



New Richmond Regional Airport
New Richmond, Wisconsin 54017
715-246-7735
mike@nrairport.com



MEMBERS OF THE AIRPORT COMMISSION

Matt Brotzler, Mary Hailey, Kirk Hexum, Mike Jacobson, Craig Kittel,
Josh Ulrich, Jim Zajkowski

A regular meeting of the Airport Commission is scheduled for: **Tuesday, July 25, 2017 at 6:00 p.m.** in the business aviation terminal, hangar 11-12, on the north end of New Richmond Regional Airport (use the Wall Street entrance).

AGENDA

- 1) Roll Call
- 2) Adoption of the agenda
- 3) Minutes of the previous meeting held on May 23, 2017
- 4) Public hearing to consider the following request for federal and state aid: Crack fill and seal coat airport pavements; Purchase snow removal and mowing equipment; Reconstruct/strengthen & expand North ramp (including PCC pads); Reconstruct & expand south GA ramp; Reconstruct/Strengthen Taxiways; Replace rotating beacon; Complete perimeter fencing; Conduct wildlife site visit; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.
- 5) Action on public hearing - adoption of resolution
- 6) Lease activity
- 7) Update on airport activities
- 8) Hangar lot lease rate, airport funding
- 9) Truck rental
- 10) Part time pay rate
- 11) Communications and miscellaneous
- 12) Adjournment

Mike Demulling, Airport Manager
July 18, 2017

Notice of Common Council Meeting

A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis 2d 553, NW 2d 408 (1993) such attendance may be considered a meeting of the City Council. This notice is given so that members of the City Council may attend the meeting without violating the open meeting law.

If you need a sign language interpreter or other special accommodations, please contact the Airport Manager at 715-246-7735 or TDD New Richmond City Offices at 715-243-0453 at least 48 hours in advance so arrangements can be made.



NEW RICHMOND REGIONAL AIRPORT
156 East First Street · New Richmond, WI 54017
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To: Airport Commission Members
From: Mike Demulling, Airport Manager
Date: July 18, 2017
RE: Upcoming meeting

The next meeting of the Airport Commission is planned for **Tuesday, July 25, at 6 PM** at the airport. The meeting is anticipated to last one hour.

The main purpose of the meeting is to satisfy the requirement of having a public hearing prior to petitioning for federal and/or state aid for airport improvements. I met with the Bureau of Aeronautics in mid-June in Madison and discussed several airport improvement projects. Together, we developed a petition package for your consideration. Following the public hearing, the Commission has the option to adopt a resolution requesting the federal and/or state aid.

Item 8 on the agenda pertains to the hangar lot lease rate, currently set at \$.10 per square foot and on-going funding. We hit upon airport funding at our last meeting. This is a continuation of that discussion. There was some drama this spring regarding the possibility of the elimination of personal property taxes in Wisconsin through the introduction of Assembly bill 277. All hangars are assessed as personal property. This would have had a major impact on the airport since 38% of the amount of the tax is directed back towards the airport. The remainder is directed towards the school district, county, tech college, and state. An amendment to the bill now states any property on leased land shall now be considered real property. Therefore, the drama is over. There will be no significant change in the funding of the airport from the tax side of things.

Item 9 on the agenda pertains to the opportunity to rent a work truck over the long term. The fuel provider at the airport, East Metro Aviation, purchased a 2006 Ford F-450 Super Duty truck with a bucket attachment with 28' reach with the intended use of deicing aircraft. The truck has several compartments and would make a great addition to the airport maintenance fleet, especially since the existing 2001 Dodge truck is experiencing transmission issues and the 2001 Ford F-150 isn't roadworthy. East Metro Aviation is offering to rent the truck for \$150 per month with the contingency the truck is available for deicing operations when needed.

Item 10 on the agenda pertains to the part time pay rate. This item was briefly discussed at the March meeting. Specifically, a part time, seasonal employee was hired this summer at the rate of \$12 per hour. This exceeds the pay of long time employee MaryKay Rice by \$1.44 per hour. MaryKay's pay needs to be adjusted. I spoke with city staff about this. They need a recommendation from the Commission before they are able to act.



**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID**

BY

**Airport Commission of the City of New Richmond
St. Croix County, Wisconsin**

WHEREAS, the City of New Richmond, St. Croix County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the New Richmond Regional Airport, St. Croix County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a general aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Crack fill and seal coat airport pavements; Purchase snow removal and mowing equipment; Reconstruct/strengthen & expand North ramp (including PCC pads); Reconstruct & expand south GA ramp; Reconstruct/Strengthen Taxiways; Replace rotating beacon; Complete perimeter fencing; Conduct wildlife site visit; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

"AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE _____ and _____ be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

_____ (TITLE)
_____ (TITLE)
_____ (TITLE)

CERTIFICATION

I, Michael C. Demulling, Airport Manager of the City of New Richmond, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a regular meeting of the Airport Commission on July 25, 2017, adopted by a majority vote, and recorded in the minutes of said meeting.

Michael C. Demulling, Airport Manager

AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES

Department of Transportation Bureau of Aeronautics Madison, Wisconsin

WHEREAS, the City of New Richmond, St. Croix County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the New Richmond Regional Airport project to:

Crack fill and seal coat airport pavements; Purchase snow removal and mowing equipment; Reconstruct/strengthen & expand North ramp (including PCC pads); Reconstruct & expand south GA ramp; Reconstruct/Strengthen Taxiways; Replace rotating beacon; Complete perimeter fencing; Conduct wildlife site visit; Clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on July 25, 2017, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event **not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);**

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of New Richmond, Wisconsin

Name

Title

Date

Name

Title

Date