurance policies. The Certificates of Insurance and all such policies shall contain a provision that coverage will not be canceled or non-renewed during the term of this agreement unless thirty (30) days advance notice in writing has been given to the Airport Director in the manner specified in the agreement.

RDB/cjh

# MEMORANDUM

**Reminder**

DATE: May 16, 2011  
TO: Airport T-hangar Tenants  
FROM: Ronald D. Burdick, Airport Director  
RE: Certificates of Insurance

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Our records indicate that your insurance, as required by your Aircraft Storage Agreement, expired last month. This is just a reminder that when you renew your insurance, either you or your insurance carrier should provide this office with a copy of the certificate of insurance as required below.

**EIGHTEENTH**

**LESSEE** shall, at its expense, maintain General Liability Insurance in full force and effect during the term of this Agreement with a per occurrence limit of not less than \$1,000,000. Insurance shall be placed with companies or underwriters authorized to do business in the State of Wisconsin. The County of Rock, Southern Wisconsin Regional Airport, its boards, agencies, employees, and representatives shall be named as additional insured. Certificates of Insurance evidencing the required insurance shall be filed with the Airport Director and upon request certified copies of the required insurance policies. The Certificates of Insurance and all such policies shall contain a provision that coverage will not be canceled or non-renewed during the term of this agreement unless thirty (30) days advance notice in writing has been given to the Airport Director in the manner specified in the agreement.

RDB/cjh

Charles

# MEMORANDUM

DATE: June 15, 2011

TO: Airport T-hangar Tenants

FROM: Ronald D. Burdick, Airport Director

RE: Certificates of Insurance

**IMPORTANT**

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Our records indicate that your insurance expired in April. As required by your Aircraft Storage Agreement when you renew your insurance, you are required to provide a copy of your certificate of insurance to this office. Your insurance carrier will frequently provide this office with a copy of the certificate of insurance as a courtesy to you. At this time, no copy has been received. Please forward a copy of your certificate of insurance as soon as possible.

**EIGHTEENTH**

**LESSEE** shall, at its expense, maintain General Liability Insurance in full force and effect during the term of this Agreement with a per occurrence limit of not less than \$1,000,000. Insurance shall be placed with companies or underwriters authorized to do business in the State of Wisconsin. The County of Rock, Southern Wisconsin Regional Airport, its boards, agencies, employees, and representatives shall be named as additional insured. Certificates of Insurance evidencing the required insurance shall be filed with the Airport Director and upon request certified copies of the required insurance policies. The Certificates of Insurance and all such policies shall contain a provision that coverage will not be canceled or non-renewed during the term of this agreement unless thirty (30) days advance notice in writing has been given to the Airport Director in the manner specified in the agreement.

RDB/cjh

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July 15, 2011

Dr. Pierre S. Charles  
Sinnissippi Aviation LLC  
2227 Carnforth Pl.  
Beloit, WI 53511

RE: Proof of Insurance

Dear Dr. Charles:

Your aircraft storage agreement requires you to provide a copy of your insurance certificate to this office each time it is renewed. Our records indicate that your insurance expired in April 2011. You have been sent three reminders/requests for this information but as of today's date, my office has not received this information.

Paragraph 13 of your aircraft storage agreement states:

"This Agreement may be terminated forthwith by the Public Works Committee for violation of the terms thereof and possession may be immediately taken of the space assigned and contents thereof removed and stored at the expense of the undersigned."

Please be advised that in accordance with the above provision, this matter will be on the August 23, 2011 Public Works Agenda and your Aircraft Storage Agreement may be terminated at that time. If you have any questions, please contact me at the number above.

Sincerely,

A handwritten signature in cursive script that reads "Ronald D. Burdick".

Ronald D. Burdick  
Airport Director

RDB/cjh

FOR PROPER CREDIT PLEASE RETURN THIS PORTION WITH REMITTANCE

*Copy of insurance is in  
File at Wisca  
Aviat.*

CUST NO.	INVOICE DATE	INVOICE NO.
048028	07/15/11	AA110400

DR PIERRE S CHARLES  
SINNISSIPPI AVIATION LLC  
2227 CARNFORTH PL  
BELOIT, WI 53511

*Academy* · TOTAL DUE 263.75

*Please ask them to file a copy  
to you. Thank you*

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July 26, 2011

**COPY**

Dr. Pierre S. Charles  
Sinnissippi Aviation, LLC  
2227 Carnforth Place  
Beloit, WI 53511

RE: Certificate of Insurance

Dear Dr. Charles:

Your recent rent payment and note in response to my letter dated July 15, 2011 were received, thank you. Please be advised that since the Aircraft Storage Agreement for T-hangar 58 is in your name, the Southern Wisconsin Regional Airport will not be contacting a third party for the required insurance information. You can contact the Wisconsin Aviation Academy or your insurance company to send us a copy if you wish, or you can send the copy yourself, but it must be received by this office no later than August 16<sup>th</sup>. If you have any questions, please feel free to give me a call.

Sincerely,

A handwritten signature in cursive script that reads "Ronald D. Burdick".

Ronald D. Burdick, Director  
Southern Wisconsin Regional Airport

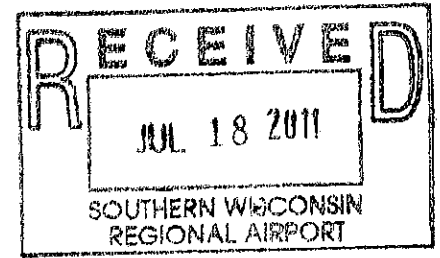
RDB/cjh



7/15/2011

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Tyra & Brandon Delwiche  
3728 S. Oakhill Ave.  
Janesville, WI 53546



Ron Burdick  
Southern Wisconsin Regional Airport  
4004 S. Oakhill Ave.  
Janesville, WI 53546

Dear Ron,

Recently, Brandon received a job transfer to Illinois. In the past week, we have found a house in Illinois and amazingly enough, the company was able to schedule movers very quickly. The movers will be packing, loading and moving early this week. We have loved living here, and the airport staff has been amazing. We appreciate everything that you and the staff has done for us. We know that we must put in a 30 day notice. We would like to give our notice now, and we will have everything out and cleaned by August 31, 2011. We will maintain utilities in our name until that point. Please let me know if we are obligated to fulfill a term longer than the 30 days. Once again, thank you so much!

Tyra & Brandon Delwiche  
New address will be  
15019 W. Rt. 90  
Princeville, IL 61559