

August 5, 2014

TO: Stephenson Town Board

SUBJ: RECOMMENDATION of the Stephenson Township Plan Commission regarding Airport Funding

The Plan Commission recommends that the Town apply for Airport funding, in accordance with Wisconsin DOT guidelines and, should the Board decide to go forward, we recommend the following steps:

6. Adopt by resolution the attached Statement of Project Intentions, as amended, for the 2014-2019 Six-Year Airport Improvement Program.
7. Forward the Statement of Project Intentions to the Wisconsin Division of Transportation, requesting a petition package.
8. Schedule a pre-petition public hearing announcing the plan to petition the Wisconsin Department of Transportation for federal and/or state aid.
9. Pass a resolution (sample attached) petitioning for the funds.
10. Submit a petition package to the Wisconsin DOT for the funds.

In addition, the Commission recommends that separate line items be set up for airport revenue and expenses.

Crivitz Municipal Airport Continued...

Entitlements

- Crivitz Municipal Airport became eligible for GA Entitlements in 2007.
- 2007 Entitlements need to be under Finding “obligated” by August 2010.
- 2007 Entitlements will need to be spent by August 2011
- If not obligated or spent in time, GA Entitlements will go to another airport in Wisconsin eligible to receive funds.

Airport Layout Plan (ALP)

- In order to receive GA Entitlements for Crivitz Municipal Airport MUST have an Airport Layout Plan...to my knowledge there was an ALP completed in 1995.
- Some items, such as snow removal equipment, are NOT represented on an ALP.
- There is a difference between: maintaining an airport and developing an airport.
- It's okay to not “grow” an airport, but maintain it “as is”.

Petition Process

- The first step is to Petition the Secretary of Transportation for certain work items.
- Contact person is Mary Strait, P.E. → request a Petition Package 608-266-7187
- At this time, you would have already determined what work items you want to do.
- The Wisconsin Department of Transportation – Bureau of Aeronautics acts as an “Agent” for the Town of Stephenson.

In Summary

- Crivitz Municipal Airport is YOUR airport...the WisDOT does NOT own it.
- As a BOA Project Manager assigned to Crivitz Municipal Airport, my role is help plan and administer projects at your airport.

Questions?

STATEMENT OF PROJECT INTENTIONS FOR Crivitz Municipal

AIRPORT

Fiscal Year	Description of Improvement	Size of Improvement	Estimated Cost (if known)	Anticipated Petition Date
2014				
2015	Purchase snow removal equipment for runways	Tractor with blower attachment for snow blowing	\$ 185,000.00	November 2014
2016	Construct storage building for snow removal equipment.	TBD	\$ 50,000.00	November 2015
2017	Construct a paved taxiway between existing hangars and existing runwa	Per existing ALP	\$128,500.00	November 2015
2018				
2019				

For 2020 & later, please attach additional pages.