

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

Note Time

AGENDA
Public Works Committee Meeting
Tuesday, February 26, 2013 at 8:30 a.m.

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

1. Call to Order at 8:30 a.m.
2. Approval of Agenda
3. Approval of Minutes January 22, 2013
4. Vouchers/Bills/Encumbrances/Pre-Approved Encumbrance Amendments
 - a. Voucher 9083 to Wisconsin Department of Transportation
5. Citizen Participation, Communications, and Announcements

AIRPORT BUSINESS

6. Action Items

- a. Discuss/Possible Action – City of Janesville Stormwater Runoff charges/credits
- b. Consider Resolution Amendment #2 to land Loan #1 Resolution to Amend Resolution No. 10-4C-013 Advance Land Acquisition Loan Originally Dated April 22, 2010 Reconstituted Loan Agreement Dated February 14, 2013
- c. Consider Request from Matt Kealy for Reduction of Rent
- d. Airport Accounts Receivables

7. Information Items

- a. Project Updates
 - 1) Terminal Building
 - 2) Joint Seal and Repair of Runway 14/32

HIGHWAY BUSINESS

8. Action Items

- a. Approve Resolution Adopting a Relocation Order - CTH M East
9. Next Meeting Date for March 2013
10. Adjournment

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

WISCONSIN DEPARTMENT OF TRANSPORTATION

PREPARED 2/8/2013
017501

15

**Rock County Public Works
Committee**
Kurtis L. Yankee, Chair
Betty Jo Bussie
Eva M. Arnold
Brent Fox
Dave Brown

[illegible]



Division of Business Management
Bureau of Business Services
PO Box 7366
Madison, WI 53707-7366
(608) 261-0259

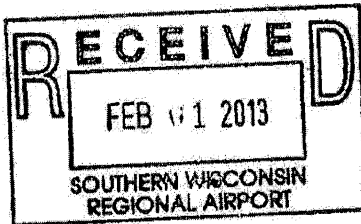
INVOICE 66406

Invoice Date: 1/31/2013

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

Account #: SOUT7
Customer P.O.#:

Description	Qty	Unit Price	Amount
SEE ATTACH	1	\$17,941.960	\$17,941.96
Total:			\$17,941.96
State Sales Tax:			\$0.00
Local Sales Tax:			\$0.00
Stadium Tax:			\$0.00
Invoice Total:			\$17,941.96
Paid:			
Balance Due:			\$17,941.96



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

Invoice Number: 66406 Balance Due: \$17,941.96 AMOUNT PAID: _____
Date: 1/31/2013

Make checks payable to:
Wisconsin Dept. of Transportation

Mail To:
Wisconsin Dept. of Transportation
Bureau of Business Services
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

January 30, 2013

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

Southern WI Regional Airport
Land Loan SA 66
Interest due

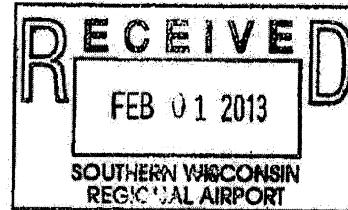
Dear Mr. Burdick:

Please send us a check in the amount of \$17,941.96 for the interest due on your land loan project for calendar year 2012. Principal will not be billed at this time due to the Amendment 1 signed changing it to a balloon payment in 2016 instead.

I've attached the land loan spreadsheet showing all the costs through 2011 and the interest due. Please follow the instructions on the attached invoice when sending your check. If you have questions, please contact me at (608)266-2109.

Sincerely,

Colleen Endres
Airport Accountant



Southern Wisconsin Regional Airport Storm Water Utility Fees

In 1994, Rock County and the City of Janesville entered into an agreement that would provide sewer service and municipal water to the Southern Wisconsin Regional Airport. With that agreement, the City of Janesville made utilities available to the airport facility, and in exchange Rock County agreed to allow Janesville to annex the airport property into the city with an effective date of June 30, 2007. This also included the Glen Erin Golf Course, which is located south of the airport's runway and terminal areas.

Even though the airport property was brought into the Janesville city limits at that time, Rock County continues to own and operate the airport.

The annexation also meant that The City of Janesville could begin charging property owners within the annexed area with a Storm Water Utility usage fee. Every property within Janesville with city water service is subject to a Storm Water fee.

This fee is based on the amount of impervious surface area present at any given property.

Impervious Surface at the Airport:

- The SWRA is made up of two drainage basins (North and South)
- In total the SWRA contains **157.1** acres of impervious surface (runways, parking lots, sidewalks, cart paths, rooftops, etc.)
- The North Basin has **49.3** acres of impervious surface (48.86 acres- Rock County)
- The South Basin has **107.8** acres of impervious surface (90.33 acres- Rock County)

Receiving Storm Water Credits:

- The City of Janesville grants credit for properties that can demonstrate on-site storm water mitigation (i.e. storm water does not get processed through the city's utility)
- The City of Janesville has granted credits for a portion of the property owned by Rock County at the SWRA.
- The County has approached the City of Janesville multiple times about directly applying credits to lease holders. The City's position, however, is that while the County's land allows water to flow directly into the Rock River, the lease holder's property flows on the County land. The lease holders are therefore ineligible for a credit from the City.
- The City further clarified that the County receives credits only for the 139.19 acres that it owns. Rock County does not receive any credits for the 17.91 acres of leased land.
- Knowing that the County is receiving a credit, lease holders have requested that the County share the credit the County is receiving with them.
- If the Committee wishes to do this, this presentation sets forth a method for doing so.

3

Method of Analysis

- This study was initiated in the 3rd Quarter of 2012 and represents a "point in time" analysis. The City of Janesville has indicated that the storm water utility rates will likely be increased in 2013.
- Rock County obtained the number of acres of impervious surface from the City of Janesville and developed the charge figures used in this analysis based on their billing formula.
- Figures are approximate and do not reflect additional fixed service charges and taxes levied by the City of Janesville to all utility customers.
- Credits would be allotted according to the percent of total impervious surface.

4

Explanation of Quarterly Storm Water Utility Credits:

(North Drainage Basin)

Storm Water Utility Customer	Impervious Surface Acres	Percent Total Acres	Current Credit	Adjusted Credit
Rock County	48.86	99.13%	\$3,775.08	\$3,741.89
Prent	0.43	0.87%	-0-	\$33.19
Total	49.29	100%	\$3,775.08	\$3,775.08

5

Explanation of Quarterly Storm Water Utility Credits :

(South Drainage Basin)

Storm Water Utility Customer	Impervious Surface (Acres)	Percent of Total Acres	Current Credit	Adjusted Credit
Rock County	90.33	83.79%	\$10,240.11	\$8,579.48
ABC Supply	1.42	1.31%	-0-	\$134.66
Blackhawk Aviation	1.98	1.84%	-0-	\$187.69
Fab Tech	0.97	0.90%	-0-	\$92.10
Fab Tech	0.42	0.39%	-0-	\$39.77
Glen Erin Golf Course	6.75	6.26%	-0-	\$641.23
Helicopter Specialties	0.59	0.55%	-0-	\$55.82
Hersey Lane	0.26	0.24%	-0-	\$25.12
HST Aviation	0.84	0.78%	-0-	\$79.54
Janesville Jet	0.93	0.86%	-0-	\$87.92
King Capital	0.21	0.19%	-0-	\$20.23
Luther Aircraft	0.92	0.85%	-0-	\$87.22
NJ Properties	1.04	0.96%	-0-	\$98.38
Seneca Foods	0.39	0.36%	-0-	\$36.98
Susan Dacy	0.57	0.53%	-0-	\$53.73
Tradewinds	0.21	0.19%	-0-	\$20.23
Total	107.81	100%	\$10,240.11	\$10,240.11

6

Comparison of Quarterly Storm Water Utility Cost
(North Drainage Basin)

Storm Water Utility Customer	Estimate Quarterly Storm Water Charge	Adjusted Quarterly Storm Water Charge	Net Difference
Airport Property	\$2,909.17	\$2,942.37	-\$33.19
Prent Corporation	\$59.30	\$26.10	\$33.19

Quarterly Cost to County \$33.19

Annual Cost to County \$132.77

7

Comparison of Quarterly Storm Water Utility Cost
(South Drainage Basin)

Storm Water Utility Customer	Estimate Quarterly Storm Water Charge	Adjusted Quarterly Storm Water Charge	Net Difference
Airport Property	\$2,117.37	\$3,778.00	-\$1,660.63
ABC Supply Company	\$193.97	\$59.30	\$134.66
Blackhawk Tech	\$270.35	\$82.65	\$187.69
Fab Tech	\$132.66	\$40.56	\$92.10
Fab Tech	\$57.29	\$17.51	\$39.77
Glen Erin Golf Course	\$923.60	\$282.73	\$641.23
Helicopter Specialties	\$80.40	\$24.58	\$55.82
Hersey Lane LLC	\$36.18	\$11.06	\$25.12
HST Aviation Holdings	\$114.57	\$35.03	\$79.54
Janesville Jet	\$126.63	\$38.41	\$87.22
King Capital	\$29.15	\$8.91	\$20.23
Luther Aircraft	\$125.63	\$38.41	\$87.22
NJJ Properties	\$141.71	\$43.32	\$98.38
Seneca	\$53.27	\$16.28	\$36.98
Susan Dacy Ent.	\$77.39	\$23.66	\$53.73
Tradewind Int'l	\$29.15	\$8.91	\$20.23

Quarterly Cost to County \$1,660.63

Annual Cost to County \$6,642.54

8

Comparison of Annual Storm Water Utility Fees Current and Adjusted

Airport Drainage Basin	Current Annual Fees and Credits			Adjusted Annual Fees and Credits		
	Total Storm Water Fee	Rock County Portion	Lease Holder Portion	Adjusted Total Storm Water Fee	Adjusted Rock County	Adjusted Lease Holder
North	\$11,873.88	\$11,636.68	\$237.20	\$11,873.88	\$11,769.48	\$104.40
South	\$18,037.28	\$8,469.48	\$9,567.80	\$18,037.28	\$15,112	\$2,925.28
Total	\$29,911.16	\$20,106.16	\$9,805.00	\$29,911.16	\$26,881.48	\$3,029.68

9

Next Steps

- If the Public Works Committee approves this plan, the Airport Division would draft a policy that would apply to all lease holders that have a storm water utility charge. This policy would dictate how the storm water credits are calculated.
- Storm water credits would be distributed as a deduction to rent payments. These rent credits would be applied using existing payment schedules as some lease holders pay quarterly, monthly, or annually.

10

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ronald D. Burdick
Airport Director
DRAFTED BY

February 14, 2013
DATE DRAFTED

Amendment #2 to Land Loan #1
Resolution to Amend Resolution No. 10-4C-013
Advance Land Acquisition Loan Originally Dated April 22, 2010
Reconstituted Loan Agreement Dated February 14, 2013

1 WHEREAS, it is deemed to be in the best interest of the County of Rock, hereafter referred
2 to as Sponsor, to apply for a State loan to acquire land or interests in land for improvement of
3 the Southern Wisconsin Regional Airport; and,

4
5 WHEREAS, the Sponsor is required by State Statute and Wis. Administrative Code (Trans
6 54.05) to designate the Secretary as its agent to accept, receive, receipt for and disburse any
7 funds loaned by the State of Wisconsin under the Advance Land Acquisition Loan Program.

8
9 WHEREAS, three properties were originally included in the Land Acquisition Loan; and

10
11 WHEREAS, two of the original three properties have already been purchased at amounts that
12 were higher than had been estimated; and,

13
14 WHEREAS, it is anticipated that the third un-purchased property is expected to incur
15 additional expenses which include a higher appraisal of the property than was anticipated, the
16 purchase and removal of a billboard and the relocation expenses of the current owner; and,

17
18 WHEREAS, the Bureau of Aeronautics estimates that an additional Two Hundred Thousand
19 Dollars (\$200,000.00) will cover these expenses; and

20
21 WHEREAS, the original balloon payment was due in 2015 and will now be extended to
22 2018.

23
24 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors,
25 hereafter referred to as Sponsor, duly assembled this _____ day of _____,
26 2013 that it is deemed to be in the best interest of the Sponsor to amend the application for a
27 State loan to acquire land or interests in land for the improvement of the Southern Wisconsin
28 Regional Airport; and

29
30 BE IT FURTHER RESOLVED, that the Sponsor respectfully requests the following
31 changes to the Resolution No. 10-4C-013 Advance Land Acquisition Loan and/or the
32 Responsibility and Performance Note;

33
34 Land Loan funding breakdown:

	<u>Original Loan</u>	<u>Amended Loan Amount</u>
Sponsor Share (20%)	\$ 240,000	\$ 280,000
Loan Amount (80%)	\$ 960,000	\$1,120,000
Total Land Loan project	\$1,200,000	\$1,400,000

Resolution to Amend Resolution No. 10-4C-013 Advance Land Acquisition Loan

Page 2

40 **BE IT FURTHER RESOLVED**, that the total amount of the loan, plus interest will be
41 repaid to the State, in full, within five years of the date of the reconstituted loan agreement.
42 Repayment may be made by annual budget appropriates, or project appropriations of the
43 County State and FAA, or a combination of both methods acceptable to the Secretary of
44 Transportation and the applicant.

45
46 **BE IT FINALLY RESOLVED**, you are requested to take such action as may be deemed
47 necessary by the facts presented.

J. Russell Podzilni, Chair
Rock County Board of Supervisors

Introduced: Date _____

Passed: Date _____

Attest: _____
Lorena R Stottler, Clerk

I do hereby certify that the above and foregoing is a true, accurate, and complete copy of the
original resolution No. _____, introduced and passed by the County Board on
_____, 2013.

Lorena R. Stottler, Rock County Clerk

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis Yankee, Chair

Betty Jo Bussie, Vice Chair

Eva Arnold

David Brown

Brent Fox

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of
_____.

Mary Mawhinney, Chair

Resolution to Amend Resolution No. 10-4C-013 Advance Land Acquisition

Loan

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FISCAL NOTE:

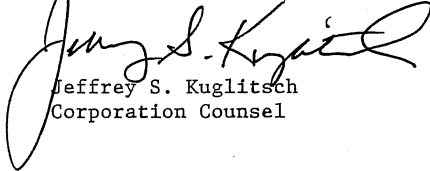
Resolution 10-4C-014, adopted April 22, 2010, authorized the County to enter into a land loan for the purchase of three parcels of land contiguous to the airport. This resolution amends the original resolution by increasing the total land loan amount by \$200,000 to \$1,400,000. This increases the County share of the loan by \$40,000 to \$280,000. There are sufficient funds in the Airport Capital Improvement account, A/C 41-4453-4454-67200, for payment of the increased County share. This resolution also extends the date for the repayment of the loan from 2015 to 2018. The County will be responsible for the 4% annual interest cost until the loan is repaid.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action by Wisconsin Statutes 59.01, 59.51, 59.52(19), 59.58 and numerous sections of Ch. 114.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Amendment #2 to Land Loan #1
Resolution to Amend Resolution No. 10-4C-013
Advance Land Acquisition Loan Originally Dated April 22, 2010 Reconstituted Loan Agreement
Dated February 14, 2013

In 2010 the County Board approved entering into the Advance Land Acquisition Loan Program to purchase 3 parcels of land located within the Runway 32 Protection Zone. This program is administered by the Wisconsin Department of Transportation, Bureau of Aeronautics and was set up by the State to loan funds to airport sponsors to acquire land needed for preserving and improving a safe and efficient air transportation system. Simple interest is charged at a rate of 4 percent on the unpaid balance. The land loan functions much like a short-term loan to cover the expenses incurred until the federal funding is available for reimbursement.

The Bureau of Aeronautics has acquired parcels 40 and 41. Both were appraised higher than originally anticipated. Parcel 39 has also been appraised higher than originally anticipated, has a bill board sign that need to be removed, and must include relocation costs to the property owner. The Bureau estimates that the amendment will cover those expenses.



The Resolutions before you increase the advance Land Acquisition Loan from \$1,200,000 to \$1,400,000 and increased the County's share from \$240,000 to \$280,000. There is adequate funds available in the airports capital improvement account to cover the additional cost.

Although the Land Loan Resolution indicates a five-year pay back, when federal funding is secured, those funds will be used for repayment of the land loan. At this time federal reimbursement is 90%, state is 5%, and the sponsors share will be 5%.

Respectfully Submitted,

Ronald D. Burdick
Airport Director

Rock County Department of Public Works Airport Division – Issue Paper

Issue – Kealy's Kafe #2 LLC (LESSEE)

Lessee has made a verbal request to reduce the \$600 monthly base rate to \$400, requested a credit of \$200 per month for 7 months (June-December) because the lease space was reduced by one third for construction, and requested that we take a look into the utility cost.

Discussion – In June of 2012, demolition of the west side of the terminal building started. A temporary wall was installed prior to construction reducing the seating area by approximately one third. I met with the LESSEE on February 18th and we discussed the following issues;

1. Leased area was reduced from 2,660 sq. ft. to +/- 1,609 sq. ft. This is now the available area that is useable until the terminal project is completed.
2. Reducing monthly fixed rate from \$600 to \$400, leaving 2.55% of monthly gross sales to remain unchanged. Request is due to one third reduction in lease area.
3. November and December utilities bills (installation of new services)
4. Issuing a \$1,400 credit due because of reduced space and construction.

Additional Discussion Options;

1. Lease to remain month-to-month until restaurant area is closed due to reconstruction. At that time the existing Lease will be canceled. LESSOR will provide 120 day notice of such cancelation.
2. With the exception of reconstruction, Lease may be canceled upon 30 day written notice by either party.
3. Delete \$12,000 annual minimum rent stated in existing lease, lease is now month to month.
4. Adjust fixed rate from \$600 per month to \$400 per month + 2.55% of gross sales or change to a flat rate of \$600 per month.
5. Gas and Electric for west half of building – Until current lease is canceled, LESSEE agrees that utilities bills will be divided 80% Lessee, 20% County. Separation of utilities will not be complete until final project.
6. Change LESSEE's 48 hour notice if business will be closed to 24 hour notice.
7. Delete paragraph (11) SUBLEASE in existing lease.
8. Approve \$1,400 credit taken by lessee by an adjustment made to the December (past due) and January lease payments

Unless stated above, all remaining stipulations in the existing lease will remain in effect. LESSEE will also, remove all remaining office items from the terminal basement by March 29th. At the start of Project 2, LESSEE will remove all dry goods stored under the basement stairway.

Recommendation – Matter of Policy

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Benjamin J. Coopman, Jr., P.E.
SUBMITTED BY



Benjamin J. Coopman, Jr., P.E.
DRAFTED BY

February 19, 2013
DATE DRAFTED

APPROVE RELOCATION ORDER FOR CTH M (EAST) RECONSTRUCTION PROJECT

- 1 **WHEREAS**, the County has developed plans and specifications for the reconstruction of
2 CTH M (East) including installation of storm drainage facilities in the Town of Johnstown
3 between CTH KK and Countyline Road; and,
4
5 **WHEREAS**, the project requires purchase of right of way and easements to complete the
6 project; and,
7
8 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors
9 duly assembled this ____ day of _____, 2013, in accordance with Wisconsin State
10 Statute 32.05, does hereby approve the Relocation Order and related Right of Way Plat for
11 the above referenced project; and,
12
13 **BE IT FURTHER RESOLVED**, that the Rock County Public Works Committee and
14 Director of Public Works are authorized to enter negotiations for said interests and make
15 minor modifications to the Relocation Order or Right of Way Plat that may become
16 necessary during negotiations; and,
17
18 **BE IT FURTHER RESOLVED**, that said Relocation Order and Right of Way Plat shall
19 be filed within twenty (20) days of adoption or modification with the County Clerk and at
20 the Public Works Department.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Kurtis L. Yankee, Chair

Betty Jo Bussie, Vice-Chair

Eva M. Arnold

Dave Brown

Brent Fox

APPROVE RELOCATION ORDER FOR CTH M (EAST) RECONSTRUCTION PROJECT
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FISCAL NOTE:

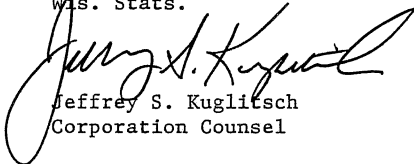
Sufficient funds are available in DPW-Highway's 2013 budget for the purchase of the right-of-way and easements for this project.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 32.05(1), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

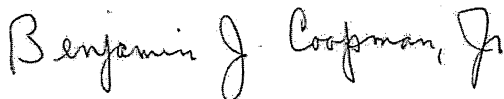
- EXECUTIVE SUMMARY -

APPROVE RELOCATION ORDER FOR CTH M
INTERSECTION RECONFIGURATION PROJECT

The project design for the reconstruction of CTH M (East) between CTH KK and Countyline Road is nearly complete. To carry out the project, the County must acquire certain interests in land to install storm drainage pipes, grade ditches and otherwise complete the project. It is required by Statute that the County Board pass a Relocation Order as the first legal step in the process.

This resolution adopts the Relocation Order and delegates responsibility for implementation to the Public Works Committee and Director of Public Works.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Benjamin J. Coopman, Jr.".

Benjamin J. Coopman, Jr., P.E.
Public Works Director