



AGENDA

Iowa County Airport Commission Meeting Held
Wednesday, August 31st, 2016 at 6:00 p.m.
At the, Iowa County Airport
3151 HWY 39
Mineral Point, Wisconsin. 53565

**Iowa
County
Wisconsin
2016 - 08**

For information regarding access for the disabled please call 987-9931.

Any subject on this agenda may become an action item.

- | | |
|----|---|
| 1 | Call to order the Airport Commission meeting. |
| 2 | Roll Call. Airport Commission members present. |
| 3 | Approve the agenda for this August 31st, 2016 Airport Commission meeting. |
| 4 | Approve the minutes of the May 16th, 2016 Airport Commission meeting. |
| 5 | Report from Commission members and an opportunity for members of the audience to address the Airport Commission. No action will be taken. |
| 6 | Consideration for rezone request; Steve and Kim Larson; appeal to rezone, discussion and possible action. |
| 7 | Consideration to construct a twelve car parking lot, discussion and possible action. |
| 8 | Consideration to replace the 100LL Fuel Farm, discussion and possible action. |
| 9 | The Iowa County Airport's 2017 budget review, discussion and possible action. |
| 10 | Lone Rock Airport (LNR) and proposed wetland issues, discussion and possible action. |
| 11 | Iowa County Airport Chairperson's Report, discussion and possible action. |
| 12 | Managers' report. |
| 13 | Next Meeting Date. |
| 14 | Adjournment. |
| 15 | |
| 16 | |
| 17 | |
| 18 | |

AGENDA ITEM COVER SHEET

Title: Iowa County Airport

Original

Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Agenda item 6; Steve and Kim Larson are requesting the airport commission to approve parcel 018.1024A for building a residential house.

Agenda item 7; The Highway Department can construct the parking lot after Labor day for an estimated cost of \$32,000.00

Agenda item 8; The FAA will no longer fund Fuel Farms leaving us in a bind as far as what we had planned for budgeted monies. Our only choice now is to use the State 80/20 program. Our cost will increase from \$16,500.00 to \$64,000.00

Agenda item 9; The 2.96% or \$2,113.00 dollar increase in our Airport budget is due to a \$2,000.00 dollar increase in Airport Liability insurance and employee wage increase. The increase in capital funds requested is due to constructing the 12 car parking lot and the FAA no longer funding Fuel Farms.

RECOMMENDATIONS (IF ANY):

Agenda item 6, The Larson 5 acre lot was established before our Airport Zoning was adopted, therefore we should approve their request, contingent upon the Fair Disclosure be signed.

Agenda item 7; I would recommend that the Highway Department build the parking lot; About half the money spent will come back to the County. Plus no other company got back to me with an estimate.

Agenda item 8; I would recommend the State 80/20 program. It is unfortunate that the FAA withdrew from funding Fuel Farms but our 100LL tank is almost 30 years old. We don't have many options.

Agenda item 9; I would recommend passing the Airport proposed 2017; our increase in expenditures is about \$2339.00 in wage, \$2,000.00 in liability insurance and \$500.00 in maintenance cost. But the operating budget only increased by \$2,113.00 due to an increase in revenue. (Hangar rentals)

Agenda item 10; I would recommend a vote of "no" to the proposed wetland near the Lone Rock Airport. This proposed wetland will promote more wildlife in and around the Airport.

ANY ATTACHMENTS? (Only 1 copy is needed)

Yes

No

If yes, please list below:

FISCAL IMPACT:

The Airport Operating budget will impact the tax levy with an increase of \$2113.00. And the Capital budget would increase from the normal request of about \$20,000.00 to \$58,000.00 due to the increase in the cost of replacing the 30 year old 100LL Fuel Farm and the construction of the 12 car parking lot. An increase of \$38,000.00

LEGAL REVIEW PERFORMED: Yes

No

PUBLICATION REQUIRED:

Yes

No

PRESENTATION?:

Yes

No

How much time is needed? _____

COMPLETED BY: _____

DEPT: _____

2/3 VOTE REQUIRED: Yes

No

FORM 1

Department Activities, Goals, and Objectives

Department Name: **Iowa County Airport (2017)**

2016: Negotiations started with the UW Hospital - Med-Flight around Jan 1st. 2016. Meetings were held; New Airport Leases were drafted and signed. Med-Flight started their operations in May / 2016. *One more step toward serving the People of Southwest Wisconsin.*

In the Spring we spent many hours on the Airport Deer Fence; Maintenance / Repair. On June 14th, 2016 the Airport was struck by Lightning, damaging Lighting and Navigational equipment including, runway lights, transformers, runway current regulator, Runway; PAPI's, REIL's, AWOS, GCO and the Fuel Farm; 100LL and JET-A. It has been a maintenance challenge. Estimates of the damage is 10 to 12 thousand.

2017: The Airport will face new challenges for 2017 and beyond as projects get more costly and FAA participation get less. For example 15 years ago Airport Entitlements were at \$150,000.00 per year for approved Airport projects. It is the same today but those same projects now cost 3 to 4 time as much.

The FAA will no longer fund Fuel Farms; an announcement that came right when we were about to start the design of the project. Our only choice now is to participate in the 80 / 20 State program; and to cut cost where ever possible. Iowa County's cost will go from the estimated cost of \$16,500.00 to \$64,000.00 . We have until 2020 to replace the 100LL system to meet State regulations but only 2018 to meet insurance cost and deductible issues.

Iowa County Airport Manager

Kevin King

FORM 2A - PERSONNEL COST

DEPARTMENT: Iowa County Airport

SALARY & WAGE INFORMATION**FRINGES**

(1) NAME OF POSITION (Do not list the Employee's Name)	Grade/ Step	2016 Wages Base	Tentative	2017 Hours	2017 Budgeted "Regular" Wages	Performance Pay	Total 2017 Budgeted Wages	FICA-	MEDICARE	WRS	Health	Dental	Life	Workers	Total Fringes for 2017	2017 Budget Total Wages & Fringes	
			2017 Wages- base					6.2% of Salary/ Wages	1.45% of Salary/ Wages	Retirement - Rates are in Instructions	Insurance - Annual Cost	Insurance - Annual Cost	Insurance - Annual Cost	Comp Insurance			
Manager	J/4	22.87	22.87	1,152	26,346.24	-	26,346.24	1,633.47	382.02	1,791.54	16,516.32	521.88	54.12	1,111.81	22,011.16	48,357.40	
	J/5		23.47	928	21,780.16	-	21,780.16	1,350.37	315.81	1,481.05				919.12	4,066.36	25,846.52	
Totals for 2017 Budget					48,126.40	-	48,126.40	2,983.84	697.83	3,272.60	16,516.32	521.88	54.12	2,030.93	26,077.52	74,203.92	
								3,681.67			17,038.20						
(2) Total Number of Positions		in 2016: 1	in 2017: 1					a/c 151		a/c 152	a/c 154	a/c 155	a/c 156				
(1) This worksheet should include all positions, including proposed new positions.																	
(2) List the total number of positions in your 2017 budget																	
Note: The wage lines on your expenditure worksheet(s) should includes the wages and fringes from both Form 2A and 2B																	

BUDGET FORM 4 - CARRYOVER COMPUTATION

Department Name: Iowa County Airport (2017)

The purpose of this form is to list the accounts you are requesting to carryover from 2016 to 2017.

Carryovers are meant to permit the use of grant dollars or set aside funds (whereby the use of the funds is restricted for a specific purpose) to be carried forward. If you believe you have a need for a carryover, please schedule an appointment with Amanda (935-0360) for you and Larry to discuss the carryover before August 4th.

Application Column: List below how the Carryover funds will be used in 2017

Do not list these items as expenditures elsewhere in your budget.

<u>Account Number & Description</u>	<u>Source of Carryover</u>	<u>Application of Carryover</u>
262.07.41110 thru 262.07.53510	2016 Operating Budget	Airport Maintenance Projects
Airport Capital Fund 805	Capital Fund	Airport Improvement Projects
Carryover all Airport Funds for Future Capital Improvements and or Airport Maintenance and Supply issues that can not be foreseen at this time; Capital carryover and Operating carryover shall be included.		

FORM 5 CASH WORKSHEET

Department Name: Iowa County Airport (2017)

The purpose of this form is to list all cash accounts (checking, savings or other) that are currently held by your department. Please justify the need for the cash account, the source of the funds and what type of expenditures are made from this account. You will also need to list the account name, the account number, the authorized signers, what federal identification number is used on the account, what financial institution it is held at and the current balance. Please also list the amount of petty cash that is held by your office. For example, if you have a petty cash account in the amount of \$50.00 but you have made a purchase from it and the balance is below \$50, please list the maintaining balance (i.e. \$50) and not the current balance.

Please make additional copies of this form if needed.

<u>Account Number</u>	<u>Account Name</u>	<u>Authorized Signers</u>	<u>Federal I.D. #</u>	<u>Financial Institution</u>	<u>Current Balance</u>	<u>Source of Funds/ Expenditures made From this Account</u>
Kept by Finance Department on Finance Department Schedule.						

Justification of the account(s):

Amount of Petty Cash Kept by Your Department: \$ _____

BUDGET FORM 6 - Schedule of Fees/Charges for Services

Department Name: Iowa County Airport (2017)

The Department and the Governing Committee should review these for reasonableness. The purpose of this form is to list any and all fees/charges for services that your department charges to the public.

In column C explain how the fee or charge is set. If set by statute please list the statute number. If it is set by county board or the governing committee please list the last time the fee/charge was reviewed, when the last revision was and the pertinent resolution number.

NOTE: You can attach your fee schedule (resolution) in lieu of this form please add the information requested in column C.

<u>Column A</u> <u>Type of Service</u>	<u>Column B</u> <u>Amount of Fee or Charge for the Service</u>	<u>Column C</u> <u>How is the Fee or Charge Set?</u>
Fuel Sales: 100LL JET - A	\$3.96 / gallon currently \$3.49 / gallon currently	By Airport Manager based on fuel cost, A.C. reviewed
Land Rent for Hangars	.084 cents / sq.ft. private .105 cents / sq.ft. commer	Reviewed by Airport Commission
Hangar Rentals	\$125. / single unit / month \$250. / large unit / month	Reviewed annually by A.C.
Farm Land Rent	Crop Land Rent / year \$28,770.00	Contracted through 2018
Other services are generally set at cost plus 10% or to compete with local markets.		

BUDGET FORM 7 - Schedule Summarizing Dues, Conference Costs, and Mileage included in the budget

Department Name: Iowa County Airport (2017)

Please use this worksheet as a tool to complete these lines of the department budget worksheet

Supporting information for dues, seminar, convention, training, conference, and mileage expenses included in the department's budget request. Please list the staff that the expense will be for, the individual description of the expense, the amount and the total. The total should agree to the expense budget line item. Please list the account number from the expenditure budget worksheet that the total request for each category agrees to.

Account Number / Description		Individual Amounts	Summary of 2017 Budget Request
DUES:	ACC:805/262.07.53510.00000.335		
Total Request			-
SEMINARS, CONVENTION, CONFERENCES & TRAINING:			
Kevin King / Airport Manager	Wisconsin Rapids / BOA Airport Manager Seminar / Training	\$60.00	
	Mileage	\$111.00	
	Room two nights	\$160.00	
Total Request		\$331.00	331.00
SUMMARY OF MILEAGE INCLUDED IN THE BUDGET:			
Please list in-county and out-of-county separately. For the out-of-county mileage: please explain the reason for the out-of-county mileage.			
Kevin King / Airport Manager	Travel to Wisconsin Rapids for Airport Managers Seminar 200 miles round trip.	\$111.00	
Total Request		\$111.00	111.00

**IOWA COUNTY
CAPITAL OUTLAY FORM 5**

DEPARTMENT NAME: IOWA COUNTY AIRPORT

2017

Please indicate if the item is over or under \$5,000 and list in the appropriate capital item on the budget include the Cost in your expenditure budget worksheet - also list the expense account number of this form for cross-reference purposes.

<u>Priority</u>	<u>Item/Description</u>	<u>Addition</u>	<u>Replacement</u>	<u>Quantity/ Unit</u>	<u>Price Per Unit</u>	<u>Amount- Extended Cost</u>
1	Runway 11/29 & Taxiways crack filling.			1	12,000.00	12,000.00
2	Replace 100LL Fuel Farm.			1	64,000.00	64,000.00
Total Capital Outlay for 2017.						76,000.00
Total Carryover Funds for 2017.						18,000.00
Requested additional capital outlay for 2017						58,000.00

JUSTIFICATION:

- 1 Crack filling runway 11/29 has become a yearly maintenance issue until a more permanent solution can be scheduled.
- 2 By State Underground Storage Tank rules we must replace the 100LL fuel farm by 2020. Insurance issues by 2018.
Federal Funding is no longer available for Fuel Farms. We now must use the State 80/20 Funding Program.
- 3 The Airport Commission is proposing the Construction of a 12 car parking lot for the Med-Flight personnel.

Revenue Budget Worksheet

	Actual Dollars				Budget Information		
	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>6/30/2016</u>	<u>Projected 12/31/16 Actual</u>	<u>REVISED - 2016 Budget</u>	<u>2016 ADOPTED</u>	<u>2017 DEPARTMENT REQUEST</u>
<u>IOWA COUNTY AIRPORT</u>							
262.07.41110.00000.000 TAX LEVY-IA COUNTY AIRPORT	66,523.00	69,751.00	71,275.00	71,275.00	71,275.00	71,275.00	73,388.00
262.07.41220.00000.000 SALES TAX DISCOUNT	30.00	40.00	20.00		-		
262.07.46340.00000.000 IA CO AIRPORT REV-FUEL	45,004.91	42,166.96	11,181.55	32,000.00	35,000.00	35,000.00	35,000.00
262.07.46342.00000.000 IA CO ARPRT REV-HANGAR REN	16,416.82	24,351.81	11,931.00	21,000.00	18,550.00	18,550.00	20,000.00
262.07.48200.00000.000 IA CONTY AIRPORT LAND RENT	30,450.00	30,450.00	14,385.45	32,000.00	30,450.00	30,450.00	32,000.00
262.07.48600.00000.000 MISCELLANEOUS REVENUE	-	0.12	-		-		
IOWA COUNTY AIRPORT REVENUE TOTALS	158,424.73	166,759.89	108,793.00	156,275.00	155,275.00	155,275.00	160,388.00

Expenditure Budget Worksheet

Actual Dollars

Budget Information

<u>IOWA COUNTY AIRPORT</u>	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>6/30/2016</u>	<u>Projected</u>	<u>REVISED - 2016</u>		<u>2017 DEPARTMENT</u>
				<u>12/31/16</u>	<u>Budget</u>	<u>2016 ADOPTED</u>	<u>REQUEST</u>
				<u>Actual</u>			
262.07.53510.00000.110							
SALARIES & WAGES	42,752.46	43,880.60	20,100.48	45,788.00	45,788.00	45,788.00	48,127.00
262.07.53510.00000.151							
SOCIAL SECURITY & MEDICARE	3,045.78	3,149.02	1,440.02	3,503.00	3,503.00	3,503.00	3,682.00
262.07.53510.00000.152							
RETIREMENT-PAID BY EMPLOYE	2,988.32	2,982.52	1,326.58	3,022.00	3,022.00	3,022.00	3,273.00
262.07.53510.00000.154							
HEALTH & DENTAL INSURANCE	16,080.05	16,375.12	8,519.10	17,039.00	17,039.00	17,039.00	17,038.00
262.07.53510.00000.155							
LIFE INSURANCE	39.45	40.20	21.26	40.00	40.00	40.00	55.00
262.07.53510.00000.156							
WORKERS COMPENSATION	1,471.50	1,527.06	848.19	1,594.00	1,594.00	1,594.00	2,031.00
262.07.53510.00000.221							
UTILITIES	9,781.04	7,773.33	3,068.96	8,800.00	8,800.00	8,800.00	8,000.00
262.07.53510.00000.225							
TELEPHONE	4,539.66	3,866.32	2,114.20	4,000.00	4,000.00	4,000.00	4,000.00
262.07.53510.00000.295							
ADVERTISING & BIDS	564.40	407.80	150.00	450.00	450.00	450.00	450.00
262.07.53510.00000.311							
POSTAGE	263.82	147.44	36.49	300.00	300.00	300.00	250.00
262.07.53510.00000.317							
COPIER FEES/CHARGES	-	-	-	100.00	100.00	100.00	100.00
262.07.53510.00000.319							
OTHER OFFICE SUPPLIES	222.80	203.91	106.37	350.00	350.00	350.00	350.00
262.07.53510.00000.325							
REGISTRATION FEES & TUITIO	-	-	-	100.00	100.00	100.00	100.00
262.07.53510.00000.332							
TRAVEL & MILEAGE REIMB	-	-	-	331.00	331.00	331.00	331.00
262.07.53510.00000.340							
SUPPLIES/REPAIRS	10,428.36	7,503.39	4,731.01	11,139.00	10,600.00	10,600.00	11,000.00
262.07.53510.00000.347							
CREDIT CARD FEES	931.89	865.75	71.51	1,000.00	1,000.00	1,000.00	925.00
262.07.53510.00000.351							
FUEL-AIRPLANES	37,294.63	37,524.21	13,061.33	28,811.00	28,371.00	28,371.00	28,371.00

Expenditure Budget Worksheet

	Actual Dollars				Budget Information		
	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>6/30/2016</u>	<u>Projected</u>	<u>REVISED - 2016</u>	<u>2017 DEPARTMENT</u>	
				<u>12/31/16</u> <u>Actual</u>	<u>Budget</u>	<u>2016 ADOPTED</u> <u>REQUEST</u>	
<u>IOWA COUNTY AIRPORT</u>							
262.07.53510.00000.355 TIRES & BATTERIES	197.51	1,559.04	-		-		
262.07.53510.00000.356 FUEL TANK TESTING	482.00	1,844.70	929.25	929.00	550.00	550.00 900.00	
262.07.53510.00000.357 SNOWPLOWING & MOWING	16,800.00	11,506.65	7,999.98	16,000.00	16,000.00	16,000.00 16,000.00	
262.07.53510.00000.358 FUEL-VEHICLES	5,333.55	3,070.45	1,035.33	5,000.00	5,000.00	5,000.00 5,000.00	
262.07.53510.00000.511 BUILDING & LIABILITY INS	6,860.65	6,912.28	4,378.54	6,577.00	6,937.00	6,937.00 8,955.00	
262.07.53510.00000.519 STORAGE TANK LIABILITY INS	1,299.00	1,336.00	1,402.00	1,402.00	1,400.00	1,400.00 1,450.00	
262.07.53510.00000.805 IA CO AIRPORT OUTLAY > \$50	6,732.00	-	-		-		
IA COUNTY AIRPORT EXPENDITURE							
TOTALS	154,644.87	152,475.79	71,340.60	156,275.00	155,275.00	155,275.00 160,388.00	
Iowa County Airport - Total Revenue except Tax Levy						84,000.00 87,000.00	
Tax Levy for Iowa County Airport						71,275.00 73,388.00	
Tax Levy dollar increase						2,113.00	
% of Increase from Prior Year						2.96%	

ACS FINANCIAL SYSTEM
 IOWA COUNTY WISCONSIN
 CAPITAL PROJECTS FUND
 Expenditure Budget Worksheet

2017

Actual Dollars

Budget Information

	<u>12/31/2014</u>	<u>12/31/2015</u>	<u>6/30/2016</u>	<u>Projected 12/31/16 Actual</u>	<u>REVISED - 2016 Budget</u>	<u>2016 ADOPTED</u>	<u>2017 DEPARTMENT REQUEST</u>
AIRPORT CAPITAL IMPROVEMENTS							
AIRPORT IMPROVEMENTS							
400.32.57350.00000.805							
AIRPORT IMPROVEMENT	6,353.61	11,365.00	0	44,000.00	62,893.00	20,000.00	58,000.00
AIRPORT IMPROVEMENTS							
TOTAL	6,353.61	11,365.00	0	44,000.00	62,893.00	20,000.00	58,000.00

100LL Fuel Farm Replacement 80/20	\$64,000.00
Crack filling Runways	\$12,000.00
total	\$76,000.00
Less Carryover from 2016 to 2017	\$ (18,000.00)
2017 Budget Request for Capital	\$58,000.00

