

**WISCONSIN DEPARTMENT OF  
TRANSPORTATION  
BUREAU OF AERONAUTICS**

**SUBMITTAL OF  
ELECTRONIC RECORD  
DRAWINGS (AS-BUILTS)**

**February 12, 2007**

## BACKGROUND

The Bureau of Aeronautics has developed a database to store all of Wisconsin Airport AsBuilt plans. There are currently two file formats available within the application, .tif (Tagged Image File Format), and .pdf (Portable Document Format). All of the .tif image files were originally converted from microfiche in 1999 and were placed on CD-ROM. Retrieving and viewing these images from CD became a cumbersome task, so the bureau built an application that would be much easier to operate and maintain.

The new AsBuilt application will only accept new entries into the database using the .pdf file format. All consultants who are submitting the final set of plans to the Bureau of Aeronautics will need to do so using the .pdf file format and follow the procedures below.

## PROCEDURE

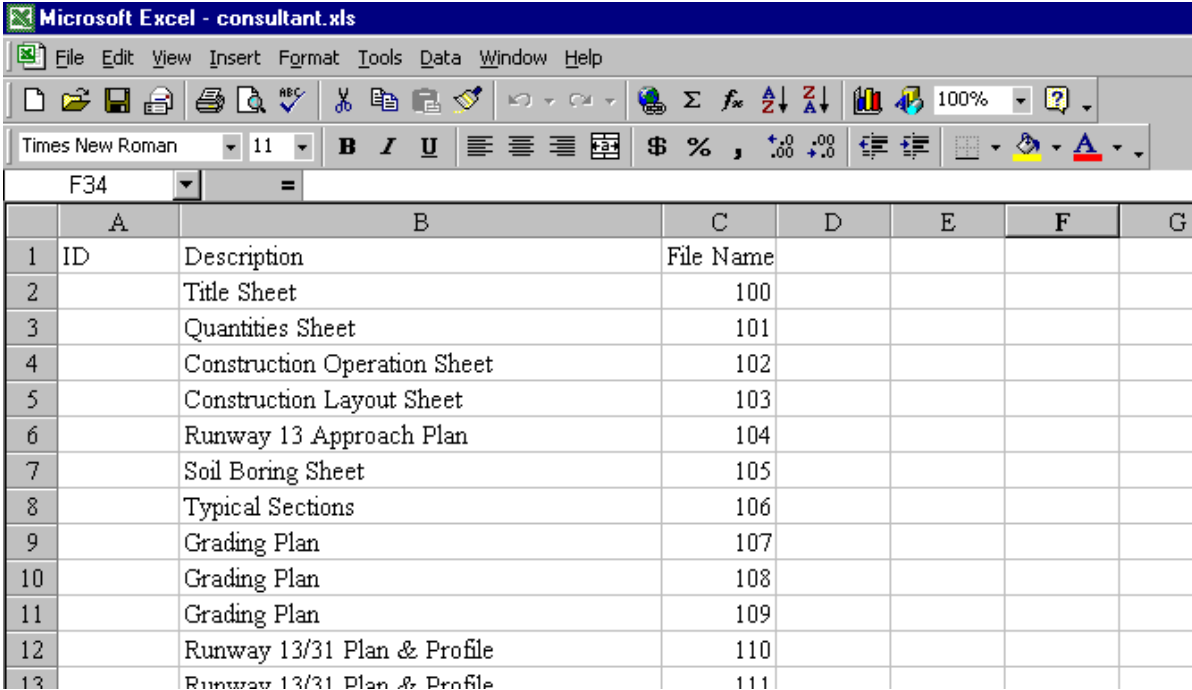
### **Bureau of Aeronautics**

The Bureau of Aeronautics' will provide timely and accurate information to the consultants on technical advancements and changes in the AsBuilt submittal procedure. They are also responsible for the integrity of the BOA FTP site.

### **Consultant**

All sets of delivered plans to the Bureau of Aeronautics will be in the Adobe Acrobat .pdf format. Each sheet within the set of plans will need to be written as a separate .pdf file. **The Title Sheet will need to be scanned by the consultant with the required signatures already on the document before scanning; otherwise the set of plans will not be accepted.**

Each set of plans requires an accompanying Microsoft Excel spreadsheet. The filename of this spreadsheet will always need to be **consultant.xls**. Please setup your consultant.xls spreadsheet with three columns. Column A will need to have the word "ID" in cell A1, column B will need the word "Description" in B1, and column C will need the words "File Name" in cell C1. All of your file names will need to be a numeric value starting with 100.pdf and continue until the end of your plan set. According to the illustration below there would be 10 files total in this plan set (100.pdf – 111.pdf).



	A	B	C	D	E	F	G
1	ID	Description	File Name				
2		Title Sheet	100				
3		Quantities Sheet	101				
4		Construction Operation Sheet	102				
5		Construction Layout Sheet	103				
6		Runway 13 Approach Plan	104				
7		Soil Boring Sheet	105				
8		Typical Sections	106				
9		Grading Plan	107				
10		Grading Plan	108				
11		Grading Plan	109				
12		Runway 13/31 Plan & Profile	110				
13		Runway 13/31 Plan & Profile	111				

Listed below are standard descriptions that will need to be used in the consultant.xls spreadsheet. If none of the standard descriptions below match your sheet, please exercise common sense in describing the sheet and be consistent throughout your projects. If you use a standard description that is not on the list please notify the [Bureau of Aeronautics](#) and they will update the standard description list.

Standard Descriptions	
TITLE SHEET	FINAL CONTOURS
QUANTITIES	DETAILS
AIRPORT LAYOUT SHEET	PLAN & PROFILE
CONSTRUCTION OPERATIONS	INTERSECTIONS
PHASING	CROSS SECTION (S)
BORINGS	MARKING
EROSION CONTROL PLAN	JOINT LAYOUT
DRAINAGE PLAN	LIGHTING LAYOUT
TYPICAL SECTIONS	ELECTRICAL DETAILS
EXISTING CONTOURS	VAULT DETAILS
AIRPORT LAYOUT PLAN	ARCHITECTURAL
TERMINAL AREA	SITE PLAN
RUNWAY XX APPROACH	FOUNDATION
LAND INVENTORY	SECTIONS
PROPERTY PLAN	ELEVATIONS
LAND USE PLAN	STRUCTURAL
	HVAC
	PLUMBING

**PLEASE MAKE SURE TO TYPE THE DESCRIPTION FIELD VALUES IN CAPITOL LETTERS. IF THE SET OF PLANS DO NOT FOLLOW THIS FORMAT THEY WILL NOT BE ACCEPTED.**

Each set of .pdf files and the finished consultant.xls spreadsheet can be submitted three ways.

1. They can be zipped and [emailed](mailto:joseph.rodelfeld@dot.state.wi.us) to [joseph.rodelfeld@dot.state.wi.us](mailto:joseph.rodelfeld@dot.state.wi.us) please make sure to include the project ID and name of airport in your email.
2. Sent on CD with the project ID and name of airport on the cover of the CD case to:

Joseph D. Rodelfeld  
 Aeronautics Automation Specialist  
 4802 Sheboygan Ave, Room 701  
 PO Box 7914  
 Madison, WI 53707-7914

3. **Posted on DOT's FTP server.**

Make sure you have "Enable Folder View for FTP Sites" checked in your Advanced Internet Options for Microsoft Internet Explorer.

If you choose to upload your files to DOT's FTP Server you will need to use the account below to access the FTP site... [ftp://boa\\_consult:proj0729@ftp.dot.state.wi.us/](ftp://boa_consult:proj0729@ftp.dot.state.wi.us/). You can copy and paste this link into your browser to gain access to the site.

Each consulting firm will have a directory they can write their files to. Please refer to the list below to find which directory has been assigned to your firm.

<b>Consultant</b>	<b>Directory</b>
BECHER-HOPPE ASSOCIATES, INC.:	becher_hoppe
ECKROSE/GREEN ASSOCIATES	eckrose_green
FOTH & VAN DYKE & ASSOCIATES, INC.	foth
CEDAR CORPORATION	cedar
COFFMAN ASSOCIATES	coffman
GRAEF ANHALT SCHLOEMER & ASSOCIATES, INC.	graef_anhalt
COOPER ENGINEERING	cooper
HOWARD, NEEDLES, TAMMEN & BERGENDOFF	howard_needles
DURRANT/ARCHITECTS	durrant
MSA PROFESSIONAL SERVICES	msa
KL ENGINEERING, INC.	kl
MEAD & HUNT, INC.	mead_hunt
MILWAUKEE COUNTY	mke_county
NIELSEN, MADSEN & BARBER	nielsen_madsen
OMNNI ASSOCIATES	omnni
PERRY-CARRINGTON ENGINEERING CORP.	perry_carrington
RUST ENVIRONMENT & INFRASTRUCTURE, INC.	rust
RALPH BURKE & ASSOCIATES	ralph_burke
RICONDO & ASSOCIATES, INC.	ricondo
STS CONSULTANTS, LTD.	sts
SHORT, ELLIOTT & HENDRICKSON, INC.	short_elliott
TAMS CONSULTANTS, INC.	tams
VIJAY & ASSOCIATES, INC.	vijay

Once you have successfully uploaded your files to the FTP site please notify Joseph D. Rodefeld at the Bureau of Aeronautics via [email](#). Include the project ID, Airport Name, 3-character identifier (ex. MSN), and location of the uploaded files within your message.

If you experience any difficulty using the FTP Server please contact Joseph D. Rodefeld at 608-266-1825, or you may send him an [email](#) and he will address any issues you may encounter.