



Sawyer County

Agenda

Public Works Committee Meeting
Wednesday, February 9, 2022 @ 6:30 PM
Assembly Room/Virtual Meeting
Revised: Wednesday, February 9, 2022 11:13 AM

Page

1. CALL TO ORDER

- a. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/97982898675>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 979 8289 8675. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

4. MEETING AGENDA

5. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee on items not on the agenda. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

6. CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [1.12.22 Public Works Minutes DRAFT](#)

7. SAWYER COUNTY AIRPORT REPORT

- 4 a. Hayward Aviation, LLC (contracted Airport management) report
[Airport Report Feb 2022](#)
- 5 - 38 b. Master Plan for the Airport
[HYR MP Presentation](#)

8. HIGHWAY COMMISSIONER'S REPORT

- 39 a. [February 2022 Highway Commissioner Report](#)
- 40 - 45 b. Annual Renewal of Existing ATV/UTV Routes on County Highways(discussion and possible action)
[ATV UTV Annual Renewal Information](#)
- 46 - 49 c. Intergovernmental Agreement Between NW Wisconsin Counties for Mutual Aid
[NW WI Mutual Aid Agreement](#)

9. MAINTENANCE DEPARTMENT REPORT

- 50 a. Project report
[Maintenance Report February 2022](#)

10. COURTROOM REMODELING UPDATE

11. FUTURE AGENDA ITEMS

12. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the January 12th meeting of the Sawyer County
Public Works Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members Present:

- ☒ Chair: **Ron Kinsley**
- ☒ Marc Helwig – Vice Chair
- ☒ Ed Peters
- ☒ Dale Olson
- ☒ Brian Bisonette - Virtual

Others Present:

Tom Hoff
Mike Coleson
Lynn Fitch
Tim Hagberg – Virtual
Kathy LaReau
Jane Schraeder

Others Present:

Derick Leslie - Virtual
Gary Gedart
Linda Zillmer – Virtual
Tweed Shuman
Erin Metcalf
Cliff Korn

Call to Order – Chair Ron Kinsley called the meeting to order at 6:30 pm.

Certification of Compliance with the open meeting law was met. Roll Call was taken; quorum was met.

Meeting Agenda --

Minutes from the previous meeting – Mr. Gedart requested an edit to the December 8th minutes noting his return date being December 27th instead of 7th. A motion was made by Mr. Helwig to approve the minutes of the December 8, 2021, meeting with that correction; second by Mr. Peters. Motion carried without negative vote.

Sawyer County Airport Report – A written report was provided. Mr. Leslie advised that the 2021 revenues were up and expenses down. There are some funds left in that budget to cover some costs of upcoming projects.

40-Acre Parcel Adjacent to Airport – The Committee was advised that land owner of a 40-acre parcel of land adjacent to the airport inquired about a swap with some other county land. Due to the type of land not being conducive for our expansion, no action was recommended for this request.

Municode Update -- Mr. Hoff reported that all departments are to review the ordinances pertinent to their departments prior to the January 20th County Board meeting for our submission for final upload to our website.

Highway Commissioner's Report – A written report was provided. Investigation into a waste oil generator system may be worth our efforts to determine if the County could achieve any cost savings.

Maintenance Department Report – A written report was provided. Mr. Hagberg reported that a full-time staff member has left employment and they are interviewing next week.

Courtroom Remodeling Update – Mr. Hoff advised that the remainder of the bids are ready to go out and will be due back early in February. A Certified Survey Map for the land formerly under county ownership, now a part of the California Avenue land swap for the courthouse project was presented for approval. A motion was made by Mr. Helwig; second by Mr. Peters to accept this map for recording and forward to County Board for approval. Motion carried without negative vote.

Meeting Date/Time – The next meeting of the Public Works Committee will be Wednesday, February 9, at 6:30 pm in the Assembly Room.

Meeting adjourned at 6:58 pm
Minutes recorded by Lynn Fitch, County Clerk

Sawyer County Airport Management Report

February 2022

(Provided by Airport Manager Derek Leslie)

-We have been working through some repairs to our snow blower this season but the operations have not been hindered at the airport. Thompson continues to excel.

-A Master Plan has been on our radar for quite some time. Master Plan's are a requirement in many cases for airports to receive federal AIP (airport improvement project) funding. The last time Sawyer County conducted a Master Plan was in the year 1996. We will have our BOA (Bureau of Aeronautics) engineer present at our February committee meeting to discuss this project and answer any questions. Mr. Messina plans to have a brief presentation.

-Runway Rehabilitation Project design has already taken a few interesting turns. We have been working closely with corporate operators frequently using the airport to discuss various types of improvements that could be made to our runway pavements. We have identified several concerns that may be alleviated if Sawyer County chooses to embark on the master plan process. Notable items are the center runway connector's not meeting FAA requirements and possible locations for a new electrical vault to house all of the airfield lighting. Karl Kemper, President Becher Hoppe Associates, our consultant for the project will be attending virtually to discuss and answer any questions.

- Hangar Lease documenting has been going well with the County Clerk. We still have several on-going issues we are working on. Of 26 Hangars at the airport, only a few have remaining issues.

-We will have two hangars leases expire "the 30 year lease" in the year 2023 and 3 leases expire in 2024.

- In the National Base Inventory Program we have established that there are 20 full time and 5 "part time" based aircraft at KHYR. Currently there are 2 aircraft that are non-airworthy.

-2021 netted the following income to offset airport expenses via FBO contracts with Hayward Aviation and Hangar Leases

FBO Operations Revenue Share

\$19,852.12 Total Fuel Flowage

\$19,362.60 Total User Fees

\$12,676.20 Commercial Enterprise Receipts

Hangar Area Lease

\$20,139.75 Hangar Area Lease's

Total Income: \$72,030.67

Total Expenditures: TBD

Master Plan Overview

2/9/2022 Sawyer County Board Meeting



What is Master Planning?

- ▶ Technical Definition: a comprehensive study of an airport usually describing the short, medium and long-term development plans to meet future aviation demand.
- ▶ Non-technical: An Airport's Story and plan for future development.



Master Planning Elements

- ▶ Public Involvement
- ▶ Existing Conditions
 - Can/should include Environmental Considerations
- ▶ Aviation Forecasts
- ▶ Facility Requirements
- ▶ Alternatives Development and Evaluation
- ▶ Facilities Implementation/Financial Feasibility
- ▶ Airport Layout Plan



Public Involvement

Figure 4-1: Public Meeting



Source: Portland Airport Project Advisory Committee



Public Involvement Strategies

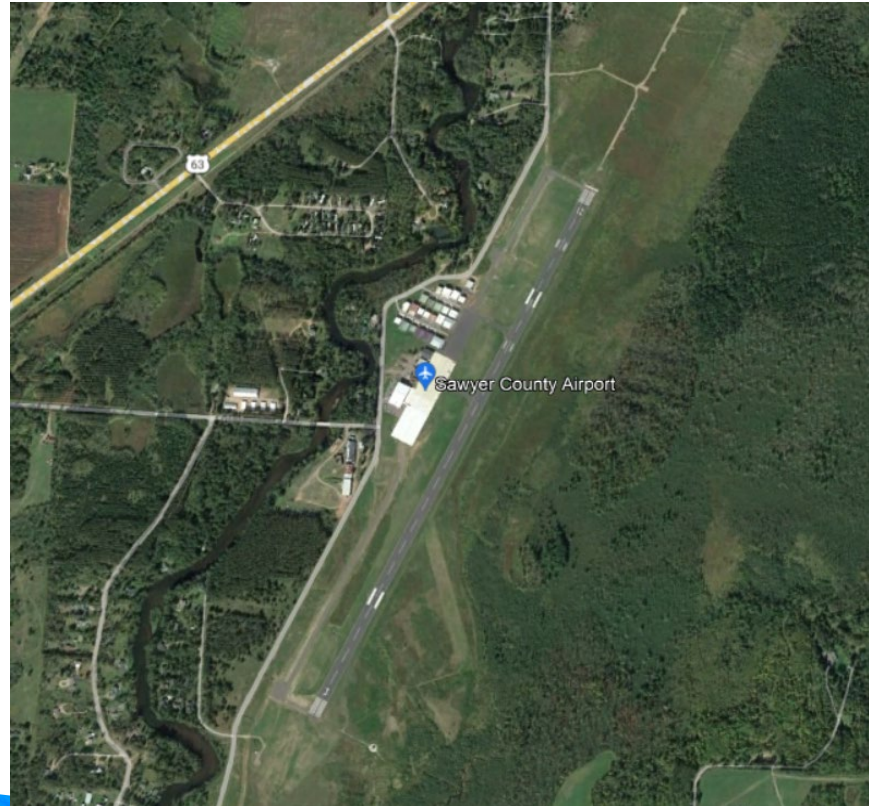
- ▶ Committees
 - Technical Advisory Committee (TAC)
 - Tenant Advisory Group
- ▶ Public Information Meetings/Open House
- ▶ Webpages and/or Newsletters

- ▶ Very dependent upon the scope of the Master Plan



Existing Conditions

- ▶ Assessment of the Airport's current condition
- ▶ Starting point of an Airport's Story



Existing Conditions Review

- ▶ Airfield Facilities
 - Pavements
 - NAVAIDs
 - Air Carrier and/or GA Facilities
 - Landside
- ▶ Regional Setting & Existing Market
- ▶ Land Use
- ▶ Environmental
- ▶ History



Environmental Considerations

- ▶ Wisconsin has a lot of environmental considerations
 - Wetlands
 - Floodplains
 - 4(f) considerations
- ▶ FAA Order 5050.4B is a good starting place
- ▶ Not a replacement for Environmental Document
- ▶ Brings Agencies to the table early



Aviation Forecasts

- ▶ From AC 150/5070-6B: forecasts of future levels of aviation activity are the basis for effective decisions in airport planning.
- ▶ Accomplished through:
 - Tower Counts (not available at HYR)
 - Activity Analysis: Airport records, TFMSC, SASP, Flight Aware, etc
 - User Surveys
 - www.basedaircraft.com



Aviation Forecasts

- ▶ Important to develop a realistic baseline of operations
- ▶ Important to develop a realistic forecast of future operations based on available information
- ▶ What are the operations driving improvements?
- ▶ A great forecast is crucial to a great Master Plan





Table 2-42: FAA Template – Forecasted Levels and Growth Rates (Medium-Growth Scenario)

Specify base year: 2019		Medium-Growth Forecasts					Average CAGR ¹			
	2019	2024	2029	2034	2039		2024	2029	2034	2039
	Base Year Level	Base Year + 5yr.	Base Year + 10yr.	Base Year + 15yr.	Base Year + 20yr.		Base Year + 5yr.	Base Year + 10yr.	Base Year + 15yr.	Base Year + 20yr.
Operations										
<u>Itinerant</u>										
Air carrier	0	0	0	0	0					
Commuter/air taxi	358	395	436	482	532		2.00%	2.00%	2.00%	2.00%
Air Freight	420	499	592	704	836		3.50%	3.50%	3.50%	3.50%
Total Commercial Operations	778	894	1,029	1,185	1,368		2.82%	2.83%	2.85%	2.86%
General aviation	12,654	13,564	14,176	14,842	15,572		1.40%	1.14%	1.07%	1.04%
Military	2	4	4	4	4		14.87%	7.18%	4.73%	3.53%
<u>Local</u>										
General aviation	27,906	28,046	28,186	28,328	28,469		0.10%	0.10%	0.10%	0.10%
Military	2	6	6	6	6		24.57%	11.61%	7.60%	5.65%
Total General Aviation Ops	40,560	41,610	42,362	43,169	44,041		0.51%	0.44%	0.42%	0.41%
TOTAL OPERATIONS	41,342	42,514	43,401	44,365	45,419		0.56%	0.49%	0.47%	0.47%
Turbine Operations	908	1,201	1,357	1,492	1,622		5.76%	4.10%	3.37%	2.94%
Based Aircraft										
Single Engine (Nonjet)	86	88	93	97	99		0.46%	0.76%	0.83%	0.69%
Multi Engine (Nonjet)	8	13	15	16	17		9.99%	6.16%	4.65%	3.99%
Jet Engine	2	3	4	5	5		9.99%	6.57%	6.11%	4.69%
Helicopter	4	3	3	4	4		-4.25%	-1.51%	-0.61%	-0.32%
TOTAL BASED AIRCRAFT	100	107	115	122	125		1.42%	1.36%	1.32%	1.12%

¹CAGR = Compound Annual Growth Rate

Forecast Approval

- ▶ FAA Approval by ADO
 - Forecast
 - **Critical Aircraft**
- ▶ FAA HQ approval if:
 - EIS is anticipated after planning
 - 5-year forecast differs from TAF by more than 10%
 - 10-year forecast differs from TAF by more than 15%
- ▶ Forecasting sets the foundation for where an Airport is headed in the future.



Facility Requirements

- ▶ Based on the approved forecast what facilities are possible at your Airport in the future?
- ▶ How does that compare to your existing facilities?
- ▶ Applying design criteria for Critical Aircraft to different facilities.
- ▶ Provides the necessary analysis to generate the appropriate facilities to review in Alternatives.

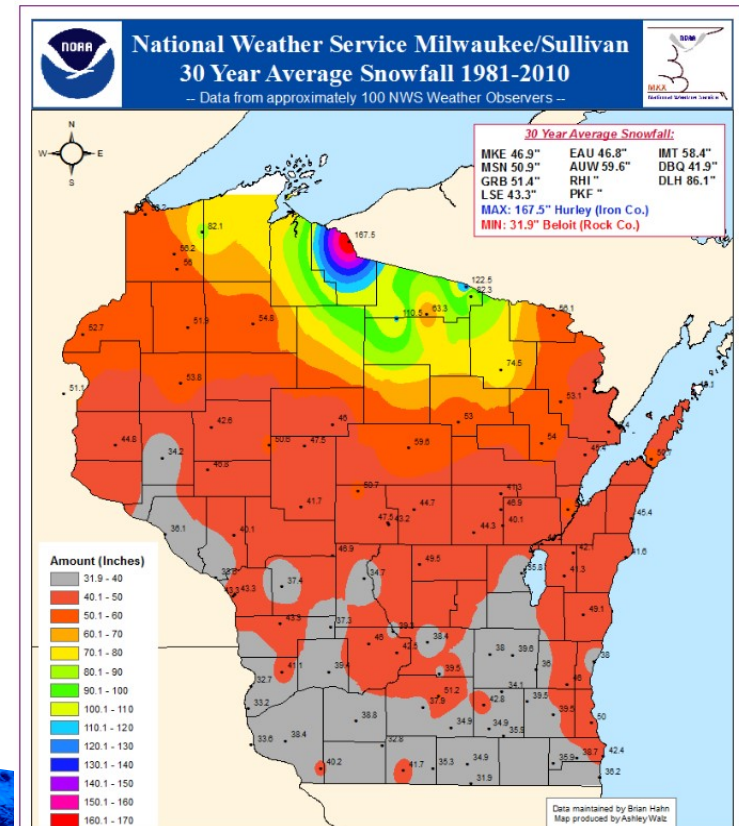


Facility Requirements

- ▶ Items considered:
 - Primary Runway: length, width, strength, orientation
 - Runway Protection Zones
 - Approaches and Obstructions
 - Taxiways, aprons, parking lots, hangar area
 - Snow Removal Equipment and Buildings to house them
- ▶ Includes review of existing design standards
 - Does HYR meet existing design standards? If not, how do we correct deficiencies.



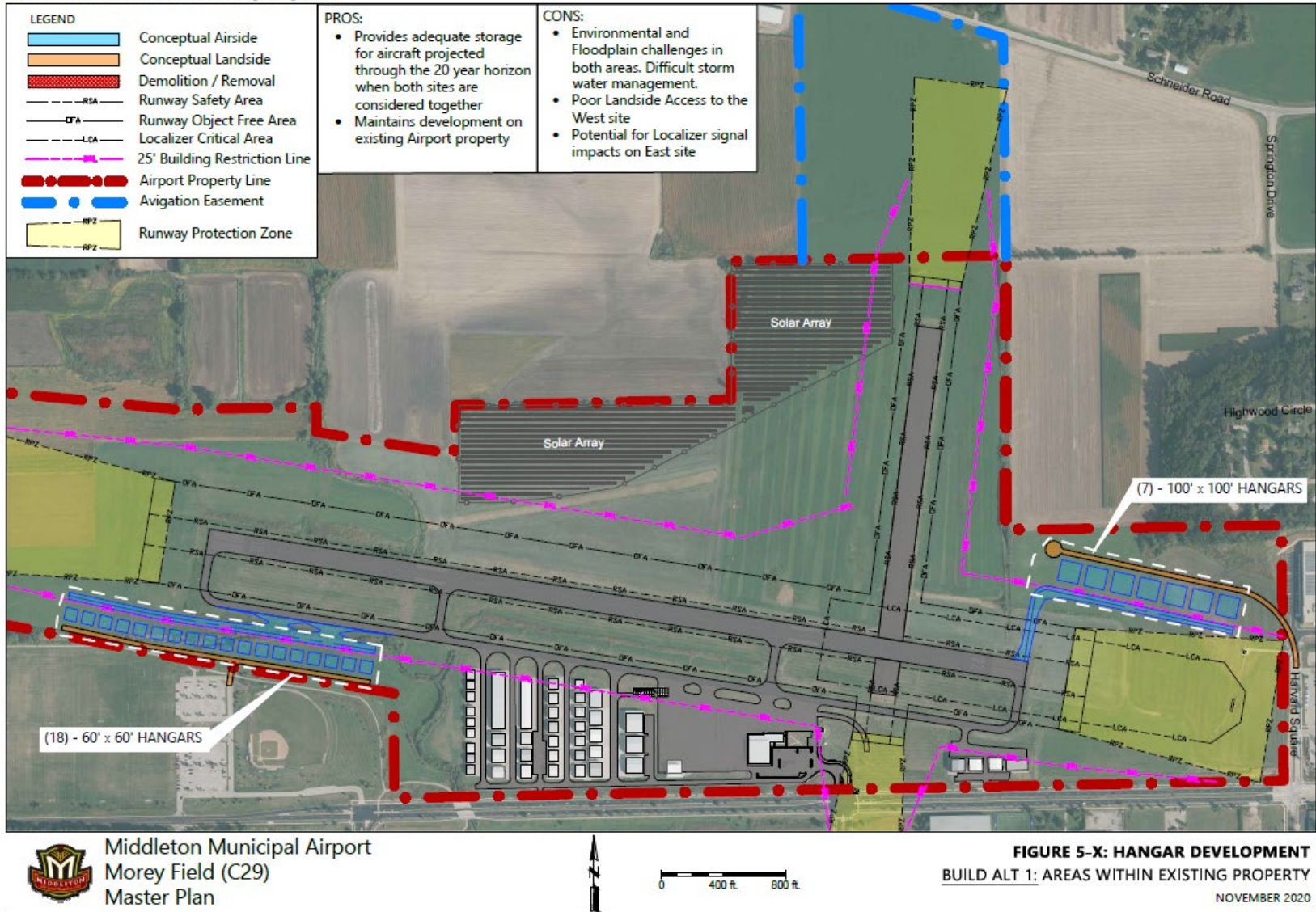
Snow Removal Equipment Justification

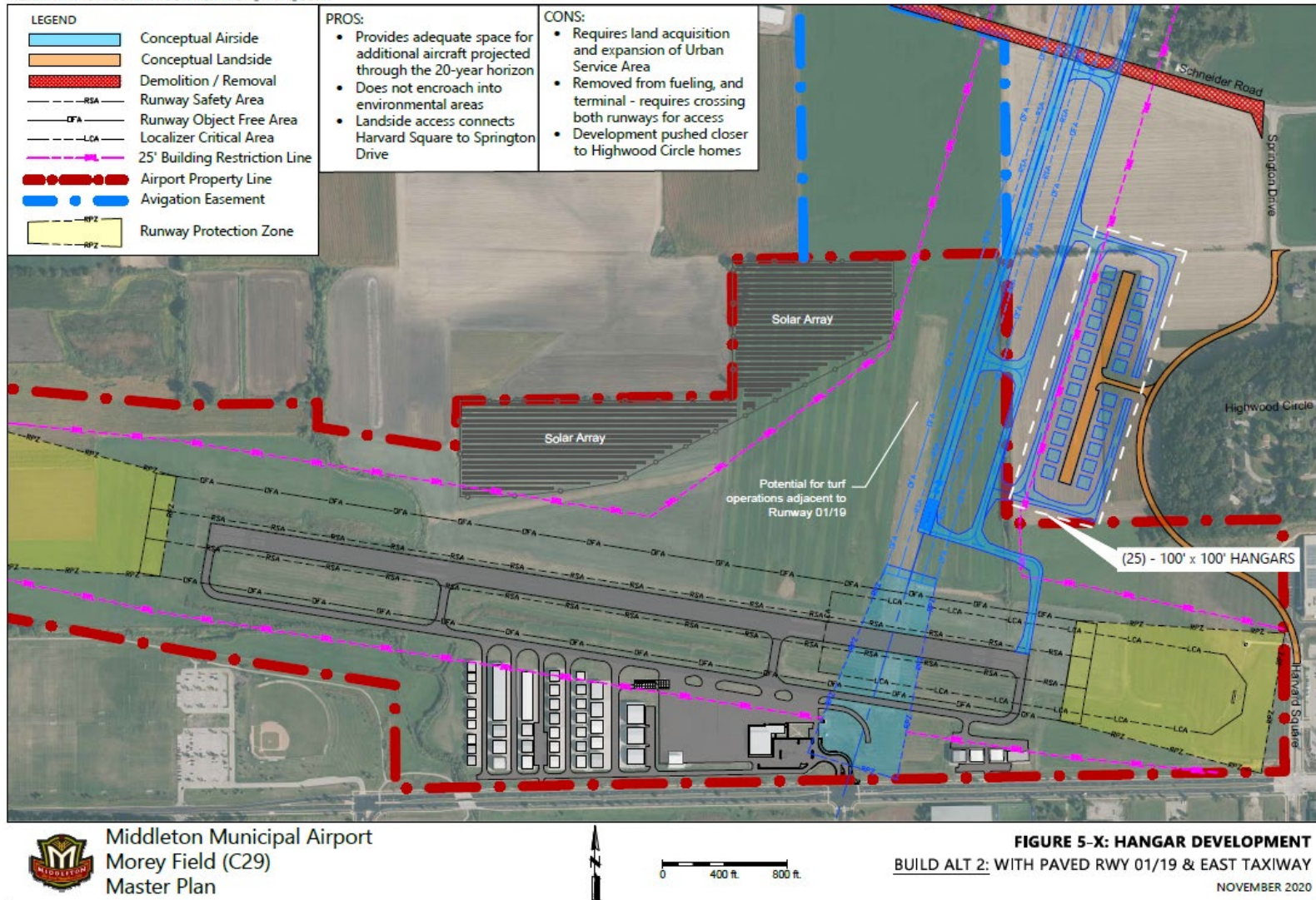


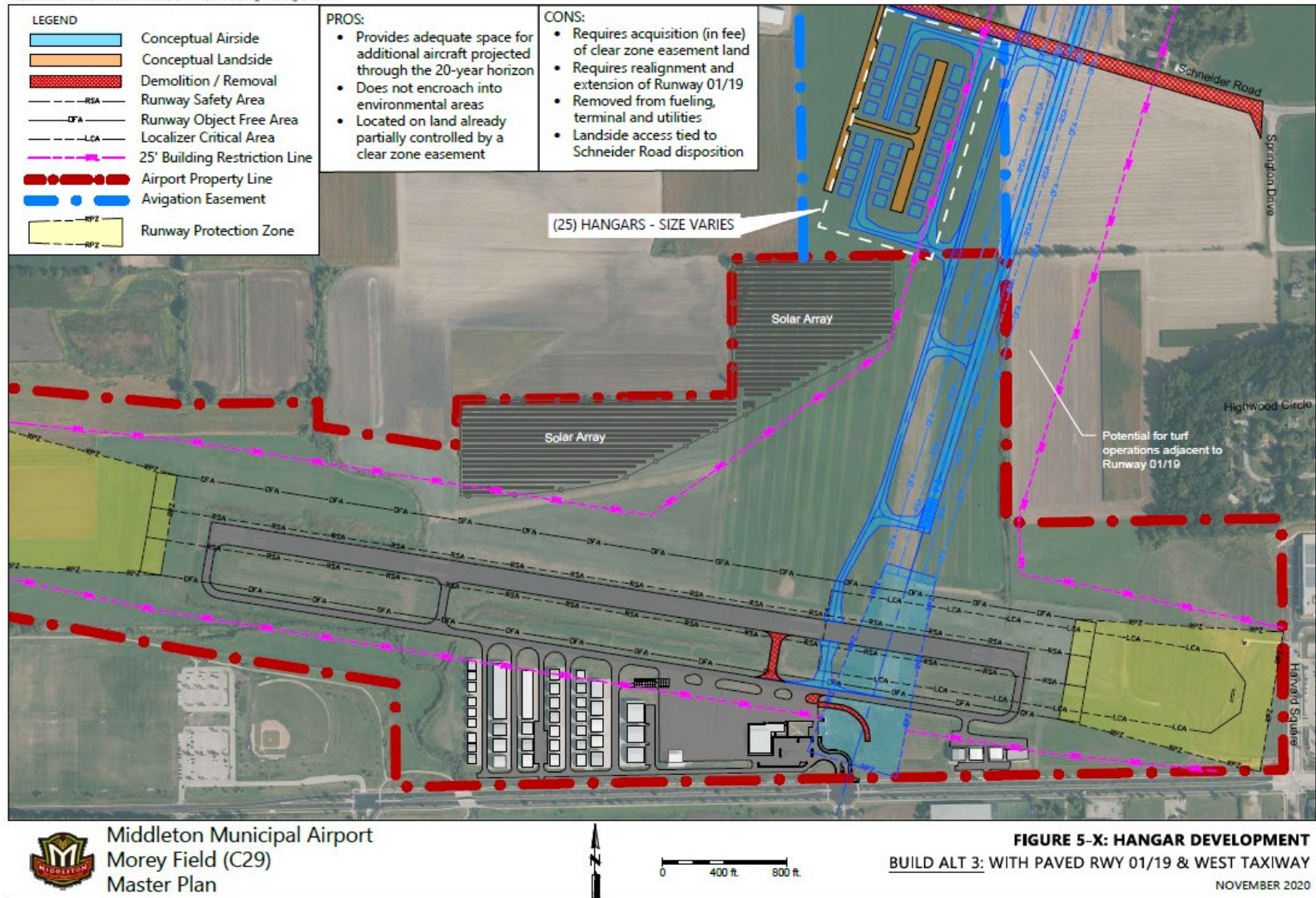
Alternatives

- ▶ Identification of alternative ways to address previously identified facility requirements.
- ▶ Evaluation of the alternatives, individually and collectively, to gain an understanding of the all implications (strengths and weakness, etc).
- ▶ Select a recommended alternative or alternatives.
- ▶ How is an Airport going to meet the needs set out in Facility Requirements?









Alternatives Continued

- ▶ This step may be iterative.
 - Especially if there is a large Public Involvement Effort
- ▶ Environmental Considerations should not be ignored, but also not the emphasis.
- ▶ The selected alternative(s) should be the basis of future and ultimate elements of the ALP.

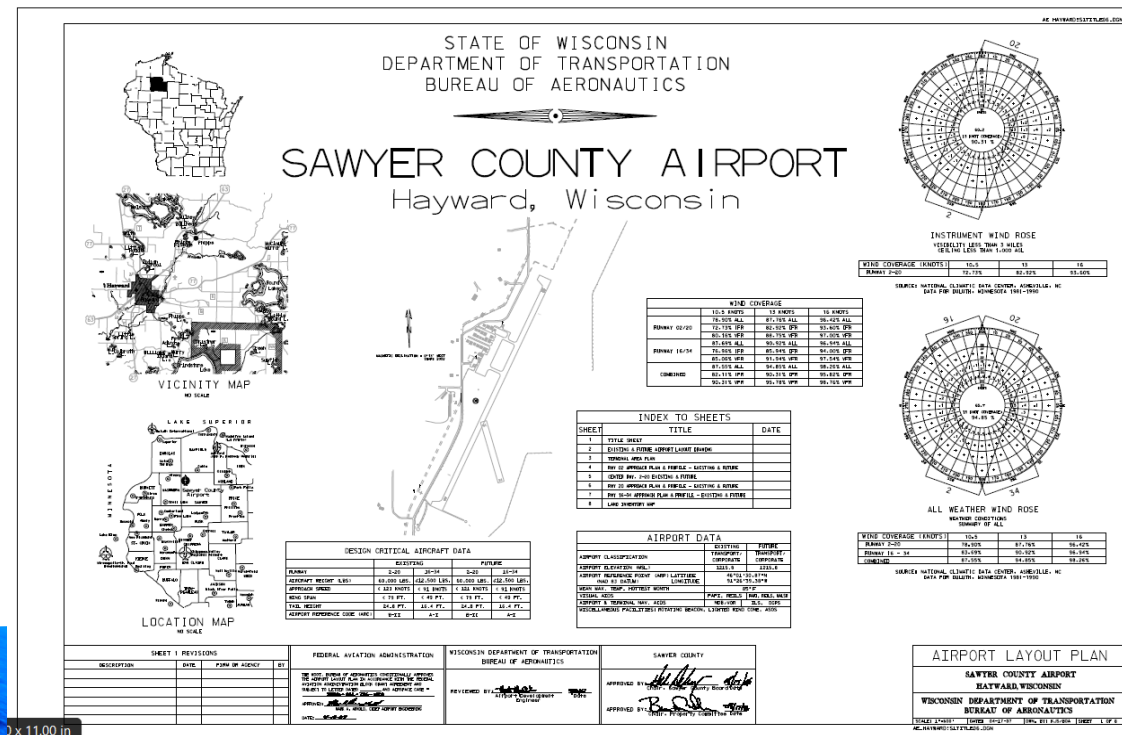


Implementation & Feasibility

- ▶ Alternatives are established so...
 - Create a realistic plan/timeline for accomplishing goals.
 - Emphasis on immediate needs with a thought toward long term projects (5, 10 & 20 year horizons).
 - How are we (Sponsor, State & FAA) going to fund the projects?
- ▶ Answers how the plan is going to be carried out.
- ▶ Often overlooked, but a CRITICAL part of the Master Plan



- End product of a successful Master Plan



Role of the Airport Layout Plan

- ▶ Graphical representation of the Master Plan or Narrative Report
 - Blueprint for Airport Development
- ▶ Not a stand alone document
 - Alone does not answer the “why” behind the line work
- ▶ Working tool for the Sponsor
- ▶ Protects Airspace & creates an Obstacle Action Plan
- ▶ Enables AIP Funding!



EXISTING		FUTURE		
CP	CP	SE		PROPERTY LINE (P.S.)
TS	TS	DSK		CLEAR ZONE EASEMENT LINE
P	P	DSK		ADDITION EASEMENT LINE
				PAYMENT EDDIES
				BUILDING
				EXPLORE REFERENCE POINT (A.R.P.)
				BUILDING RESTRICTION LINE (B.R.L.)
(V)	(V)			WIND ZONE OF TIER
				TREES AND YOL
				GRADE (M.T. AND)
				POLE
				RAILS
				POWER PILES
				THUNDERBOLT LIGHTS
				OBSTRUCTION LIGHTS

APPROACH SURFACE DATA						
APPROACH SURFACE DIMENSIONS						
	NUMBER	WIDE	LENGTH	WATER WIDTH	SLURPED	
DEITCHING	10	100	1-200	1-200	1-200	1-200
	10	100	1-200	1-200	1-200	1-200
PAVING	10	100	1-200	1-200	1-200	1-200
	10	100	1-200	1-200	1-200	1-200

A. PRELIMINARY SURVEY OF THE PART 77 APPROACH SURFACE, AND PRELIMINARY DESIGN.

RUNWAY PROTECTION ZONE DIMENSIONS					
	NUMBER	WIDE	LENGTH	WATER WIDTH	
DEITCHING	10	100	1-200	1-200	1-200
	10	100	1-200	1-200	1-200
PAVING	10	100	1-200	1-200	1-200
	10	100	1-200	1-200	1-200

RUNWAY END COORDINATES (NAD 83)				
EXISTING & FUTURE				
MARK#	EXISTING		FUTURE	
102	28+00	35+28	31+25	34+11
101	28+00	33+51	31+25	34+44
100	28+00	33+24	31+25	34+17
99	28+00	32+57	31+25	33+50
98	28+00	32+30	31+25	33+23

GPS MONUMENT DATA			
FID	LATITUDE		LONGITUDE
MARKER	20° 01' 06.51"N	81° 26' 48.58"W	
MARKER	20° 01' 06.51"N	81° 26' 48.58"W	

RUNWAY OBJECT FREE AREA (OFA)			
EXISTING			
RUNWAY	WIDTH	LENGTH BEYOND RUNWAY END	
11-20	200	200	
11-34	200	200	
FUTURE			
11-20	200	200	
11-34	200	200	

RUNWAY SAFETY AREA (RSA)			
EXISTING			
RUNWAY	WIDTH	LENGTH BEYOND RUNWAY END	
16/34	100	200	
16/34	100	240	
FUTURE			
16/34	100	200	
16/34	100	250	

TABLE OF MODIFICATIONS TO FEDERAL STANDARDS		
ITEM	MODIFICATION	DATE OF PAA ACTION W/ AIRSPACE CASE #
AIRPORT ROAD	PENETRATES 3481	DETERMINATION OF NO HAZARD 11-29-00 (00-401-1346-10A)

[illegible]

SHEET 2 REVISIONS			
DESCRIPTION OF REVISIONS	DATE	PERSON OR AGENCY NAME	OWN BY

EXISTING & FUTURE AIRPORT LAYOUT PLAN

SAWYER COUNTY AIRPORT
HAYWARD, WISCONSIN

WISCONSIN DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS

SCALE: 1"=40'	DATE: 04-17-07	DRN. BY: RJS	SHEET 2 OF 8
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**IOWA COUNTY AIRPORT
 AIRPORT LAYOUT PLAN**

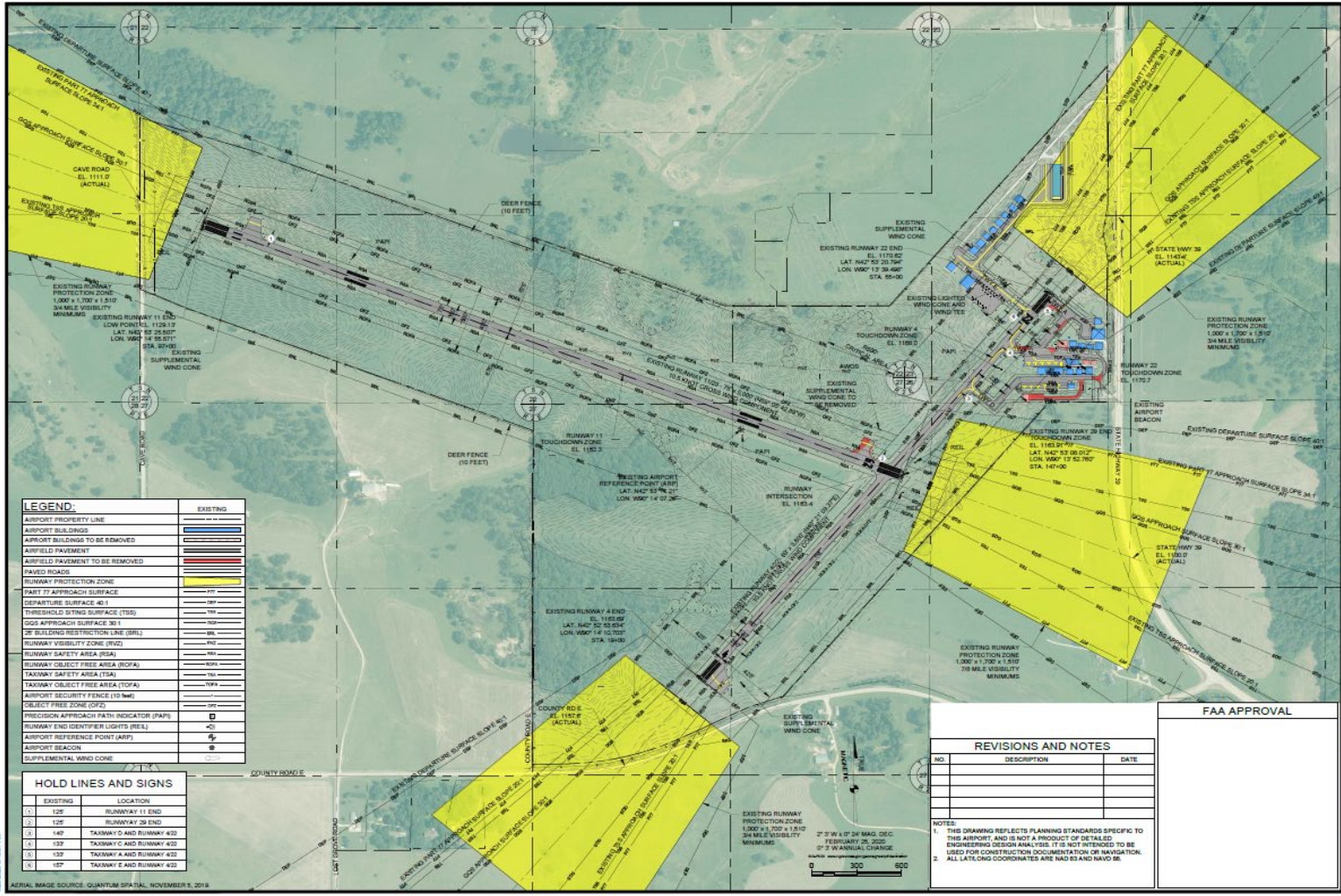
3151 STATE ROAD 39
 MINERAL POINT, WISCONSIN 53565

08/2020 DRAFT
 SUBMITTAL

NOT FOR CONSTRUCTION

APR: 3-05-048-0X
 200848-100-43.01
 DATE: SEPTEMBER 28, 2020
 DRAWN BY: NAC
 CHECKED BY: GAC
 PROJECT: EXISTING AIRPORT LAYOUT DRAWING

SHEET NO. 3 OF 18
3



LEGEND:

EXISTING	TO BE REMOVED
AIRPORT PROPERTY LINE	
AIRPORT BUILDINGS	
AIRPORT BUILDINGS TO BE REMOVED	
ASPHALT PAVEMENT	
ASPHALT PAVEMENT TO BE REMOVED	
PAVED ROADS	
RUNWAY PROTECTION ZONE	
DEPARTURE SURFACE (DS)	
THRESHOLD STRIP SURFACE (TSS)	
GOI APPROACH SURFACE (GOI)	
25' BUILDING RESTRICTION LINE (BRL)	
RUNWAY VISIBILITY ZONE (RVZ)	
RUNWAY SAFETY AREA (RSA)	
RUNWAY OBJECT FREE AREA (ROFA)	
TAXIWAY SAFETY AREA (TSA)	
AIRPORT SECURITY FENCE (10 MM)	
CLEAR FREE ZONE (CFZ)	
PRECISION APPROACH PATH INDICATOR (PAPI)	
RUNWAY END IDENTIFIER LIGHTS (REIL)	
AIRPORT REFERENCE POINT (ARP)	
AIRPORT SEACON	
SUPPLEMENTAL WIND CONE	

HOLD LINES AND SIGNS

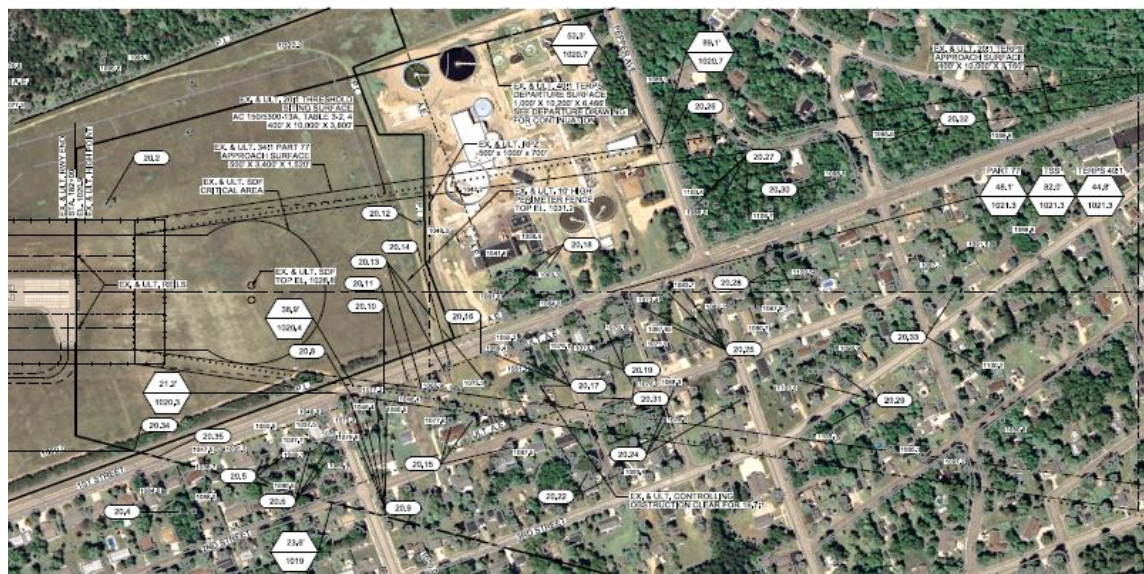
EXISTING	LOCATION
1.	125' RUNWAY 11 END
2.	125' RUNWAY 29 END
3.	140' TAXIWAY D AND RUNWAY 4/23
4.	137' TAXIWAY C AND RUNWAY 4/23
5.	137' TAXIWAY A AND RUNWAY 4/23
6.	137' TAXIWAY E AND RUNWAY 4/23

REVISIONS AND NOTES

NO.	DESCRIPTION	DATE

NOTES:
 1. THIS DRAWING REFLECTS PLANNING STANDARDS SPECIFIC TO THIS AIRPORT, AND IS NOT A PRODUCT OF DETAILED ENGINEERING DESIGN ANALYSIS. IT IS NOT INTENDED TO BE USED FOR CONSTRUCTION DOCUMENTATION OR NAVIGATION.
 2. ALL LAT/LONG COORDINATES ARE NAD 83 AND NAVD 83.

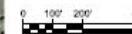
FAA APPROVAL



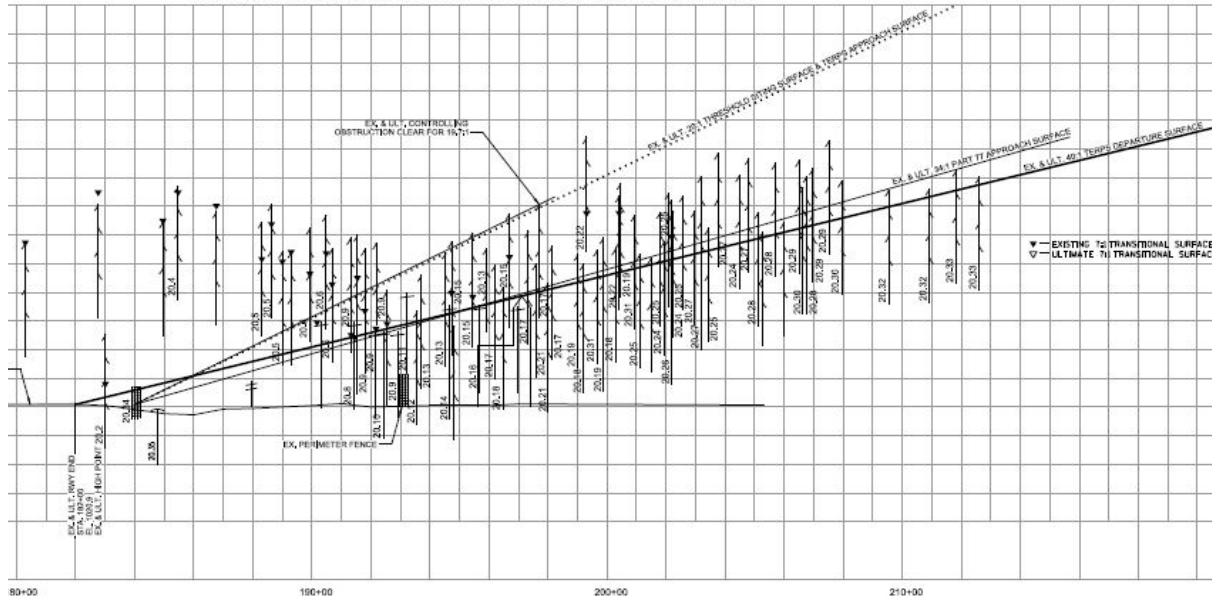
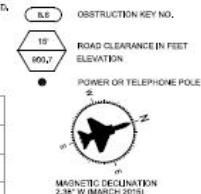
APPROACH CATEGORY B, DESIGN GROUP II, LARGE AIRCRAFT, 1-MILE MINIMUMS

SCHEDULE OF OBSTRUCTIONS										
KEY NO.	DESCRIPTION	TOP ELEV.	ALLOW PART 77	EX & U.L.T. PENETRATES IN FEET					DISPOSITION	
				PART 77				T.L.P 2011		
				341A	3411	71	201			
20.1	TREES	108.0				0-5'				REMOVE
20.2	TREE	104.3				17'		22'		REMOVE
20.4	TREES	108.3				0-2'				(1)
20.5	TREES	108.4				0-3'		0-4'		REMOVE
20.6	TREES	108.3				0-16'		0-4'		REMOVE
20.8	UTILITY POLE	104.7				8'		8'		LOWER
20.9	TREES	107.8	1047		32'	0-3'		0-3'		REMOVE
20.10	UTILITY POLE	104.5	1046		1'					LOWER
20.11	UTILITY POLE	105.8	1048		12'			12'		REMOVE
20.12	TREE	105.5	1048		5'			4'		REMOVE
20.13	TREES	107.3	1050			0-22'		0-20'		REMOVE
20.14	UTILITY POLE	108.2	1052		3'			3'		LOWER
20.15	TREES	108.2	1054			1'	0-2'	0-3'		REMOVE
20.16	UTILITY POLE	108.5	1054		1'					LOWER
20.17	TREES	109.5	1050			0-30'	0-1'	0-3'	0-1'	REMOVE
20.18	TREES	108.9	1051			0-8'		0-8'		REMOVE
20.19	TREES	108.1	1050			0-20'		0-3'		REMOVE
20.20	TREES	114.2				0-20'		0-20'		(1)
20.21	TREES	110.7	1051			0-12'		0-4'		REMOVE
20.22	TREES	104.3	1073			0-21'		0-21'		REMOVE
20.23	TREES	109.2				0-13'		0-20'		(1)
20.27	TREES	110.4	1076			0-30'		0-30'		REMOVE
20.28	TREES	110.7	1045			0-20'		0-20'		REMOVE
20.29	TREES	111.2	1050			0-3'		0-20'		REMOVE
20.30	TREES	108.6	1047			0-10'		0-12'		REMOVE
20.31	TREE	107.7	1057			0-8'		0-8'		REMOVE
20.32	TREE	106.1						0-8'		(1)
20.33	TREE	110.5						0-4'		(1)
20.34	FENCE	102.3						0-4'		(1)
20.35	1ST STREET	101.3						8.5'		(1)

NOTES:
(1) DETERMINATION OF NO HAZARD REQUESTED.



OBSTRUCTION SURVEY: DECEMBER 2010 & NOVEMBER 2014



LEGEND		
EXISTING	ULTIMATE	
---	---	RUNWAYS AND TAXIWAYS
---	---	ROADWAYS
---	---	AIRPORT PROPERTY LINE (PL)
---	---	BUILDING RESTRICTION LINE (BRL)
---	---	AVIATION EASEMENTS (A/E)
---	---	CLEAR ZONE EASEMENTS (C/E)
---	---	RUNWAY SAFETY AREAS
---	---	RUNWAY OBJECT FREE AREAS
---	---	RUNWAY OBSTACLE FREE ZONE
---	---	PERIMETER FENCE
---	---	WIND CONE
---	---	SEGMENTED CIRCLE
---	---	TREE LINE

MSA
AEROSPACE SERVICES

TRANSPORTATION • MUNICIPAL DEVELOPMENT • ENVIRONMENTAL
2801 International Lane Madison, WI 53704
608.262.7779 Tele: 608.262.7079 Fax: 608.262.7664
Web: www.msaonline.com

WISCONSIN DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS

**EXISTING & ULTIMATE RUNWAY 20
APPROACH DRAWING**
ALEXANDER FIELD - SOUTH WOOD COUNTY AIRPORT
WISCONSIN RAPIDS, WISCONSIN

DESIGNER	DATE	PROJECT NO.	DRAWN	CHECKED	SHEET NO.
MSA	02/2011	20080006	DL	MSA	5

Eligibly Updating an ALP

- ▶ Master Planning
 - ▶ Triggering Event Narratives
 - ▶ As-built ALP
-
- ▶ Stand alone ALPs with no planning is not AIP eligible



The Planning Process and Environmental Documentation

- ▶ Environmental Documentation is part of the overall Airport Planning Process
- ▶ Master Plan/Narrative Report should consider the environment, but isn't the primary focus
- ▶ ALP should be up-to-date before Categorical Exclusion is completed



EA Changes Preferred Alternative?

- ▶ Master Planning does not start over
 - Exception is the EA does not result in a FONSI
- ▶ Master Plan updated/amended to reflect modified preferred alternative(s) from EA
- ▶ Depending upon the change:
 - Master Plan Update
 - Narrative Report
 - Pen & Ink Update
 - All result in an up-to-date ALP



Scoping Master Planning Elements

- ▶ Public Involvement
- ▶ Existing Conditions
 - Includes Environmental Considerations
- ▶ Aviation Forecasts
- ▶ Facility Requirements
- ▶ Alternatives Development and Evaluation
- ▶ Facilities Implementation/Financial Feasibility
- ▶ Airport Layout Plan



The Cost of an Airport Master Plan

- ▶ A top concern for Airport Sponsors
- ▶ No two Master Plans will be alike
- ▶ A Master Plan/ALP update at HYR is estimated to be around \$350,000
- ▶ This includes the aerial survey



Once an Airport has a Master Plan...

- ▶ Updates can be done several ways
 - Master Plan Update (if it needs alternatives and/or may become an EIS)
 - Narrative Update
 - Pen & Ink for ALPs when planning required is minimal
- ▶ Cost of those efforts fraction of full Master Plan

- ▶ At some point, a full & comprehensive Master Plan will be needed again (typical shelf life is 20 years)



Questions?



Contact Information

Matt Messina, P.E.
WBOA Project Manager
608-267-7108
Matthew.messina@dot.wi.gov



Highway Commissioner Report February, 2022

Frequency of snow and ice control activities has decreased. As a result, the crew has been brushing on a project on STH 77 from the intersection of USH 63 to the east.

I attended the Winter Road School (aka Winter Highway Conference) on January 17, 18, 19, 2022. It was very informational as a special session on the Bi-Partisan Infrastructure Bill was discussed. There will be a significant amount of money coming to counties and towns.

Mine Safety Training for the employees will be conducted virtually by Wisconsin County Mutual. This training may take place any time in the month of May.

There are currently no employees out on worker's compensation. There is currently one employee out with non-work related injuries.

I was part of a delegation of transportation officials who were involved in the Heart of the North Days on February 3, 2022. Heart of the North is comprised of Sawyer, Barron, Rusk, and Washburn counties. We met via Zoom with state legislators and representatives from WisDOT. Topics included funding and work zone safety.

Flagger recertification will take place sometime this month for our entire crew. A flagger must receive biennial certification to flag on state highways in Wisconsin. The training will be conducted at our facility.

Current ATV routes on/along County Trunk Highways

County Road B (Chippewa Trail-east to CTH K)

County Road B (Frogg Road to Richardson's Bay Road)

County Road B (Forest Road 319 to Musky Tale Resort)

County Road B (Fishtrap Road to STH 70)

County Road BB (Washburn County line to STH 70)

County Road C (STH 27/70 to Chafer Road)

County Road C (Deer Lake Road to STH 48)

County Road CC (CTH N to Conger Road)

County Road CC (Flowage Road to CTH B)

County Road D (STH 40 – STH 27)

County Road E (CTH K to Williams Road)

County Road E (CTH K to Reserve Road)

County Road E (STH 27/70 to Thors Lane)

County Road EE (Forest Road 161 to Price County line)

County Road F (Right-of-Way Road to STH 27/70)

County Road F (Stoney Hill Road to Rusk County line)

County Road G (Dorscheid Road to STH 27/70)

County Road GG (STH 70 to Ashland County line)

County Road H (Blueberry Fire Lane to Blueberry Avenue)

County Road H (STH 27/70 to Beaverbrook Road)

1/25/2022

County Road K (County Road E to CTH KK)

County Road KK (Circle Drive to CTH K)

County Road M -north (CTH W to STH 70)

County Road M (South side of Flambeau River bridge to North side of Flambeau River Bridge)

County Road M (Bebak Road to CTH W)

County Road N (CTH NN to CTH CC)

County Road NN (CTH N to Gurno Lake Road)

County Road OO (USH 63 to Northern Lights Road)

County Road S (Moose Lake Road-west to Moose Lake Road-east)

County Road S (Moose Lake Road to STH 77)

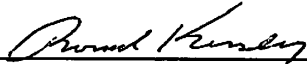
County Road T (Nelson Lake Road – STH 27)

County Road W-south (Crawford Street to Price County Line)

County Road W-north (STH 70 to CTH B)

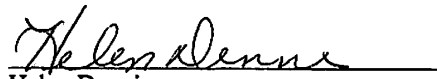
- 48 signage shall follow the guidance and requirements of the County Highway
49 Department. Signage must be erected prior to the opening of the ATV/UTV route.
50
51 6. The Public Works Committee may adopt other application requirements or
52 approval requirements it deems reasonably necessary to protect the health, welfare
53 and safety of the public.
54
55 7. A requestor must agree to comply with any applicable laws, ordinances, statutes or
56 regulations.
57
58 8. A Letter of Understanding will be drafted for each approved ATV/UTV route
59 request. The requestor must agree to the terms of the Letter of Understanding prior
60 to the approved ATV/UTV route being opened. The Public Works Committee can
61 declare the applicable Letter of Understanding null and void upon any violation of
62 the terms and conditions of the route request application, the representations made
63 therein, or any other term or condition of the Letter of Understanding.

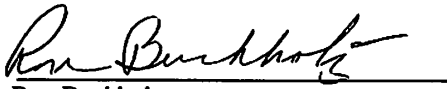
64 Recommended for adoption by the Sawyer County Board of Supervisors, by the Sawyer
65 County Public Safety Committee, this 10th day of December, 2018.
66
67
68


Ron Kinsley, Chair


Kathy McCoy, Vice Chair


Marc Helwig


Helen Dennis


Ron Buckholtz

69
70
71 Adopted by the Sawyer County Board of Supervisors on this 20th day of December, 2018.
72
73

74 
75 Tweed Shuman, Sawyer County
76 Board of Supervisors Chairman

77

78 32272384_1.DOCX

Letter of Understanding

THIS LETTER OF UNDERSTANDING is made this _____ (insert date) by and between Sawyer County (the "County"), by the Sawyer County Public Works Committee ("Public Works Committee") and its appointed representative, and _____ (insert Sponsor Club) (the "Club").

RECITALS

1. The Club submitted an application dated _____ for an ATV/UTV route, a copy of which is attached hereto and incorporated herein (the "Application");
2. The Public Works Committee reviewed and approved the Application on _____ with the condition of this Letter of Understanding being executed by the County and the Club prior to the route being opened.
3. The County and the Club have determined it is in their mutual interest to enter into this Letter of Understanding on the terms stated below to address the operation of the approved ATV/UTV route requested in the Application and as approved by the Public Works Committee.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confirmed, the County and the Club agree as follows:

AGREEMENT

1. Recitals. The Recitals set forth above are true and accurate, and therefore incorporated into this Letter of Understanding.
2. Approved Route. The County, by virtue of the approval by the Public Works Committee, hereby authorizes the Club to establish an all-terrain vehicle route on (name of CTH), as described and depicted in the Application and as approved by the Public Works Committee on _____ (the "Approved Route"). This Letter of Understanding incorporates all terms and conditions set forth by the Public Works Committee in its approval of the Approved Route.
3. Approved Route Location. The Approved Route will run from (start of route to end of route), as depicted in the Application and as approved by the Public Works Committee.
4. Signage. The Club shall be responsible for all required signage on and along the Approved Route. All required signage shall follow the guidance and requirements of the County Highway Department. Signage must be erected prior to the opening of the Approved Route for use.
5. Compliance with Laws. The Club shall comply with all applicable laws, ordinances, statutes or regulations that may apply to the development, use, operation or maintenance of the Approved Route. The Club shall also comply with any conditions or restrictions of the municipality (or municipalities) through which the Approved Route is located.
6. Maintenance. The Club shall maintain the Approved Route at its sole cost and expense. The Club shall also be responsible for restoring the pavement, shoulder or any other damaged areas along or adjacent to the Approved Route. All ATVs/UTVs shall not be operated off of the pavement or anywhere off the Approved Route.
7. Indemnification; County Immunity. Regardless of any immunity or defense available to the County, the Club shall indemnify and hold harmless the County and all of the County's employees, agents and

representatives against any action, claim, suit, or the like, for personal injury, property damage, or any other damage sustained as a result of the approval, development, operation, maintenance or use of the Approved Route. The County has not waived and does not intend to waive any defenses or immunity available to it by virtue of entering into this Letter of Understanding.

8. Expiration; No Assignment. This Letter of Understanding and the Club's ability to operate the trail along the Approved Route shall expire one (1) year from the date of this Letter of Understanding. The Public Works Committee shall review and approve, if appropriate, each ATV/UTV route at its February meeting each year. Such renewal shall not impact the one-year expiration of this Letter of Understanding and the Club's approval to operate the Approved Route. The Club may not assign this Letter of Understanding to any other party without express approval from the Public Works Committee.

9. Termination. The Public Works Committee may declare this Letter of Understanding null and void, and therefore terminate its approval of the Approved Route, upon the Club's or any user's violation of the terms and conditions of the Application, the representations made therein, the Public Works Committee's conditions of approval, or any other term or condition of this Letter of Understanding.

10. Signatories. The County and the Club represent and acknowledge that each party signing this Letter of Understanding has authority to bind the respective party.

CLUB NAME:

By: _____
Its: _____

_____ Date

SAWYER COUNTY:

By: Gary Gedart
Sawyer County Highway Commissioner

_____ Date

(Attach Application)

Intergovernmental Agreement Between North West Wisconsin Counties For Highway Department Mutual Aid

This Intergovernmental Agreement Between North West Region Wisconsin Counties For Highway Department Mutual Aid ("Agreement") is effective on the date a North West Region Wisconsin ("NWR") county signs this Agreement and provides a copy to the other NWR Member Counties, and is being entered into by and between Sawyer County, a body corporate, and other body corporate NWR counties (collectively the "Parties" or "Member Counties"), whose contact information is found below on the signatures pages of this Agreement.

WHEREAS, the Parties agree and acknowledge that emergencies, natural disasters and manmade catastrophes do not conform to designated jurisdiction boundaries, and can be more effectively handled by the agreed upon pooling of equipment, staff and/or services: and

WHEREAS, the Parties have determined that, because of geographical considerations, it is in the best interests of NWR counties by and through their Highway Departments and Highway Commissioners, to coordinate with each other for the provision of Mutual Aid; and

Whereas, Wisconsin Statutes Section 66.0301 authorizes any municipality to contract with other municipalities for the receipt or furnishing of services, such as highway maintenance.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

1. Purpose

The Wisconsin DOT Highway Maintenance Manual States, "The goal of winter maintenance is to make roadways safe within the limitations of resources..." NWR Highway Commissioners have discussed how to best ensure the continuity of plow services in NCR if a significant percentage of a Member County's plow drivers are sick, quarantined, and/or otherwise unavailable. This Agreement applies to any sort of weather disaster, pandemic, event or other regional or county-level event that would significantly impact a Member County's equipment and staff levels.

NWR Highway Departments are committed to making state and county highway systems as safe as possible within the limitations of resources during winter events. Therefore, the Member Counties agree to pledge Mutual Aid to each other pursuant to this Agreement. Every event will pose different challenges, but the commitment to respond to the extent reasonably practicable to each other's needs is the foundation of this Agreement.

It is recognized and acknowledged that in certain situations, including but not limited to emergencies, natural disasters and manmade catastrophes, the use of an Aiding County's equipment, staff and/or services to perform functions outside the Aiding County's jurisdictional limits is desirable and

necessary to preserve and protect the health, safety, and welfare of the public, and to ensure effective and efficient Highway Department operations.

2. Definitions

- a. **Mutual Aid:** A definite and prearranged plan whereby equipment, staff and/or services are provided to an Affected County by and Aiding County pursuant to this Agreement.
- b. **NWR Counties:** Wisconsin counties located in the North West portion of the state including the counties of 1) Ashland, 2) Barron, 3) Bayfield, 4) Burnett, 5) Douglas, 6) Polk, 7) Rusk, 8) Sawyer, and 9) Washburn.
- c. **Member County:** a NWR county which is a Party to this Agreement, as evidenced by a NWR county signing this Agreement and providing a copy to the other NWR Member Counties.
- d. **Affected County:** A Member County which requests Mutual Aid from an Aiding County in the event of an emergency;
- e. **Aiding County:** A Member County which provides Mutual Aid to an Affected County;
- f. **Emergency:** an occurrence or condition in an Affected County's territorial jurisdiction which results in a situation of such magnitude and/or consequence that it cannot be adequately handled by the Affected County alone.

3. Authority and Action to effect Mutual Aid

Member County's Highway Commissioners or designees may render and/or request Mutual Aid from other Member Counties. Mutual Aid shall be rendered to the extent reasonably practicable, given the equipment, staff and/or services available to render Mutual Aid to the Affected County.

In general, the state highway system and principle county highways are the regional priority routes. Aiding Counties will assist the Affected Counties as reasonably practicable to ensure these priority routes are addressed as a matter of regional priority. Each NWR Highway Department will prepare, and have on hand ahead of time, normal plow route maps, and a list of priority routes and roadways, that are critical to maintain.

Each Member County has its own organizational structure, and its own method of on-call superintendents for after hour emergencies. For the purpose of Mutual Aid between Member Counties, the primary contact should be the Highway Commissioners.

When an emergency occurs, and conditions are such that the Highway Commissioner or designee of an Affected County determines it advisable to request Mutual Aid pursuant to this Agreement, he/she

shall notify the Aiding County of the nature and location of the emergency, and the type and amount of equipment, staff and/or services requested.

The Highway Commissioner or designee of the Aiding County shall take the following actions as soon as reasonably practical upon receiving a request for Mutual Aid from another Member County:

- a. Determine what equipment, staff and/or services are requested by the Affected County;
- b. Determine if the requested equipment, staff and/or services can be committed by the Aiding County in response to the request from the Affected County;
- c. Dispatch as soon as reasonably practical the requested equipment, staff and/or services, to the extent reasonably practicable, to the location of the emergency reported by the Affected County;
- d. Notify the Affected County as soon as reasonably practicable whether any or all of the requested equipment, staff and/or services can or cannot be provided.

4. Jurisdiction over Staff and Equipment

Aiding County staff dispatched to provide Mutual Aid to an affected County pursuant to this Agreement shall remain employees of the Aiding County. Staff of the Aiding County shall report for direction and assignment at the Highway Shop nearest the scene of the emergency in the Affected County, or as otherwise directed by the Affected County's Highway Commissioner or designee. The Aiding County shall at all times have the right to withdraw any and all Mutual Aid upon the directive of the Aiding County's Highway Commissioner or designee, provided however, that the Aiding County withdrawing such Mutual Aid shall make reasonable efforts to notify, as soon as reasonably practicable, the Affected County's Highway Commissioner or designee of the withdrawal of the requested Mutual Aid, and of the extent of the withdrawal.

5. Compensation for Aid

Work performed by the Aiding County shall be billed to the Affected County per the Wisconsin Uniform Cost Accounting System, shall include any additional expenses regarding Aiding County policies for overtime and specialty pay rates and shall be paid by the Affected County.

6. Insurance

Each Party shall procure and maintain, at its sole and exclusive expense, insurance coverage, including comprehensive liability, personal injury, property damage, worker's compensation, with the minimum limits of \$1,000,000 auto and \$3,000,000 combined single limit general liability and professional liability. These obligations may be satisfied by a Party's membership in a self-insurance pool, a self-insurance plan or an arrangement with an insurance provider approved by the state.

7. Waiver of Claims

Each Party agrees to waive any and all claims against all other Parties for any loss, damage, personal injury, or death occurring in consequence of the performance of this Agreement provided, however, that such claims are not the result of negligent and/or intentional act(s) by a Party or its staff, or done by them with an intentional disregard of the safety, health, life or property of another.

All employee benefits, wages, disability payments, pensions and worker's compensation claims shall be the sole and exclusive responsibility of each Party regarding its own staff.

8. Non-Liability for Failure to Render Aid

The rendering of Mutual Aid under the terms of this Agreement shall not be mandatory. It is the responsibility of the Aiding Department to notify, as soon as reasonably practical, the Affected Department of the Aiding Department's inability to respond.

No liability of any kind or nature shall be attributed to be assumed, whether expressly or implied, by a Party, its duly authorized agents and/or staff, for failure or refusal to render Mutual Aid. Nor shall there be any liability of a Party for withdrawal of Mutual Aid once provided pursuant to the terms of this Agreement.

9. Auto-Renewal of Agreement and Termination

This Agreement will automatically renew on October 1st of each year unless a Member County provides written Notice to Withdraw to the other NWR Member Counties, which shall be effective upon receipt.

10. Governing Law

This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of Wisconsin.

11. Multiple Counterparts to Agreement

This Agreement may be electronically signed and forwarded via email, and may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall be deemed one instrument.

Maintenance Report February 2022

Along with routine maintenance and snow removal, the following maintenance projects were started or completed in January:

I. Courthouse:

- We are currently working on a remodeling plan for the Oasis building with Legend Architecture and the area building inspector for the Wisconsin DSPS. We have also included Veteran Services and Health and Human Services in the planning process to help ensure the building will meet their current and future needs.
- We continued to deal with staffing challenges through the entire month of January. However, we were able to hire a qualified applicant who was able to start employment with us on 1/31/2022.

II. Sheriff's Department:

- I have been working on obtaining quotes to upgrade the HVAC controls system in the 2006 portion of the jail as part of the 2022 CIP.

III. Ambulance:

- All Emergency Government files and equipment have been removed from the Winter Fire Hall and transferred to the Hayward EMS Station.

IV. Highway:

- Installed new exit/egress lighting signs in the Winter shop.
- Installed new exterior light in the east and west ends of the Radisson shop.

V. Airport:

- This past month, approximately twelve hours was expended working on airport snow removal equipment.
- Noel Penning and I attended a virtual airport safety and deicing training seminar on 1/28/2022.