



City of Reedsburg  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI 53959  
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Airport Commission Agenda  
August 22, 2019  
Reedsburg Municipal Airport, 1780 E Main Street  
**7:30 AM**

*NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.*

CALL TO ORDER

APPROVAL OF MINUTES

**I. APPROVE AIRPORT COMMISSION MINUTES FOR THE MEETING HELD ON 7/30/2019.:**

**THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING**

**I. GENERAL BUSINESS:**

- A. Discuss 2020 Airport budget.
- B. Consideration of Airport Insurance requirements.

**II. ADJOURN:**



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg WI.  
July 30, 2019

The Reedsburg Airport Commission convened in session on July 30, 2019 at 7:30 am with the following members present: Mike Gargano, Jason Schulte and John Chamberlin

Also Present: Steven Zibell, Tom Parker, Derek Horkan and Vonda Benson

Motion by Chamberlin second by Polk to approve the minutes from the March 28, 2019 meeting.

Motion Carried

Zibell and Horkan presented a new lease between the City and Vonda Benson. Benson is looking at purchasing an existing hangar. Chamberlin asked if the Commission can review the proposed new insurance requirements at the next meeting. Motion by Chamberlin Seconded by Schulte to approve the new lease with Vonda Benson.

Motion Carried

Horkan presented an assignment of lease rights and stated this was needed for the transaction to purchase the hangar. Motion by Chamberlin seconded by Schulte to approve the lease assignment.

Motion Carried

Moved by Chamberlin second by Schulte to adjourn at 7:45 am.

Motion Carried.

Respectively Submitted,

Steven T. Zibell, Public Works Director/City Engineer

City of Reedsburg, Wisconsin  
2019 Budget - Other Funds

Fund 41 Taxi Cab Grant Fund

|                                                | 2017<br>Actual<br>End of Year | 2,018.00<br>ADJ BUD<br>EOM Sept | 2018<br>Estimated<br>End of Year | 2018<br>Budget    | 2019<br>Budget<br>Proposed | % +/-        |
|------------------------------------------------|-------------------------------|---------------------------------|----------------------------------|-------------------|----------------------------|--------------|
| Fund Balance Applied                           | \$ (17,430.00)                | (17,430.00)                     | \$ (60,506.00)                   | \$ (70,166.15)    | \$ (57,005.00)             | -23.09%      |
| Revenues                                       |                               |                                 |                                  |                   |                            |              |
| 41-411100 General Property Taxes               | 15,000.00                     | 15,000.00                       | 15,000.00                        | 15,000.00         | 18,500.00                  | 23.33%       |
| 41-481100 Operating Revenue                    | 25.00                         | 25.00                           | 25.00                            | 25.00             | 25.00                      |              |
| 41-481200 State Wl. Opt 85.20 Grant            | 71,611.00                     | 94,425.80                       | 95,000.00                        | 65,000.00         | 95,000.00                  |              |
| 41-481300 Federal Opt Sec 5311 Operating Grant | 101,961.00                    | -                               | 120,000.00                       | 110,000.00        | 120,000.00                 |              |
| 41-481400 Federal Opt Sec 5311 Capital Grant   | 52,620.00                     | 3,505.20                        | 3,600.00                         | 28,000.00         | 30,000.00                  |              |
| 41-481600 Federal Capital 5304 Planning Grant  | -                             | -                               | -                                | -                 | -                          |              |
| 41-485010 Transfer In - General Fund           | -                             | -                               | -                                | -                 | -                          |              |
| 41-486330 Sale of Vehicles                     | 4,298.00                      | 5,600.00                        | 5,600.00                         | 32,500.00         | 6,000.00                   |              |
| 42-485010 Transfer In - Gen Fund               | -                             | -                               | -                                | -                 | -                          |              |
| 41-489000 Misc Revenue                         | 19,923.00                     | -                               | -                                | -                 | -                          |              |
| <b>TOTAL REVENUES</b>                          | <b>265,438.00</b>             | <b>118,556.00</b>               | <b>239,225.00</b>                | <b>250,525.00</b> | <b>269,525.00</b>          | <b>7.58%</b> |
| Expenses                                       |                               |                                 |                                  |                   |                            |              |
| 41-515700 03 Auditing                          | -                             | 35,054.00                       | 35,054.00                        | 700.00            | 700.00                     |              |
| 41-538109 03 Bad Debt Expense                  | 19,923.00                     | 15,000.00                       | 15,000.00                        | 15,000.00         | 15,000.00                  |              |
| 41-542600 03 Taxi Cab - Purchased Trans        | 199,880.00                    | 120,345.15                      | 180,000.00                       | 180,000.00        | 190,000.00                 |              |
| 41-542600 04 Taxi Cab - Capital Outlay         | 66,011.00                     | -                               | -                                | 35,000.00         | 30,000.00                  |              |
| 41-542650 03 Taxi Cab - Planning Grant         | 22,700.00                     | 893.00                          | 2,000.00                         | 6,600.00          | 4,000.00                   |              |
| 41-595010 03 Transfer Out - General Fund       | -                             | -                               | 700.00                           | -                 | 500.00                     |              |
| 41-595080 05 Taxi Cab - ISF                    | -                             | -                               | 2,970.00                         | 2,970.00          | 2,640.66                   |              |
| <b>TOTAL EXPENSES</b>                          | <b>308,514.00</b>             | <b>171,292.15</b>               | <b>235,724.00</b>                | <b>240,270.00</b> | <b>242,840.66</b>          | <b>1.07%</b> |
| Revenues Over Expenses (Loss)                  | \$ (60,506.00)                | (70,166.15)                     | \$ (57,005.00)                   | \$ (59,911.15)    | \$ (30,320.67)             | -49.39%      |

Fund 42 Municipal Airport

|                                              | 2017<br>Actual<br>End of Year | 2,018.00<br>ADJ BUD<br>EOM Sept | 2018<br>Estimated<br>End of Year | 2018<br>Budget    | 2019<br>Budget<br>Proposed | % +/-          |
|----------------------------------------------|-------------------------------|---------------------------------|----------------------------------|-------------------|----------------------------|----------------|
| Fund Balance Applied                         | \$ 30,466.00                  | 30,466.00                       | \$ 26,693.82                     | \$ 40,871.58      | \$ 11,493.47               | -255.61%       |
| Revenues                                     |                               |                                 |                                  |                   |                            |                |
| 42-411100 Taxes                              | 73,405.72                     | 73,500.00                       | 73,500.00                        | 73,500.00         | 70,560.00                  | -4.00%         |
| 42-429900 Airport (County Funds)             | 4,100.00                      | 4,100.00                        | 4,100.00                         | 4,100.00          | 4,100.00                   |                |
| 42-479300 Insurance Claims/Dividends         | 1,026.48                      | To ISF Fund                     | To ISF Fund                      | 18,000.00         | To ISF Fund                |                |
| 42-482100 Hanger Rents                       | 6,042.71                      | 6,170.00                        | 6,000.00                         | 9,500.00          | 9,500.00                   |                |
| 42-483100 Fuel Sales Revenue ** Adjusted     | 39,339.00                     | 82,085.59                       | 90,000.00                        | 65,000.00         | 55,000.00                  |                |
| 42-485010 Transfer In - Gen Fund             | -                             | -                               | -                                | -                 | -                          |                |
| <b>TOTAL REVENUES</b>                        | <b>123,913.91</b>             | <b>165,855.59</b>               | <b>173,600.00</b>                | <b>170,100.00</b> | <b>139,160.00</b>          | <b>-18.19%</b> |
| Expenses                                     |                               |                                 |                                  |                   |                            |                |
| 42-515700 03 Auditing                        | -                             | -                               | 500.00                           | 500.00            | 500.00                     |                |
| 42-516110 03 Attorney Expenses               | 666.50                        | -                               | -                                | 850.00            | 850.00                     |                |
| 42-517110 03 Airport Utilities, Cell Phones  | 2,691.00                      | 2,526.61                        | 3,000.00                         | 1,500.00          | 3,000.00                   |                |
| 42-519400 03 Insurance                       | 3,637.26                      | To ISF Fund                     | To ISF Fund                      | To ISF Fund       | To ISF Fund                |                |
| 42-545300 01 Airport Wages (PW Allocation)   | 5,094.40                      | 6,669.79                        | 9,535.43                         | 9,535.43          | 10,456.02                  |                |
| 42-545300 02 Airport Fringes (PW Allocation) | 2,830.57                      | 2,816.90                        | 3,768.10                         | 3,768.10          | 3,582.49                   |                |
| 42-545300 03 Airport Operating               | 65,947.00                     | 44,899.84                       | 63,000.00                        | 63,000.00         | 63,000.00                  |                |
| 42-545300 04 Airport Outlay                  | 2,118.50                      | -                               | 2,000.00                         | 2,000.00          | 2,500.00                   |                |
| 42-545350 03 Airport Fuel Purchase           | 43,905.00                     | 96,652.74                       | 98,000.00                        | 48,000.00         | 48,000.00                  |                |
| 42-595010 03 Transfer Out - General Fund     | -                             | -                               | 500.00                           | 500.00            | 500.00                     |                |
| 42-595070 03 Transfer Out - CEP Projects     | -                             | -                               | -                                | -                 | -                          |                |
| 42-595075 03 Transfer Out - CIP Projects     | -                             | -                               | 4,000.00                         | 6,600.00          | 6,600.00                   |                |
| 42-595080 05 Airport - ISF                   | -                             | -                               | 2,970.00                         | 2,970.00          | 4,707.27                   |                |
| <b>TOTAL EXPENSES</b>                        | <b>127,686.09</b>             | <b>155,450.01</b>               | <b>188,800.35</b>                | <b>139,223.53</b> | <b>143,695.78</b>          | <b>3.21%</b>   |
| Revenues Over Expenses (Loss)                | \$ 26,693.82                  | 40,871.58                       | \$ 11,493.47                     | \$ 71,748.05      | \$ 6,957.69                | -90.3%         |

# AIRPORT MINIMUM STANDARDS

185 Attachment 1

## City of Reedsburg

### Addendum A General Aviation Airports Suggested Minimum Insurance Requirements

| Classification                     | Aircraft Liability    | Premises Liability | Auto Liability | Workers' Compensation | Hangarkeepers Legal | Remarks                                   |
|------------------------------------|-----------------------|--------------------|----------------|-----------------------|---------------------|-------------------------------------------|
| Air charter                        |                       |                    |                |                       |                     |                                           |
| Passenger capacity 1 - 4           | \$2,000,000           | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Passenger capacity 5 - 9           | \$5,000,000           | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Passenger capacity 10+             | \$15,000,000          | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Air cargo                          | \$5,000,000           | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Aircraft operations                |                       |                    |                |                       |                     |                                           |
| Flight instruction                 | \$1,000,000/\$100,000 | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Rental                             | \$1,000,000/\$100,000 | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Flying clubs                       | \$1,000,000/\$100,000 | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Specialized flying services (1)    | \$1,000,000/\$100,000 | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| AOA tenants                        |                       |                    |                |                       |                     |                                           |
| FBO                                | \$5,000,000           | \$5,000,000        | \$500,000      | Statutory             | \$1,000,000         | Include products and completed operations |
| Aircraft repair/maint./parts sales |                       | \$1,000,000        | \$500,000      | Statutory             | \$500,000           |                                           |
| Aircraft hangar/tie-down leases    | Not applicable        | \$1,000,000        | \$500,000      | Statutory             |                     |                                           |
| Aircraft sales                     | \$2,000,000/\$100,000 | \$1,000,000        | \$500,000      | Statutory             |                     | Products                                  |
| Restoration services               | Not applicable        | \$1,000,000        | \$500,000      | Statutory             | \$500,000           | Products                                  |
| Non-AOA tenants                    |                       |                    |                |                       |                     |                                           |
| Concessions                        | Not applicable        | \$1,000,000        | Not applicable | Statutory             |                     |                                           |
| Restaurants/liquor                 | Not applicable        | \$2,000,000        | Not applicable | Statutory             |                     | Products/liquor liability                 |

185 Attachment 1:1

Publication, Jul 2019

# REEDSBURG CODE

| Classification         | Aircraft Liability | Premises Liability | Auto Liability | Workers' Compensation | Hangarkeepers Legal | Remarks                   |
|------------------------|--------------------|--------------------|----------------|-----------------------|---------------------|---------------------------|
| Ground Transportation: |                    |                    |                |                       |                     | PUC – Motor Vehicle       |
| 6 seats or less        | Not applicable     | \$1,000,000        | \$1,000,000    | Statutory             |                     |                           |
| 7 – 14 seats           | Not applicable     | \$1,000,000        | \$5,000,000    | Statutory             |                     |                           |
| 15 seats or greater    | Not applicable     | \$1,000,000        | \$10,000,000   | Statutory             |                     |                           |
| Parking/Valet          | Not applicable     | \$1,000,000        | Not applicable | Statutory             |                     | Garagekeepers Liability   |
| Others                 | Not applicable     | \$1,000,000        | Not applicable | Statutory             |                     |                           |
| Airport Vendors        |                    |                    |                |                       |                     |                           |
| Security Services      | Not applicable     | \$5,000,000        | Not applicable | Statutory             |                     | Personal Injury Liability |
| Janitorial Services    | Not applicable     | \$1,000,000        | Not applicable | Statutory             |                     |                           |
| Maintenance Providers  | Not applicable     | \$1,000,000        | \$500,000      | Statutory             |                     |                           |
| Contractors            | Not applicable     | \$5,000,000        | \$500,000      | Statutory             |                     | Contractors Protective    |
| Architects/Engineers   | Not applicable     | \$1,000,000        | \$500,000      | Statutory             |                     | Professional Liability    |
| Others                 |                    |                    |                |                       |                     |                           |

## Notes:

(1) Defined as sightseeing tours, aerial photography, aerial survey, crop dusting and aerial advertising etc.