

**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**  
**Tuesday, July 24, 2012 at 8:00 a.m.**

**Southern Wisconsin Regional Airport Administration Office**  
**4004 S. Oakhill Ave.**  
**Janesville, WI 53546**

1. Call to Order at 8:00 a.m.
2. Approval of Agenda
3. Approval of Minutes June 26, 2012
4. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments
5. Citizen Participation, Communications, and Announcements

**AIRPORT BUSINESS**

6. **Action Items**

- a. Consider Termination of Aircraft Storage Agreement for Dr. Pierre Charles for failure to comply with insurance provisions
- b. Consider Termination of Aircraft Storage Agreements for Wisconsin Aviation Academy for failure to comply with insurance provisions.
- c. Consider Request From Helicopter Specialties
- d. Airport Accounts Receivables

7. **Information Items**

- a. Project Updates
  - 1) Update on Terminal Project
  - 2) 18/36 Sealcoat

**PUBLIC WORKS BUSINESS**

8. **Information Items**

- a. Semi-Annual Report – Attendance at Conventions/Conferences

9. Adjournment

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

**Issue** – Non-Compliance of Aircraft Storage Agreement Terms by Dr. Pierre Charles for T-hangar 58.

**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. Currently Dr. Charles is behind on his rent for the months of June and July 2012 and he has failed to comply with the provision stated above in regards to insurance. Dr. Charles has been sent four different reminders of his obligation to provide this office with a certificate of insurance and two letters regarding his past due hangar rent. To date, there has been no response.

**Recommendation** – That a certified letter from the Committee be sent to Dr. Charles terminating his T-hangar Storage Agreement and giving him until August 15, 2012 to vacate the hangar.

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

**Issue** – Non-Compliance of Aircraft Storage Agreement Terms by Wisconsin Aviation Academy for T-hangars 43 and 63.

**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.”

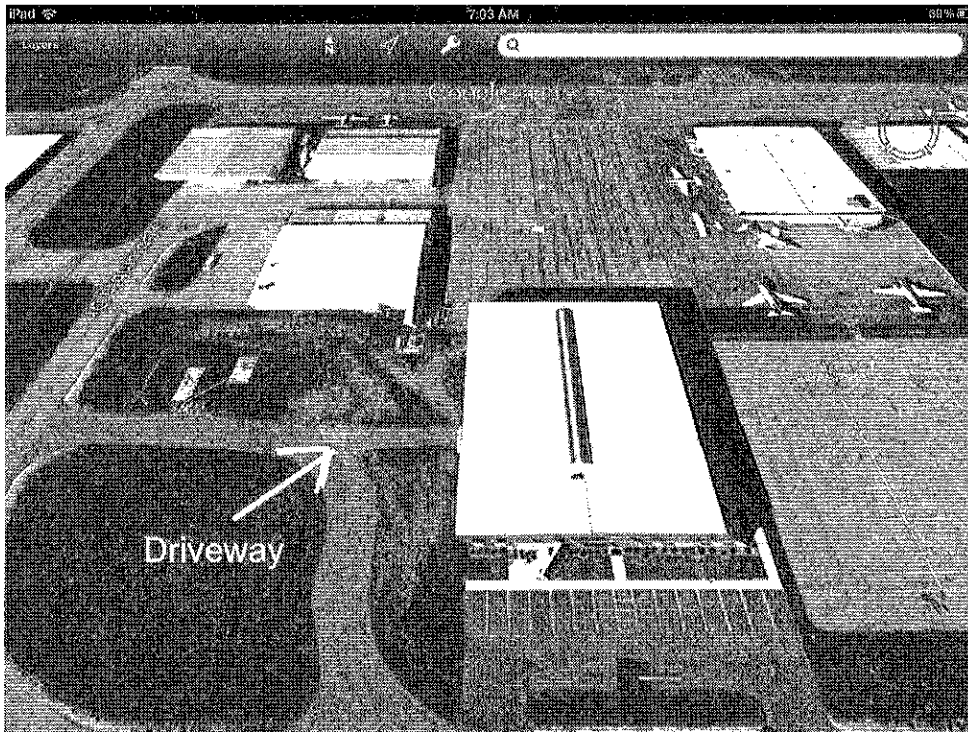
The Wisconsin Aviation Academy has rented Hangar 43 since July 2011 and Hangar 63 since February 2012. While the Wisconsin Aviation is a tenant in good standing as far as t-hangar rent is concerned, they have failed to comply with the provision stated above in regards to insurance. The Academy has been sent four different reminders of their obligation to provide this office with a certificate of insurance and to date, there has been no response.

**Recommendation** – That a certified letter from the Committee be sent to the Wisconsin Aviation Academy terminating the T-hangar Storage Agreements for Hangars 43 and 63 and giving them until August 15, 2012 to vacate the hangars.

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

**Issue** – Request from Jim Freeman, President, Helicopter Specialties, Inc, for the County to pave driveway.

**Discussion** – Mr. Freeman has requested that the County pave a driveway on the west side of his new facility to join into the airport’s fuel farm road. He has proposed that his contractor would prepare the base and the County could pave the 80 foot driveway. DPW has provided an estimated cost of \$1,200 for a 2.5 inch overlay or \$1,400 for a 3 inch overlay.



Past practice, the Lessee has been responsible for the improvements needed to connect to the roads or ramps. However, there has been one instance where the airport has shared the cost for installation of an electric access gate.

**Recommendation** – Cost sharing or covering the full cost would be a matter of policy.

**2012 PROJECT ESTIMATOR**  
AS OF 3/27/12

Road Name \_\_\_\_\_  
 Beginning \_\_\_\_\_  
 End \_\_\_\_\_  
 Length 80 \_\_\_\_\_  
 Width 14 \_\_\_\_\_  
 Condition \_\_\_\_\_

Town Rock County Airport  
 Date May 3, 2012  
 Prepared By Jim Babcock

<input type="checkbox"/>	Pulverization	\$0.00 Est.
<input type="checkbox"/>	1" Overlay	\$0.00 Est.
<input type="checkbox"/>	2" Overlay	\$0.00 Est.
<input checked="" type="checkbox"/>	2.5" Overlay	\$1,200.00 Est.
<input type="checkbox"/>	3" Overlay	\$0.00 Est.
<input type="checkbox"/>	3.5" Overlay	\$0.00 Est.
<input type="checkbox"/>	4" Overlay	\$0.00 Est.
<input type="checkbox"/>	Shouldering est.	\$0.00 Est.
<input type="checkbox"/>	Tons of Grader Patch	\$0.00 Est.
<input type="checkbox"/>	# of cracks to Fill	\$0.00 Est.
<input type="checkbox"/>	Sealcoat	\$0.00 Est.
<input type="checkbox"/>	Fog Seal <small>oil only CSS-1Hd</small>	\$0.00 Est.

"x" Indicates Recommended Repairs

Recommendation and Notes This estimate is for paving only.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_

Recommended Total Estimate \$1,200.00  
not including records and reports

***This is only an estimate, not a quote.***  
***You will be billed for actual time and materials.***

**2012 PROJECT ESTIMATOR**  
AS OF 3/27/12

Road Name \_\_\_\_\_  
 Beginning \_\_\_\_\_  
 End \_\_\_\_\_  
 Length 80 \_\_\_\_\_  
 Width 14 \_\_\_\_\_  
 Condition \_\_\_\_\_

Town Rock County Airport  
 Date May 3, 2012  
 Prepared By Jim Babcock

<input type="checkbox"/>	Pulverization	_____	\$0.00 Est.
<input type="checkbox"/>	1" Overlay	_____	\$0.00 Est.
<input type="checkbox"/>	2" Overlay	_____	\$0.00 Est.
<input type="checkbox"/>	2.5" Overlay	_____	\$0.00 Est.
<input checked="" type="checkbox"/>	3" Overlay	_____	\$1,400.00 Est.
<input type="checkbox"/>	3.5" Overlay	_____	\$0.00 Est.
<input type="checkbox"/>	4" Overlay	_____	\$0.00 Est.
<input type="checkbox"/>	Shouldering est.	_____	\$0.00 Est.
<input type="checkbox"/>	Tons of Grader Patch	_____	\$0.00 Est.
<input type="checkbox"/>	# of cracks to Fill	_____	\$0.00 Est.
<input type="checkbox"/>	Sealcoat	_____	\$0.00 Est.
<input type="checkbox"/>	Fog Seal <small>oil only CSS-1Hd</small>	_____	\$0.00 Est.

"x" Indicates Recommended Repairs

Recommendation and Notes This estimate is for paving only.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_

Recommended Total Estimate \$1,400.00  
not including records and reports

***This is only an estimate, not a quote.  
 You will be billed for actual time and materials.***

---

**M E M O R A N D U M**

---

**DATE:** July 12, 2012  
**TO:** Rock County Public Works Committee  
**FROM:** Benjamin J. Coopman, Jr., P.E. *Bjc*  
Director of Public Works  
**RE:** Semi-Annual Report

---

Per County Board Resolution 96-8A-050, I am submitting the following report.

Out of State Travel:

Highway Division: None  
Parks Division: None  
Airport Division: \$2,393.66 sending two new employees to out-of-state training in Lexington, KY for Airport Rescue and Fire Fighting School as mandated by the FAA.

cc: Craig Knutson, County Administrator  
Marilyn Bondehagen