City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

THE AIRPORT COMMISSION AGENDA

Wednesday, February 22, 2017

8:00 a.m.

Reedsburg Municipal Airport

CALL TO ORDER:

APPROVAL OF MINUTES: December 12, 2016

THE BOARD WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE BOARD BY MEMBERS OF THE PUBLIC. THE BOARD WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING.

GENERAL BUSINESS:

1. Request for an Economic Impact of "An airport on the Local Economy" by WisDOT.
2. Discussion of Lemar sign.
3. Consideration of new management sign.
4. Consider adding taxi budget and oversight to Airport Commission.

ADJOURN

DATED: February 16, 2017

Notice is hereby given that a majority of the members of the Common Council may attend this meeting to gather information about a subject over which the Common Council has decision-making responsibility. If a quorum of the Common Council attends this meeting, no action will be taken by the Common Council at this meeting.

Any person who has a qualifying disability as defined by the American With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the City Clerk at 524-6404, 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg WI.
December 12, 2016

The Reedsburg Airport Commission convened in session on Monday December 12, 2016 at 1:00 pm with the following members present: Mike Gargano, Todd Polk and John Chamberlin via telephone.

Also Present: Steven Zibell and Brit Solverson

Motion by Polk second by Gargano to approve the minutes from the Nov 17, 2016 meeting.

Motion Carried

Zibell discussed the management contract with Tom Parker along with the Lease and Operations Contract. There were a few items to be cleaned up in the contracts but no significant changes. One change brought up by John is to have the Airport Commission set the fuel sale price. Motion by Polk seconded by Chamberlin to approve the contracts with the changes discussed along with having the Airport Commission set the fuel price.

Motion Carried

Moved by Polk second by Gargano to adjourn at 1:15 pm.

Motion Carried.

Respectively Submitted,

Steven T. Zibell, Public Works Director/City Engineer

Steve Zibell

From: Stephen Compton
Sent: Monday, February 06, 2017 10:44 AM
To: Steve Zibell
Subject: FW: Airport Impact Reports Forms
Attachments: DT1908airport[1].pdf; DT1909usinesses[1].pdf; Airport Corporate Flight Department (FBO)Survey.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

For your Airport Agenda to discuss have these forms completed and submitted to Judy.

I am guessing the Airport Board is the sponsor she is referring to.

Stephen

-----Original Message-----
From: Harding, Judy - DOT [mailto:Judy.Harding@dot.wi.gov]
Sent: Monday, February 06, 2017 9:35 AM
To: Stephen Compton
Subject: RE: Airport impact reports

Good morning:

Per your email request, attached you will find three survey forms that you should use to collect the information needed to complete the report that a sponsor requests for an Economic Impact of an airport on the Local Economy.

- Survey Form 1 (Airport Information) requests general airport information, airport activity data and airport operations and revenue data. This form is to be completed by airport management.
- Survey Form 2 (Airport Business Information) is to be completed by businesses located at the airport that are directly associated with aviation and airport activity (FBO's, restaurants, car rentals, and other businesses located on airport property).
- Survey Form 3 (Corporate Flight Department Information) is to be completed by corporate flight departments to include information about pilots, mechanics, and administrative staff.

Please use the most recent year of data (2016) that is available so the results of the analysis will be as current as possible. Return the surveys to me at the above address once you have collected all of the information. The results of the survey will be entered into the Bureau's Airport Benefit Cost System database and a report will drafted for your review. The draft report must also be reviewed and approved by the airport sponsor and WisDOT Public Affairs before it can be finalized.

There is no cost involved from the Bureau in doing this report. Gathering the information on the forms is basically all you need to do on your end. It isn't that difficult if you don't have many businesses on the airport.

Again, once I get a request from the airport sponsor, we can get moving on this, but I do need first.

If I can answer any questions for you about the survey or the report please feel free to contact me at (608) 267-1223 or at judy.harding@dot.state.wi.gov.

Judy Harding
Program and Policy Analyst
WisDOT-DTIM
Bureau of Aeronautics
608-267-1223

-----Original Message-----
From: Stephen Compton [mailto:scompton@ci.reedsburg.wi.us]
Sent: Sunday, February 05, 2017 12:57 PM
To: Harding, Judy - DOT <Judy.Harding@dot.wi.gov>
Subject: Fwd: Airport impact reports

Judy. Thanks for responding to Ed White.. We are taking the question to the Airport Board....can you send me the forms, process, amount of effort for staff to complete...

Thanks
Stephen P Compton
City Administrator
City of Reedsburg

Pardon the mispelled responses due to small keyboards. Sent from my U.S. Cellular® Smartphone

-------- Original message --------
From: Ed White <ewhite@scdc.com>
Date: 2/1/17 4:27 PM (GMT-06:00)
To: Stephen Compton <scompton@ci.reedsburg.wi.us>
Subject: Fwd: Airport impact reports

Steve, Please see the email below and send the required email if you want to do an Airport impact study. Thanks, Ed White

---------- Forwarded message ----------
From: Harding, Judy - DOT <Judy.Harding@dot.wi.gov<mailto:Judy.Harding@dot.wi.gov>>
Date: Tue, Jan 31, 2017 at 2:24 PM
Subject: RE: Airport impact reports
To: Ed White <ewhite@scdc.com<mailto:ewhite@scdc.com>>

HI Ed. I would be glad to send you the forms to do and Economic Impact Report on Baraboo and potentially Reedsburg Airports. I first need an email from the airport sponsor (owner) for the airport to me requesting that a study be done. If you could get that to me I will forward the forms. Thanks much!

Judy Harding
Program and Policy Analyst
WisDOT-DTIM
Bureau of Aeronautics
608-267-1223<tel:(608)%20267-1223>

From: Ed White [mailto:ewhite@scdc.com<mailto:ewhite@scdc.com>]
Sent: Tuesday, January 31, 2017 11:22 AM
To: Harding, Judy - DOT <Judy.Harding@dot.wi.gov<mailto:Judy.Harding@dot.wi.gov>>
Subject: Airport impact reports

Judy, I have moved on for SW WI Regional Planning and am now the Executive Director of the Sauk County Development Corporation. I thought I had saved the forms for developing an impact study, but I don't seem to have them. Can you send me the forms necessary to get a study done? I would like to see the impact of the Dells/Baraboo airport, and potentially the Reedsburg airport..

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Ed White
Executive Director
Sauk County Development Corporation
700 Moore St.
Baraboo, WI 53913
(608) 355-2084<tel:(608)%20355-2084> Office
(608) 732-6659<tel:(608)%20732-6659> Cell

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Ed White
Executive Director
Sauk County Development Corporation
700 Moore St.
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AIRPORT ECONOMIC IMPACT STUDY
SURVEY 2 – AIRPORT BUSINESS INFORMATION

Wisconsin Department of Transportation

DT1909 4/2007 s.114.31(2) Wis. Stats.

I. General Information

Business Name	Type of Business
Address	
Contact Person	Area Code - Telephone Number
FAX Number	E-Mail Address
Year of Information	

II. Business Operations

Number of Full-Time Employees	Number of Part-Time Employees	Total Payroll
Total Sales	How much (if any) of that was fuel sales?	

Please FAX your completed survey to the Bureau of Aeronautics at: 608-267-6748.
If you have any questions about the survey, please call our Planning Analyst at: 608-267-1223.
Thank you for your assistance!

Airport Economic Impact Study
Survey Form 3 – Corporate Flight Department Information

ALL INFORMATION WILL BE HELD STRICTLY CONFIDENTIAL

I. General Information

Business Name: _____

Type of Business: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail: _____

Year of Information: _____

II. Business Operations

Employment Associated with Flight Department Operations (Pilots, Mechanics, Administrative Staff, etc.): Full-time _____ Part-time _____

Total Payroll: $_____

Fuel Purchases: $_____ Gallons _____

Aircraft Based at Airport (Make/Model): _____
_____
_____
_____
_____

Thank you for your assistance! Please fax your completed survey form to Judy Harding @ 608-267-6748. If you have any questions about the survey form, please call Judy Harding @ 608-267-1223.

AIRPORT ECONOMIC IMPACT STUDY
SURVEY 1 – AIRPORT INFORMATION

DT1908 4/2007 s.114.31(2) Wis. Stats.

Wisconsin Department of Transportation

I. General Information

Airport Name	Airport ID
Address	
Contact Person	Area Code - Telephone Number
FAX Number	E-Mail Address
Year of Information	

II. Airport Activity Data

	GA Local	GA Itinerant	Commuter	Air Taxi	Air Carrier	Total Number of Operations
Number of Annual Operations						
Number of Passengers per Operation						

	Single-Engine	Multi-Engine	Jet
Number of Based Aircraft			

III. Airport Operations and Revenue Data

Number of Full-time Employees	Number of Part-time Employees	Total Payroll
Total Fuel Sales	Gallons of Fuel	Total Fuel Flowage Fees
Total Aircraft Storage Revenue (Hangar leases, Tie down fees, etc.)	Leases (Agriculture, Other)	Concession Rents
Landing Fees	Local Taxes on Privately Owned Property	

Please FAX your completed survey to the Bureau of Aeronautics at: 608-267-6748.
If you have any questions about the survey, please call our Planning Analyst at: 608-267-1223.
Thank you for your assistance!