

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** Tri-County Airport Agreement

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	01 Sep 2020	<b>Action Needed:</b>	
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure (D+E)
<b>Date submitted:</b>	26 Aug 2020	<b>Referred by:</b>	Tri-CTY Airport Commission

**Recommendation and/or action language:**

Pending discussion with Committee and Negotiations with Sauk County

1) Motion to propose Richland County assumes 33.3 % of ownership and 33.3% of annual operating and capital projects appropriations of the Tri-County Airport beginning on 01 Jan 2021, and make recommendation to the Tri-County Airport Commission to amend proposed 2021 budget and Tri-County Airport Operation Ordinance to reflect this proposal.

2) Motion to postpone taxiway improvement project — raising taxiway until 2022 to be considered with runway reconstruction and improvements.

**Background:** *(preferred one page or less with focus on options and decision points)*

Under Ordinance 19-16 Richland County has 25.5% owner interest in all Tri-County Airport assets, a 25.5% appropriation to cover annual operating expenses, and an amount designated by the Commission to be set aside in an Airport capital expenditures account. Iowa County has given notice with withdrawing in accordance with section VIII of the ordinance. The Ordinance does not specify how owner interest and appropriations will be divided upon the withdrawal of one of the member counties. Through the 2021 Airport Budget Proposal (solicited by Marc Higgs) it is proposed that Richland County assume 50% of Iowa Counties ownership and obligation. Richland County is obligated to work with Sauk County on determining the percentage of our ownership and operating and capital appropriations. I have reached out to Sauk County Interim Administrator, David Bretl, to negotiate a proposal, and am recommending 33.3% appropriation with deferred project improvements.

**Attachments and References:**

Airport Manager's Proposed Budget	Reference Ordinance 19-16
Project Estimates	

Ordinance located at:

<https://www.co.richland.wi.us/pdfs/2019/CountyBoard/minutes/20190820minutes.pdf>

**Financial Review:**

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	Proposed for consideration to reviewed budget
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

# Richland County Finance and Personnel Committee

## Agenda Item Cover

		<b>2020 Contribution:</b>		\$ 20,199.00					
<b>Proposed:</b>		<b>Operating:</b>		<b>Project:</b>		<b>Total:</b>		<b>2021 Difference</b>	<b>W/ No Project:</b>
	Sauk	\$ 40,956.00	61.75%	\$ 25,612.00	61.75%	\$ 66,568.00	61.75%		
38.25% Share	Richland	\$ 25,369.00	38.25%	\$ 15,864.00	38.25%	\$ 41,233.00	38.25%	\$ 21,034.00	\$ 5,170.00
	<b>Total:</b>	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
<b>Current:</b>		<b>Operating</b>		<b>Project</b>		<b>Total</b>			
	Sauk	\$ 49,412.13	74.50%	\$ 30,899.62	74.50%	\$ 80,311.75	74.50%		
25.5% Share	Richland	\$ 16,912.88	25.50%	\$ 10,576.38	25.50%	\$ 27,489.26	25.50%	\$ 7,290.26	\$ (3,286.13)
	<b>Total:</b>	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
<b>1/3 Option:</b>		<b>Operating</b>		<b>Project</b>		<b>Total</b>			
	Sauk	\$ 44,238.78	66.70%	\$ 27,664.49	66.70%	\$ 71,903.27	66.70%		
33.3% Share	Richland	\$ 22,086.23	33.30%	\$ 13,811.51	33.30%	\$ 35,897.73	33.30%	\$ 15,698.73	\$ 1,887.23
	<b>Total:</b>	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
<b>Population %</b>		<b>Operating</b>		<b>Project</b>		<b>Total</b>			
	Sauk	\$ 51,733.50	78.00%	\$ 32,351.28	78.00%	\$ 84,084.78	78.00%		
22% Share	Richland	\$ 14,591.50	22.00%	\$ 9,124.72	22.00%	\$ 23,716.22	22.00%	\$ 3,517.22	\$ (5,607.50)
	<b>Total:</b>	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			
	Check!	\$ 66,325.00		\$ 41,476.00		\$ 107,801.00			

Increase from 2020 of \$1,887.23 for total 2021 contribution to the Airport of \$22,086.23.

**Approval:**

Department Head

**Review:**

Administrator, or Elected Office (if applicable)

Tri-County Airport 2021 Budget.

Operations Budget : \$66,327.00

(2020 was \$60,598.00, difference due primarily to anticipated loss of approximately 10,000 gallons of jet fuel sales due to pandemic.

Sauk County Share : \$40,956.00

Richland County Share : \$25,369.00

Project cost (5% county share of 2021 taxiway project) : \$41,478.00

Sauk County Share : \$25,612.00

Richland County Share : \$15,864.00

Total Budget Request (project and operations): \$107,805.00

Sauk County total share : \$66,568.00

Richland County total share : \$41,233.00



# Tri-County Airport Budget

Airport Revenue	Account#	2020 Amount	2021 Amount
Sales Tax Discount	412100	40.00	40.00
Bureau of Aeronautics Grant	424020	100,000.00	788,097.00
Hangar Lease	463410	24,000.00	24,000.00
Fuel Sales	463420	144,458.00	84,000.00
Local Govt Payments	472490	60,598.00	107,805.00
Rent of Farmland	482150	9,580.00	9,580.00
Rental of Restaurant	482440	2,400.00	2,400.00
Rental of terminal space	482450	3,000.00	3,000.00
Rent of Grounds	482460	12,200.00	12,200.00
		356,276.00	1,031,122.00

## Airport Expense

Fica & Medicare Tax	514100	5,658.00	5,861.00
Retirement County Share	514200	4,992.00	5,171.00
Health Insurance	514400	18,029.00	18,559.00
Life Insurance	514500	93.00	97.00
Workers Compensation	514600	910.00	1,050.00
Per Diem Committee	515800	1,755.00	0.00
Salaries	511100	73,639.00	76,609.00
electric	522200	5,500.00	5,500.00
Heating	522400	1,000.00	1,000.00
Telephone	522500	2,500.00	2,500.00
Aviation Fuel	522600	112,000.00	60,000.00
Snow Removal	522800	2,000.00	2,000.00
Misc. Expense	524000	200.00	200.00
Bldg/Property/Maintenance	525000	4,000.00	4,000.00
Appropriation	526100	5,000.00	41,478.00
Fuel Island Maintenance	536800	3,000.00	3,000.00
Contracted Services	520900	2,000.00	2,000.00
Insurance	551000	13,200.00	13,200.00
Principal Redemption	561000	0.00	0.00
Interest Expense	562000	0.00	0.00
Capital Outlay	581900	100,000.00	788,097.00
Milage	533200	800.00	800.00
		356,276.00	1,031,122.00



# Raising Taxiway

TRI COUNTY MUNICIPAL AIRPORT  
AIP-??, LNR1001  
COST ESTIMATE - 07/02/2020  
Taxiway A

2021

ITEM NO.	ITEM DESCRIPTION	TOTAL EST. QUAN.	UNITS	UNIT COST	TOTAL COST
455.0605	TACK COAT	800	GAL	\$7.00	\$4,200.00
460.2000	INCENTIVE DENSITY HMA PAVEMENT	1500	DOL	\$1.00	\$1,500.00
460.6224	HMA PAVEMENT 4 MT 58-28 S	2000	TON	\$105.00	\$210,000.00
522.0518	CULVERT PIPE REINFORCED CONCRETE CLASS V 48-INCH	250	LF	\$350.00	\$87,500.00
522.1018	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48-INCH	4	EACH	\$2,200.00	\$8,800.00
628.1504	SILT FENCE	2000	LF	\$2.00	\$4,000.00
628.1520	SILT FENCE MAINTENANCE	2000	LF	\$0.50	\$1,000.00
628.1805	EROSION CONTROL MOBILIZATIONS	4	EACH	\$250.00	\$1,000.00
628.1910	EMERGENCY EROSION CONTROL MOBILIZATIONS	2	EACH	\$500.00	\$1,000.00
628.2008	EROSION MAT URBAN CLASS I TYPE B	8200	SY	\$1.75	\$14,350.00
628.7504	TEMPORARY DITCH CHECKS	8	LF	\$10.00	\$80.00
628.7555	CULVERT PIPE CHECKS	3	EACH	\$10.00	\$30.00
629.0210	FERTILIZER, TYPE B	25	CWT	\$100.00	\$2,500.00
630.0200	SEEDING, TEMPORARY	1000	LB	\$5.00	\$5,000.00
631.0300	SOD WATER	10	MGAL	\$75.00	\$750.00
642.5201	FIELD OFFICE TYPE C	1	EACH	\$10,000.00	\$10,000.00
690.0150	SAWING ASPHALT	250	LF	\$5.00	\$1,250.00
P15203	COMMON EXCAVATION	3000	CY	\$15.00	\$45,000.00
P15205	BORROW EXCAVATION	2500	CY	\$18.00	\$45,000.00
P15901	SITE FINISHING	1	LS	\$5,000.00	\$5,000.00
P62001	PAINTING WHITE, WATERBORNE, TYPE I	200	SF	\$2.00	\$400.00
P62009	PAINTING YELLOW, WATERBORNE, TYPE I	440	SF	\$3.00	\$1,320.00
P62041	REFLECTIVE MEDIA, TYPE I, GRADATION A	920	LB	\$1.00	\$920.00
P64001	MOBILIZATION, BASE BID	1	LS	\$60,000.00	\$60,000.00
P64201	MAINTENANCE AND REPAIR OF HAUL ROADS	1	LS	\$1,000.00	\$1,000.00
P64202	MAINTENANCE AND REPAIR OF AIRPORT HAUL ROADS	1	LS	\$5,000.00	\$5,000.00
SPV.0180.01	PULVERIZE AND RELAY EXISTING PAVEMENT	7000	SY	\$3.00	\$21,000.00
T90502	TOPSOIL	500	SY	\$5.00	\$2,500.00
T90503	SALVAGED TOPSOIL	17000	SY	\$2.00	\$34,000.00
L10799	Electrical & Reflective markers	1	LS	\$25,000.00	\$25,000.00
X63491	TRAFFIC CONTROL, LANDSIDE	1	LS	\$8,000.00	\$8,000.00
X63492	TRAFFIC CONTROL, AIRSIDE	1	LS	\$10,000.00	\$10,000.00
X63493	BARRICADES AIRCRAFT OPERATIONS AREA	900	DAYS	\$3.00	\$2,700.00
X63494	UNLIT RUNWAY CLOSURE CROSSES	25	DAYS	\$45.00	\$1,125.00
X90199	SEEDING, AIRPORT MIX	1200	LB	\$8.00	\$9,600.00
X90899	MULCHING, LIQUID APPLIED	17000	SY	\$0.45	\$7,650.00
SUBTOTAL					\$638,175.00
10% CONTINGENCY					\$63,800.00
15% ENGINEERING					\$95,700.00
5% ADMIN.					\$31,900.00
TOTAL					\$829,575.00

County Share: 41,478.75

Sauk \$25,923

\* Richland \$15,553

1505



# Runway 09-27 Reconstruction with 6" raise and New LED Lighting

TRI COUNTY MUNICIPAL AIRPORT

AIP-??, LNR1001

COST ESTIMATE - 07/02/2020

ALTERNATE A - TAXIWAY A & D AND APRON

2022

ITEM NO.	ITEM DESCRIPTION	TOTAL EST. QUAN.	UNITS	UNIT COST	TOTAL COST
204.0125	REMOVING ASPHALTIC SURFACE MILLING	100	SY	\$15.00	\$1,500.00
455.0605	TACK COAT	3500	GAL	\$7.00	\$24,500.00
460.2000	INCENTIVE DENSITY HMA PAVEMENT	6500	DOL	\$1.00	\$6,500.00
460.6224	HMA PAVEMENT 4 MT 58-28 S	10000	TON	\$105.00	\$1,050,000.00
522.0518	CULVERT PIPE REINFORCED CONCRETE CLASS V 48-INC	350	LF	\$350.00	\$122,500.00
522.1018	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CO	4	EACH	\$2,200.00	\$8,800.00
628.1504	SILT FENCE	5000	LF	\$2.00	\$10,000.00
628.1520	SILT FENCE MAINTENANCE	5000	LF	\$0.50	\$2,500.00
628.1905	EROSION CONTROL MOBILIZATIONS	8	EACH	\$250.00	\$2,000.00
628.1910	EMERGENCY EROSION CONTROL MOBILIZATIONS	3	EACH	\$500.00	\$1,500.00
628.7555	CULVERT PIPE CHECKS	6	EACH	\$10.00	\$60.00
629.0210	FERTILIZER, TYPE B	80	CWT	\$100.00	\$8,000.00
630.0200	SEEDING, TEMPORARY	4000	LB	\$5.00	\$20,000.00
690.0150	SAWING ASPHALT	1800	LF	\$5.00	\$8,000.00
P15203	COMMON EXCAVATION	2500	CY	\$15.00	\$37,500.00
P62009	PAINTING, WATERBORNE, TYPE I	20000	SF	\$3.00	\$60,000.00
P62041	REFLECTIVE MEDIA, TYPE I, GRADATION A	1000	LB	\$1.00	\$1,000.00
P64001A	MOBILIZATION, ALTERNATE A	1	LS	\$200,000.00	\$200,000.00
SPV.0180.01	PULVERIZE AND RELAY EXISTING PAVEMENT	45000	SY	\$3.00	\$135,000.00
T90503	SALVAGED TOPSOIL	110000	SY	\$2.00	\$220,000.00
X63491	TRAFFIC CONTROL, LANDSIDE	1	LS	\$8,000.00	\$8,000.00
X63492	TRAFFIC CONTROL, AIRSIDE	1	LS	\$10,000.00	\$10,000.00
X90199	SEEDING, AIRPORT MIX	4000	LB	\$8.00	\$32,000.00
X90899	MULCHING, LIQUID APPLIED	110000	SY	\$1.00	\$110,000.00
X10999	Airfield Lighting	1	LS	\$400,000.00	\$400,000.00
	WETLAND MITIGATION	10	ACRE	\$5,000.00	\$50,000.00

SUBTOTAL \$2,479,360.00

10% CONTINGENCY \$247,900.00

15% ENGINEERING \$371,900.00

5% ADMIN. \$124,000.00

ALTERNATE A TOTAL \$3,223,160.00

County Share \$161,158.00

Sauk \$100,723.75

\* Richland \$60,434.25

2205

# Drainage ditching and culverts

2022

2023

## TAY COUNTY MUNICIPAL AIRPORT

AB-22, INM0001

COST ESTIMATE - 07/02/2020

Taxway A

ITEM NO.	ITEM DESCRIPTION	TOTAL EST. QUAN.	UNITS	UNIT COST	TOTAL COST
455.0805	TACK COAT	500	GAL	\$7.00	\$3,500.00
460.6224	HMA PAVEMENT 4 IN 58-28 S	100	TON	\$105.00	\$10,500.00
	CULVERT PIPE 18-INCH	250	LF	\$125.00	\$31,250.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 18-INCH	8	EACH	\$250.00	\$2,000.00
	CULVERT PIPE REINFORCED CONCRETE CLASS V 48-INCH	150	LF	\$350.00	\$52,500.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48-INCH	2	EACH	\$2,200.00	\$4,400.00
	CULVERT PIPE 48x76-INCH (NEED 6 at CTY Line Rd)	500	LF	\$375.00	\$187,500.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48x76-INCH	12	EACH	\$3,000.00	\$36,000.00
	CULVERT PIPE REINFORCED CONCRETE CLASS V 32x49-INCH	150	LF	\$300.00	\$45,000.00
	APRON ENDWALLS FOR CULVERT PIPE REINFORCED CONCRETE 48-INCH	2	EACH	\$2,200.00	\$4,400.00
628.1504	SILT FENCE	10000	LF	\$2.00	\$20,000.00
628.1520	SILT FENCE MAINTENANCE	10000	LF	\$0.50	\$5,000.00
628.1905	EROSION CONTROL MOBILIZATIONS	5	EACH	\$250.00	\$1,250.00
628.1910	EMERGENCY EROSION CONTROL MOBILIZATIONS	5	EACH	\$500.00	\$2,500.00
628.2008	EROSION MAT URBAN CLASS I TYPE B	50000	SY	\$2.00	\$100,000.00
628.7504	TEMPORARY DITCH CHECKS	1200	LF	\$10.00	\$12,000.00
628.7555	CULVERT PIPE CHECKS	20	EACH	\$10.00	\$200.00
629.0210	FERTILIZER, TYPE B	800	CWT	\$100.00	\$60,000.00
630.0200	SEEDING, TEMPORARY	6000	LB	\$5.00	\$30,000.00
642.5201	FIELD OFFICE TYPE C	1	EACH	\$10,000.00	\$10,000.00
690.0150	SAWING ASPHALT	200	LF	\$5.00	\$1,000.00
P15203	COMMON EXCAVATION	40000	CY	\$15.00	\$600,000.00
P15901	SITE FINISHING		LS	\$5,000.00	\$0.00
P64001	MOBILIZATION, BASE BID	1	LS	\$125,000.00	\$125,000.00
P64201	MAINTENANCE AND REPAIR OF HAUL ROADS	1	LS	\$1,000.00	\$1,000.00
P64202	MAINTENANCE AND REPAIR OF AIRPORT HAUL ROADS	1	LS	\$5,000.00	\$5,000.00
T90503	SALVAGED TOPSOIL	105000	SY	\$2.00	\$210,000.00
X63491	TRAFFIC CONTROL, LANDSIDE	1	LS	\$5,000.00	\$5,000.00
X63492	TRAFFIC CONTROL, AIRSIDE	1	LS	\$2,000.00	\$2,000.00
X90199	SEEDING, AIRPORT MIX	6000	LB	\$8.00	\$48,000.00
X90899	MULCHING, LIQUID APPLIED	50555	SY	\$0.45	\$22,749.75
	WETLAND MITIGATION	20	ACRE	\$5,000.00	\$100,000.00
SUBTOTAL					\$1,734,599.75
10% CONTINGENCY					\$173,500.00
15% ENGINEERING					\$260,200.00
5% ADMIN.					\$86,700.00
TOTAL					\$2,254,999.75

X .05%

5% County share : \$112,749.99

Sauk \$70,468

\* Richland \$42,280

52 02

52 03

Airport Operation Ordinance No. 19-16 Establishing Airport Operation Policies and Land Use within the Boundaries of the Tri-County Airport was presented to the Board. Motion by Marshall, second by Sebranek that Ordinance No. 19-16 be enacted. Motion carried and ordinance declared enacted.

## AIRPORT OPERATION ORDINANCE NO. 19 - 16

### **TRI-COUNTY AIRPORT**

#### **Lone Rock, Wisconsin**

AN ORDINANCE Establishing Airport Operation Policies and Land Use within the Boundaries of the Tri-County Airport.

The county boards of Sauk, Iowa, and Richland Counties do, under the authority of Wis. Stat. §§ 114.11 through 114.151, ordain as follows:

#### ***SECTION I – DEFINITION OF WORDS AND PHRASES.***

- A. "Airport" means the Tri-County Airport located at E2525 County Road JJ, Spring Green, Wisconsin 53588.
- B. "Commission" means the Tri-County Airport Commission as established by the Owner, under Wis. Stat. § 114.14, which has jurisdiction for the construction, improvement, equipment, maintenance, and operation of the airport as set forth in SECTION III.
- C. "Corporate Hangar" means a building housing one or more aircraft for the personal or business use of the hangar owner or lessee, and wherein no commercial activities are allowed.
- D. "Fixed-Base Operator" means any person, firm, corporation, or association conducting any aeronautical business on the airport.
- E. "Hangar" means a building designed or used primarily for the housing or storage of aircraft.
- F. "Manager" means the person employed by the Commission as set forth in SECTION III.
- G. "Multiple T-Hangar" means a building composed of partitioned, nested units designed to house no more than one aircraft in each unit and having single door openings for each unit.
- H. "Owner" means Sauk, Iowa, and Richland Counties.

**SECTION II – AIRPORT LAND USE.** In order to regulate the development and use of the Airport, the Airport shall keep and update an Airport Layout Plan, as required.

### ***SECTION III – AIRPORT COMMISSION AND MANAGER***

#### **A. Commission Organization.**

1. The Commission shall consist of seven members, six of whom shall be supervisors appointed by the chairperson of the Sauk, Iowa, and Richland county boards (two from each county), subject to approval of the respective county boards. The seventh member shall be a regular airport user when appointed.
2. The terms of the county board supervisor members shall be determined by the county boards appointing each member. Upon approval of the Commission and the county boards of the Owner, the airport user Commission member shall serve a term of three (3) years.
3. The compensation of the county board supervisor members shall be determined by the county boards appointing each member.
4. The Commission shall elect one supervisor member to serve as chairperson and one supervisor member to serve as secretary. The secretary shall keep an accurate record of all Commission proceedings and transactions and shall provide minutes detailing those proceedings and transactions to the Sauk, Iowa, and Richland county clerks.
5. Commission member votes shall be weighted as follows: Sauk County – twenty-four-and-one-half percent (24.5%) each, Iowa County twelve-and-one-half percent (12.5%) each, Richland County twelve-and-one-half-percent (12.5%) each and Airport user one percent (1.0%).
6. The airport user Commission member, subject to Commission guidance, shall actively promote and support the Airport and communicate Airport information with and from current and potential airport users and others.

#### **B. Commission Authority and Duties.** Subject to the limitations in Subsection C below:

1. The Commission shall have jurisdiction for the construction, improvement, equipment, maintenance, and operation of the Airport.
2. The Commission shall recommend regulations and fees or charges for the use of the Airport consistent with this ordinance. Such regulations, fees, and charges will be effective when approved by the Owner.
3. Sauk County shall hire an Airport Manager for the Airport and set the compensation, benefits, expense reimbursements to be paid. The Airport Manager shall be a Sauk County employee. Sauk County, with assistance of the Commission, shall establish performance

review standards for the Airport Manager and Sauk County shall conduct annual performance reviews of the Manager with input from the Commission. The Commission shall reimburse Sauk County for the salary, employee benefits, and expenses paid by Sauk County to or on behalf of the Manager.

4. The Commission may hire and fix the compensation of independent contractors as necessary, including an independent contractor to perform essential Airport management functions during a temporary absence of the Airport Manager.
5. The Commission may contract with the United States, State of Wisconsin or other governmental and non-governmental entities when necessary to fulfill its responsibilities for the construction, improvement, equipment, maintenance, or operation of the Airport.
6. The Commission, subject to approval of Owner, may contract with private parties for a term not to exceed five (5) years for the operation of the Airport, including all necessary arrangements for the improvement, equipment, and successful operation of the Airport.
7. The Commission shall procure and maintain in full force and effect insurance in forms and levels sufficient to protect the Owner, the Commission, individual members of the Commission, Airport employees and the Airport from any liability arising from the operation of the Airport.
8. The Commission shall, in cooperation with the Sauk County Finance Department, establish an airport accounting system of sufficient detail to enable the Commission to accurately establish rates and charges, eliminate inefficient operation and maintenance practices, and accomplish sound financial planning.
9. The Commission shall, in cooperation with the Manager and Sauk County Finance Department, prepare and submit an annual report to the Owner. The report shall include current information on aircraft operations, based aircraft, airport expenditures and revenues, along with comparative figures for the past year, and projects for the coming year, and include other information deemed pertinent.
10. The Commission shall prepare and submit to the Owner an annual budget setting forth anticipated revenues and expenditures, including capital improvements.
11. The Commission shall prepare and submit for adoption by the Owner an ordinance establishing minimum requirements for the conduct of aeronautical services on the Airport and an ordinance regulating vehicle and pedestrian traffic on the Airport.
12. The Commission shall approve and utilize standard leases and agreements for the various types of airport activities and land uses authorized in this ordinance.
13. The Commission shall make studies and conduct surveys as appropriate to assist in improving the operation of the Airport. It shall cooperate with the Wisconsin Bureau of Aeronautics and the Federal Aviation Administration in airport and system planning.

functions and other activities.

14. The Commission shall cooperate with, and receive the cooperation of, all departments of the Owner providing services or assistance to the airport.

15. The Sauk County Corporation Counsel shall serve as legal counsel for the Commission. The Commission may engage other non-legal professional services when necessary for the Airport.

C. Limitations on Commission Authority. The exercise of authority by the Commission under Subsection B above shall be subject to all of the following conditions:

1. The Commission shall preserve public access and use of the Airport and the public may in no case be deprived of equal and uniform use of the Airport.
2. The Commission is not a subunit of Owner and no act, contract, lease, or any activity of the Commission shall be or become binding on or deemed an act of Owner unless specifically authorized by Owner, and then only to the extent specifically authorized.
3. The Commission is a governmental body. The Commission and its members shall comply with all laws applicable to governmental bodies and public officials. No member of the Commission may vote on the question of his or her selection as Manager nor on any question as to his or her compensation.

D. Manager Authority and Duties. The Airport Manager shall have the following authority and duties:

1. The Manager, under the supervision of the Commission, shall have the duty of administering and enforcing all airport ordinances, leases and agreements, and rules and regulations.
2. The Manager, under the supervision of the Commission, shall be responsible for day-to-day operations at the Airport and shall have the authority to make Commission-budgeted expenditures of \$10,000 or less per item without further pre-authorization by the Commission.
3. The Manager shall meet with the Commission at the Airport at least once each calendar quarter to inspect the Airport facilities, review Airport operations and financial matters, and discuss proposed Airport development and other business.
4. The Manager shall provide a written report to the Sauk, Iowa, and Richland County Boards on no less than a quarterly basis.
5. The Manager shall, in cooperation with the Commission and Sauk County Finance Department, prepare and submit an annual report to the Owner. The report shall include current information on aircraft operations, based aircraft, airport expenditures and



revenues, along with comparative figures for the past year, and projects for the coming year, and include other information deemed pertinent.

6. The Manager shall have such other duties and responsibilities as may be specified in the Airport Manager job description.

#### ***SECTION IV – AIRPORT OPERATION POLICIES***

The Commission, in carrying out its duties and responsibilities, shall adhere to the following policies:

- A. The Commission shall encourage the development of the Airport, especially in those areas where substantial building costs are incurred by lessees, by approving long- term leases which provide for the reexamination and readjustment of rates and charges at specified periods of time during the term of the lease.
- B. The Commission may provide utility service infrastructure up to a lessee's property line. The lessee shall bear such costs on his leased property.
- C. No person shall engage in any business or commercial activity whatsoever on Airport property unless specifically authorized in writing by the Commission. Lessees shall be selected on the basis of their qualifications, financial capabilities, and services offered; and not solely by bid basis. In determining the use of public building space, first consideration shall be given to public necessity and convenience. The Commission will provide the Wisconsin Bureau of Aeronautics with a complete copy of each current lease and agreement, if required by law.
- D. Buildings to be constructed by lessees shall conform to all state and local building codes, and the building plans shall be subject to the approval of the Commission; Wisconsin Department of Industry, Labor, and Human Relations; Wisconsin Bureau of Aeronautics; and the Federal Aviation Administration.
- E. Only the Airport Manager or designees thereof, with Commission authorization, may engage in the activity of storing, transporting, or dispensing of aviation fuels to the general public.
- F. Aircraft ground access to the Airport property shall not be allowed, except from an approved Airport Industrial Park as depicted on the Airport Layout Plan.
- G. Tobacco smoking, e-cigarette use, alcohol consumption, and illegal use of drugs is prohibited on Airport grounds.

#### **SECTION V – AIRPORT OWNERSHIP AND FUNDING**

- A. Airport Ownership. Subject to all other provisions pertaining to ownership interests contained within this section and Section VII, ownership interest in all Airport assets shall be apportioned

between the member counties as follows: Sauk County forty-nine percent (49%), Iowa County twenty-five-and-one-half percent (25.5%) and Richland County twenty-five-and-one-half percent (25.5%).

#### B. Airport Funding.

1. County Appropriations. All moneys appropriated for the construction, improvement, equipment, maintenance or operation of the Airport, as managed by the Commission, or earned by the Airport or made available for its construction, improvement, equipment, maintenance or operation in any manner whatsoever, shall be deposited with the treasurer of Sauk County, where it shall be kept in a special fund and paid out only on order of the Commission, drawn and signed by the secretary and countersigned by the chairperson of the Commission.
  - a. Annual Operating Expenses. The county board of each county Owner shall appropriate on an annual basis the monetary amount requested by the Commission for annual operating expenses in the upcoming year in the following proportions: Sauk County forty-nine percent (49%), Iowa County twenty-five-and-one-half percent (25.5%) and Richland County twenty-five-and-one-half percent (25.5%).
  - b. Capital Expenditures. In addition to the appropriation for annual operating expenses, the county board of each member county shall appropriate on an annual basis an amount designated by the Commission to be set aside in an Airport capital expenditures account, which shall be reserved for future maintenance and construction projects exceeding \$5000.00 in total cost and with a life expectancy of not less than five (5) years.
2. Any private monetary contributions to the Airport shall be applied to the Airport capital expenditures account unless otherwise specifically designated by the contributor at the time the contribution is made.
3. Failure to Fund. Failure of a county Owner to fully fund the Airport as required by Paragraph 1 of this section shall be deemed a material breach of a member county's financial obligations to the Airport. Upon such a breach, the non-breaching counties may, by resolution passed by the county boards of both non-breaching counties, expel the breaching member county from the Airport. In the event of expulsion, the expelled county's assets in the Airport shall be forfeited in equal shares to the remaining member counties. The remaining member counties shall assume liability for all state or federal funds previously spent or committed to the Airport on a cost-share basis.

## **SECTION VI – COOPERATION**

Owner counties shall, in a timely and constructive manner, cooperate to resolve drainage and other issues related to but outside of the physical boundaries of the Airport property that significantly impact the operation or viability of the Airport.

## **SECTION VII – NOTICES**

The County Clerks of the Owner counties shall be the designated points of contact for any written notices or reports required under this ordinance.

## **SECTION VIII – WITHDRAWAL AND DISSOLUTION**

### **A. Withdrawal.**

1. Authority for Withdrawal. As permitted by Wis. Stat. § 114.151, the county board of any participating member county of the Airport may by resolution withdraw from and relinquish its interest in the joint operation and control of the Airport.
2. Procedure for Withdrawal. If a member county wishes to withdraw from the Airport, it shall provide written notice to each member county of its intent to do so by no later than July 1. Upon receipt of this notice, the other member counties will have 60 days in which to file a corresponding notice of intent to withdraw from the Airport. Any withdrawal must be formalized by action of the withdrawing county's board by no later than October 1 in the calendar year notice of intent to withdraw is given, and the withdrawal shall have an effective date of January 1 of the next calendar year.
3. Rights and Liabilities Upon Withdrawal. A withdrawing county shall remit by December 1 all unpaid appropriations for the calendar year in which notice of intent to withdraw is given. A withdrawing county shall remain liable for and shall remit timely payment of any appropriation obligation incurred prior to withdrawal for future Airport projects but only for the amount obligated as of July 1. A withdrawing county shall relinquish all current and future interests in and claims related to the Airport. The remaining member counties shall assume liability for all state or federal funds previously spent or committed to the Airport on a cost-share basis.
4. Continued Operations. In the event of withdrawal by a member county, membership of the withdrawing county on the Commission shall cease on the effective date of withdrawal. The Airport shall not be dissolved upon the withdrawal of a single member county but shall continue to operate in accordance with the provisions of the Airport Operation Ordinance and any other ordinances adopted by the Owner pertaining to operations at the Airport, which

shall be subject to revision, as necessary, with approval of the county boards of the remaining members of the Airport.

B. Dissolution.

1. Procedure For Dissolution. The Airport and Commission may be dissolved upon mutual agreement and resolution by the county board of all members of the Airport or if the county boards of at least two member counties resolve to withdraw from and relinquish their interest in the joint operation and control of the Airport.
  2. Action Upon Dissolution. Upon action triggering dissolution of the Airport, a meeting of the Commission or its remaining members shall be called to determine whether the Airport shall continue to operate, and if not, to adopt a plan for closure and liquidation.
    - a. Continued Operation Upon Dissolution. If a single member county chooses to continue operations at the Airport, all assets and liabilities of the Airport shall be transferred to that operating county, and the Commission shall be dissolved. Each withdrawing county shall remit by December 1 all unpaid appropriations for the calendar year in which dissolution occurs. Each withdrawing county also shall remain liable for any appropriation obligation incurred prior to withdrawal for future Airport projects but only for the amount obligated as of July 1. The operating county shall assume liability for all state or federal funds previously spent or committed to the Airport.
    - b. Closure of Airport. In the event the decision is made to close the Airport, notice shall be given to all tenants of the Airport in accordance with the terms of their lease agreements. Upon closure, the assets of the Airport shall first be used for the payment of debts and obligations of the Airport. Remaining assets, if any, shall be distributed to the then-existing member counties of the Airport in ratio to past contributions by each member. Unless otherwise agreed upon or dictated by contract, member counties at the time of dissolution shall share equally all outstanding liability for state or federal funds previously spent or committed to the Airport on a cost-share basis.
- C. Cooperation Required. In the event of withdrawal from or dissolution of the Airport, all member counties agree to cooperate in the drafting and execution of any documentation necessary to effectuate the withdrawal or dissolution.

***SECTION IX – SUPERSEDING EFFECT***

Owner expressly intends, without reservation, this ordinance to supersede upon adoption any prior ordinance, agreement or understanding of Owner with respect to the matters addressed.

***SECTION X – SEVERABILITY***

The several provisions of this ordinance shall be deemed severable, and it is expressly declared that the Owner would have passed the other provisions of this ordinance, irrespective of whether or not one or more provisions may be declared invalid. And, if any provision of this ordinance or the application or circumstances is held invalid, the remainder of the ordinance and the application shall not be affected.

#### ***SECTION XI – EFFECTIVE DATE***

This Ordinance shall be effective immediately upon the adoption of an identical Ordinance by the County Board of Sauk and Iowa County.

Dated: August 20, 2019  
Passed: August 20, 2019  
Published: August 29, 2019

ORDINANCE OFFERED BY THE COUNTY BOARD  
SUPERVISOR MEMBER OF THE TRI-COUNTY  
AIRPORT COMMISSION

Jeanetta Kirkpatrick, Chairman  
Richland County Board of Supervisors

FOR AGAINST

Buford E. Marshall, Jr.

X

ATTEST:  
Victor V. Vlasak  
Richland County Clerk

Resolution No. 19-94 Authorizing The Finance and Personnel Committee To Hire A Consultant To Aid In The Search For A County Administrator was read by County Clerk Vlasak. Motion by Seep, second by Turk that Resolution No. 19-94 be adopted. Motion carried and resolution declared adopted.

#### **RESOLUTION NO. 19 - 94**

A Resolution Authorizing The Finance and Personnel Committee To Hire A Consultant To Aid In The Search For A County Administrator.

WHEREAS the County Board just adopted a Resolution creating the position of County Administrator and it will be necessary to conduct as broad a search as possible in order to hire the best-qualified individual, and

WHEREAS the Finance and Personnel Committee has proposed that it be given authority to hire a consultant to aid in the search for a County Administrator.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the Finance and Personnel Committee is hereby authorized to enter into such contract or contracts as the Committee deems appropriate for the purpose of searching for a County Administrator, and

BE IT FURTHER RESOLVED that the County Clerk is hereby authorized to sign on behalf of the County such contract or contracts as have been approved by the Finance and Personnel Committee, and

BE IT FURTHER RESOLVED the cost of the consultant or consultants shall be paid from the General

Fund in the 2019 County budget, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND  
PERSONNEL COMMITTEE

FOR AGAINST

Marty Brewer	X
Jeanetta Kirkpatrick	X
Marc Couey	X
Shaun Murphy-Lopez	X
Donald Seep	X
Buford E. Marshall, Jr.	X
David J. Turk	X

Chair Kirkpatrick announced that having received the advice of the Committee on Committees and subject to confirmation by the County Board she was appointing Kerry Severson to replace Gary Peters on the Law Enforcement and Judiciary Committee. Motion by Couey, second by Peterson that the appointment be confirmed. Motion carried.

Rules and Resolutions Committee Chair Turk presented an overview of the changes that have been proposed by the Rules and Resolutions Committee to the County Board Rules. The County Board will take action on the proposed changes at their September meeting.

Peters reported on Discover Wisconsin filming that is taking place in the area.

Motion by Manning, second by Couey to adjourn to Tuesday, September 17, 2019 at 7:00 p.m. Motion carried.

STATE OF WISCONSIN )  
                                  )SS  
COUNTY OF RICHLAND)

I, Victor V. Vlasak, County Clerk in and for the County of Richland, do hereby certify that the foregoing is a true copy of the proceedings of the County Board of Supervisors of Richland County for the August session held on the 20<sup>th</sup> day of August, 2019.

Victor V. Vlasak  
Richland County Clerk