

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

AGENDA

Public Works Committee Meeting
Friday, September 30, 2011 at 8:30 a.m.

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

Please Note Date Change

1. Call to Order at 8:30 a.m.
2. Approval of Agenda
3. Approval of Minutes August 23, 2011
4. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments
 - a. Voucher 9079 to WISDOT for Project 29, Taxiway A Reconstruction
5. Citizen Participation, Communications, and Announcements

AIRPORT BUSINESS

6. **Action Items**
 - a. Consider Terminating T-hangar Storage Agreement with Mr. Messina
7. **Information Items**
 - a. 2011 Project Updates
 1. Update on Reconstruction/Remodel of Terminal Building
 2. Update on Reconstruction of Taxiway "A"
 - b. Report on Wildlife Trainer's Course
 - c. Review Revised Minimum Standards
 - d. Airport Accounts Receivables
8. Next Meeting Date
9. Adjournment

COUNTY OF ROCK - State of Wisconsin - Office of Highway Commissioner

The within account has been examined
by the Public Works Committee and
approved for payment.

Voucher No. 9079 Name WISCONSIN DEPARTMENT OF TRANSPORTATION

Check No. _____ Address _____

Date Paid PREPARED 9/9/2011 Total Voucher \$ 35,000.00 Checked MB

Vendor No. 017501

DISTRIBUTION DEBITS

Amount	Account No.	Description	Amount	Account No.	Description
35,000.00	41-4453-4454-67200	AIP 3-55-0028-29 TAXIWAY			

Rock County Public Works
Committee
Kurtis L. Yankee, Chair
Betty Jo Bussie
Eva M. Arnold
David Diester
Brent Fox

MEMORANDUM

FINANCE DIRECTOR
RECEIVED

SEP 8 2011

DATE: September 7, 2011
TO: Jeff Smith, Finance Director
FROM: Ronald D. Burdick, Airport Director *RB*
RE: AIP 3-55-0028-29

Enclosed is an invoice for the reconstruction of Taxiway A, crack repairs and installation of guard lights, AIP 3-55-0028-29. Please contact me if you have any questions.

RDB/cjh

Gordy
Please process voucher for payment
A/C 41-4453-4454-67200,
Requires approval of PW + Finance
Committees and County Board on
a bill over \$10,000

[Signature]

[Signature]
9/8/11



Division of Business Management
 Bureau of Business Services
 PO Box 7366
 Madison, WI 53707-7366

(608) 261-0259

INVOICE 64773

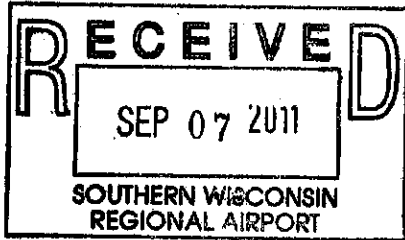
Invoice Date: 8/10/2011

RON BURDICK, MGR.
 SOUTHERN WI REGIONAL AIRPORT
 4004 S. OAKHILL AVE.
 JANESVILLE, WI 53545

Account #: SOUT7
 Customer P.O.#:

<i>Description</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Amount</i>
SOUTHERN WI REG AIRPORT FED AIRPOR TPROJ 3-55-0028-29 RECONSTRUCT TWY A, APRON, CRACK REPAIRS AND INSTALL GUARD LIGHTS	1	\$35,000.000	\$35,000.00

Total:	\$35,000.00
State Sales Tax:	\$0.00
Local Sales Tax:	\$0.00
Stadium Tax:	\$0.00
Invoice Total:	\$35,000.00
Paid:	
Balance Due:	\$35,000.00



(Please refer to the above invoice number for all inquiries) - Retain this part for your records

Invoice Number: 64773 Balance Due: \$35,000.00 **AMOUNT PAID:** _____

Date: 8/10/2011

Make checks payable to:
 Wisconsin Dept. of Transportation

Mail To:
 Wisconsin Dept. of Transportation
 Bureau of Business Services
 Ave. P.O. Box 7366
 Madison, WI 53707-7366

****** For proper credit, return this part with your remittance ******



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

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: 608-266-3351

Facsimile (FAX): 608-267-6748

August 25, 2011

SOUTHERN WI REGIONAL AIRPORT
RON BURDICK, AIRPORT MANAGER
4004 S OAKHILL AVE
JANESVILLE WI 53545



**Southern Wi Regional Airport
Federal Airport Project 3-55-0028-29
Reconstruct TWY A, apron, crack repairs and install guard
lights.**

COPY

Dear Mr. Burdick:

Please send us a check in the amount of \$ 35,000.00 to pay for your share of this project, as indicated in State Finding signed August 23, 2011.

This amount represents your estimated share of project costs. If project costs differ from original estimates we may request additional funds or return funds to you at a later date.

Please follow the instructions on the attached invoice when sending your check. If you have questions regarding this billing, contact us.

Sincerely,

Tami Weaver
Financial Specialist

TJW
800dev.dot/r.03/30/11

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

Issue – Termination of Aircraft Storage Agreement Due to Non-Compliance of Terms

Discussion –

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.”

Mr. Messina rents hangar 62. Our records indicate that the insurance for these hangars expired in May 2011. Mr. Messina was sent three reminders to provide the airport administration office with copies of the certificate of insurance after the policy was renewed. As of today, no certificate of insurance has been received as required.

Recommendation – That the Committee terminate the Aircraft Storage Agreement and require the tenant to vacate the premises.