

Administrative Committee

February 2, 2015

Present: Ellington, Robkin

Absent: Alt

Also Present: Atty Reitz, Mayor Palm, Cheryl Giese, Chief Schauf

The meeting was called to order by Ald. Robkin at noon, noting compliance with the Open Meetings law.

Moved by Ellington, seconded by Robkin and carried to approve the minutes of October 13, 2014. Motion by Ellington, seconded by Robkin to approve the agenda and carried unanimously.

Airport Operations: Giese gave a report of airport activities for the last month, highlighting activities of tree removal and trimming, pavement project substantially completed in 2014 and property acquisition.

Nicotine Vapor Products and Minors – Attorney Reitz explained the need for ordinance revisions to prohibit minor's use of nicotine vapor products to coincide with State law—reclassifying this as a municipal ordinance. Moved by Ellington, seconded by Robkin and carried to recommend to Council for action.

ADA Status Report – Adm. Geick explained the listing of ADA issues found at the major city properties as found in the 1992 Transitional Plan. The listing still needs to be prioritized, which Adm Geick will focus on in the next few months. Building corrections and modifications will be addressed as the City budget allows.

Next meeting is to be held March 2, 2015 at 12 p.m.

Moved by Ellington, seconded by Robkin and carried to adjourn.

Cheryl Giese,
Clerk-Finance Director

REVENUE/EXPENDITURE REPORT

City of Baraboo

For the Period: 1/1/2014 to 12/31/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 630 - Airport							
1000276							
Revenues							
Dept: 35.00000 Airport							
46330.000 Gas Sales	4,000.00	4,000.00	6,119.40	2,001.16	0.00	-2,119.40	153.0
46340.000 Landing Fee	3,000.00	3,000.00	5,490.07	1,451.03	0.00	-2,490.07	183.0
47300.000 Appropriations	4,100.00	4,100.00	4,100.00	0.00	0.00	0.00	100.0
47300.100 Appropriations- City	60,000.00	60,000.00	52,500.00	0.00	0.00	7,500.00	87.5
48110.000 Interest on Investments	300.00	300.00	557.03	51.02	0.00	-257.03	185.7
48210.000 Rents and Leases	17,488.00	17,488.00	17,488.08	200.00	0.00	-0.08	100.0
48211.000 Ag Land Rental	10,846.00	10,846.00	10,846.00	0.00	0.00	0.00	100.0
48212.000 Hangar Lot Lease	17,656.00	17,656.00	19,058.48	0.00	0.00	-1,402.48	107.9
48300.000 Sale of Assets	0.00	0.00	100.00	0.00	0.00	-100.00	0.0
48400.000 Insurance Recoveries	0.00	0.00	9,977.92	0.00	0.00	-9,977.92	0.0
48990.000 Miscellaneous Income	200.00	200.00	128.60	0.00	0.00	71.40	64.3
49300.000 Fund Balance Applied	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
Airport	125,090.00	125,090.00	126,365.58	3,703.21	0.00	-1,275.58	101.0
Revenues							
	125,090.00	125,090.00	126,365.58	3,703.21	0.00	-1,275.58	101.0
Expenditures							
Dept: 35.53510 Airport							
00120.000 Wages	10,161.00	10,161.00	15,222.45	145.04	0.00	-5,061.45	149.8
00130.000 Social Security	777.00	777.00	1,113.88	10.13	0.00	-336.88	143.4
00131.000 Retirement	859.00	859.00	1,278.61	12.18	0.00	-419.61	148.8
00132.000 Health Insurance	2,845.00	2,845.00	3,191.03	60.61	0.00	-346.03	112.2
00133.000 Life Insurance	10.00	10.00	6.18	0.00	0.00	3.82	61.8
00134.000 Income Continuation	25.00	25.00	0.00	0.00	0.00	25.00	0.0
00200.000 Contracted Services	39,780.00	39,780.00	39,390.00	3,282.50	0.00	390.00	99.0
00215.000 Professional Services	0.00	0.00	520.00	0.00	0.00	-520.00	0.0
00220.000 Telephone	480.00	480.00	651.77	108.68	0.00	-171.77	135.8
00222.000 Electricity	8,670.00	8,670.00	6,812.82	1,238.92	0.00	1,857.18	78.6
00223.000 Heat	1,200.00	1,200.00	1,272.49	311.25	0.00	-72.49	106.0
00250.000 Repair & Maint Serv-Equipment	6,500.00	6,500.00	7,082.32	5,112.02	0.00	-582.32	109.0
00251.000 Fuel Station Maintenance	1,200.00	1,200.00	1,357.18	0.00	0.00	-157.18	113.1
00260.000 Repair & Maint Serv-Buildings	4,000.00	4,000.00	4,530.04	0.00	0.00	-530.04	113.3
00270.000 Special Services	2,200.00	2,200.00	2,055.00	55.00	0.00	145.00	93.4
00273.000 DOT Maintenance Agreement	265.00	265.00	0.00	0.00	0.00	265.00	0.0
00280.000 Repair & Maint Serv-Facilities	3,500.00	3,500.00	1,950.00	1,950.00	0.00	1,550.00	55.7
00282.000 Lighting Repairs	1,200.00	1,200.00	6,019.37	0.00	0.00	-4,819.37	501.6
00283.000 Runway & Taxi Repairs	17,500.00	17,500.00	283.20	0.00	0.00	17,216.80	1.6
00310.000 Office Supplies	50.00	50.00	67.14	4.24	0.00	-17.14	134.3
00320.000 Publications. Training. Dues	215.00	215.00	423.88	0.00	0.00	-208.88	197.2
00330.000 Travel	0.00	0.00	92.40	0.00	0.00	-92.40	0.0
00340.000 Operating Supplies	175.00	175.00	131.62	0.00	0.00	43.38	75.2
00348.000 Gas. Diesel. Oil. Grease	5,000.00	5,000.00	3,291.10	171.59	0.00	1,708.90	65.8
00350.000 Repair & Maint Materials	2,000.00	2,000.00	270.77	0.00	0.00	1,729.23	13.5
00360.000 Repair & Maint - Buildings	1,950.00	1,950.00	1,897.89	23.55	0.00	52.11	97.3
00390.000 Other Supplies & Expense	0.00	0.00	95.70	0.00	0.00	-95.70	0.0
00392.000 Small Equipment Purchase	1,200.00	1,200.00	244.99	0.00	0.00	955.01	20.4
00510.000 Insurance	5,828.00	5,828.00	6,981.68	0.00	0.00	-1,153.68	119.8
Airport	117,590.00	117,590.00	106,233.51	12,485.71	0.00	11,356.49	90.3
Dept: 35.59263 Transfer to Airport Capital Fd							
00900.000 Cost Reallocation	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
Transfer to Airport Capital Fd	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
Expenditures							
	125,090.00	125,090.00	106,233.51	12,485.71	0.00	18,856.49	84.9

REVENUE/EXPENDITURE REPORT

City of Baraboo

For the Period: 1/1/2014 to 12/31/2014

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Grand Total Net Effect:	0.00	0.00	20,132.07	-8,782.50	0.00	-20,132.07	

City of Baraboo Clerk's Department
135 4th Street
Baraboo, WI 53913
608-355-2700

To: Administrative Committee
From: Cheryl M. Giese, City Clerk-Finance Director
Date: February 26, 2015 for meeting of March 2, 2015
Re: Report on Airport Activities

Growth and Development Activities: program needs and planning efforts, grant funding, current and future development of facilities, advertising and promotion.

- Tree Trimming/Obstruction Clearing Project. All trees on the Coolidge property have either been cleared or trimmed below the 20:1 line as of the middle of November. Since that time we have been attempting to restore the minimum approach and this has proven to be a difficult and frustrating process. I believe as of this writing that the FAA has everything that is needed to make the change and we will have to wait for their next publication the first week in March.
- Traeger Tree. Eminent domain proceedings were initiated by the Council. Attorney Reitz is handling the tree acquisition and will make a report at the meeting.
- 2014 Paving Project. The hangar road pavement project was substantially completed in November. The project is held open until the spring to determine if there is any winter damages that need to be repaired. This was another successful project at our airport and came in about \$10,000 under budget overall.
- Property Acquisition. MSA Professional Services has been contracted by the Bureau of Aeronautics to acquire the Coolidge property north of the airport. From what we understand, the timeline to closing will stretch to the fall of 2015. Most recent communications involved creating an easement for the well and shared driveway which Attorney Reitz is reviewing for the Bureau.
- Runway Reconstruction Planning. The 6 year capital plan for the Airport calls for design of the runway reconstruction in 2015, any required studies including wildlife, archeological, feasibility or master plan work in 2016 and construction in 2017. The project would consist of reconstructing the mile of paved runway, replacement of the runway lighting on both sides of the runway and possible storm water drainage if necessary. Current estimates for the work is approximately \$3 million and State and Federal grants are expected to pay for 95% of the work with the remaining 5% being paid locally. A project of this magnitude requires significant pre-planning for several reasons. First, the monetary size is greater than the normal annual allotment for our airport and second, because the airport will be closed for most of one summer while the runway is reconstructed.

I have contacted Mary Strait from the Bureau of Aeronautics concerning financial planning for this project. She is currently preparing the State's federal budget request and our project is in competition with needs from all of the other airports in the State. Her task is to put together a budget request that the FAA will approve which means she and others from the BOA prioritize Wisconsin airports needs. Criteria that influences her decision is condition of the existing runway, safety improvement components and local funding match.

The local airport patrons have asked for a wider runway. Currently the runway is 75' wide and they are suggesting 100' to improve safety. We only have one paved runway and wind direction can impact ability to hold aircraft in the flight path, therefore a wider paved surface improves ability for safer landings and take offs in inclement conditions. Widening of the runway is not eligible for federal and state funding. The estimated cost of the widening is \$850,000 and would need to be paid locally.

The State's federal budget request is submitted in the next few weeks and an answer is expected in late April/early May. At this point, I have asked to be included for the design work in 2015 which is approximately \$150,000 or one year of entitlement funds. Having the design completed will advise us of the actual scope of the project, including identifying what studies will be required and get us closer to an actual project cost.

We will plan for a meeting in early May with representatives from the Bureau of Aeronautics for the next phase of project planning. In the meantime, we will meet with the airport owners to keep them informed of the project and seek local support from airport patrons.

The City also needs to petition the State for the project since our current petition expires later this year and this item will appear on future Council agendas for action.

Policies and Enforcement: Promote/regulate safe and efficient use of airport including airshow and events, policy enforcement, enforcement of Rules and Regulations, collect fees and revenues, uphold Owner Assurances given to Bureau and FAA policy development.

- Semi-annual invoices. Invoices were mailed in January and the second half is due in June.

Operations and Maintenance: Purchase small equipment, budget administration and monthly reporting, coordinate with On-site maintenance provider.

- Monthly budget report is attached.
- The contract with Bill Murphy for site maintenance was renewed in December. Bill has requested that the City purchase a small plow truck since it moves at a faster pace than the heavy snow removal equipment. It would be more useful in smaller storms than the New Holland tractor. I have asked Bob Koss to look for an appropriate plow truck at the upcoming contractor auction. Bob normally attends and has acquired other city equipment in this fashion. The auction is in May.

Community Relations: Reports to Owners, liaison between owner and airport users, attend aviation conferences, develop and maintain website.

- No activities this month.