



**Division of Transportation
Investment Management**
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What Is Your Airport's Six-Year Improvement Plan?

Dear Airport Owners & Managers,

One of our goals at the Bureau of Aeronautics is to make the most responsible use possible of the state and federal funds available for airports in Wisconsin. One of the most effective ways for us to do this is through good long range planning. To do good planning we need your help. You will play a very important role by telling us what your plans are for your airport for the next six years.

Enclosed is a form to submit your airport's six-year plan, called the Statement of Project Intentions. We would particularly like to know about work you plan that is not already in the Bureau program. A copy of what we have programmed is attached.

The earlier we can start talking to you about your plans, the better a finished product you'll have. Plus, we may actually have the potential to get more dollars for state airports overall if we can better document airport long range needs statewide. Please prepare a plan even if you are unsure whether or not you will request funding.

The procedure to submit your Project Intentions is outlined below:

1. Review the attached Airport Improvement Program.
2. Complete your Statement of Project Intentions for the 2010-2015 Six-Year Airport Improvement Program. Indicate all proposed airport improvements for 2010-2015 (and beyond, if available) on this form. Each improvement should be listed separately with pertinent information such as: size, location, estimated cost (if known) and anticipated or known petition date.
3. Adopt the Statement of Project Intentions by Resolution.
4. Return the completed statement of Project Intentions and Resolution to the Bureau of Aeronautics by July 1, 2010 (the July 1 deadline is a statutory requirement).

The Submission of the Statement of Project Intentions does not commit the sponsor to an airport improvement project. In order to officially request a project, the Airport Owner must pass a Petition for State or Federal Funds. We recommend Airport Owners petition for federal and/or state aid at least three years prior to planned construction due to the lead-time necessary for programming and coordinating with Federal Funding. Please contact us to receive a Petition Package for your airport.

Please consider attending our annual Sponsor Workshop on March 23, 24 and 25, where we can discuss your long range plans in detail. Let us know if you would like to know more about these meetings.

If you are no longer involved with the airport, please call and let us know so we can keep our information up to date.

If you have any questions on the Statement of Project Intentions, the Six-Year Improvement Program or the petition process and associated materials, please call Mary Strait, Airport Program Engineer, at (608) 266-7187 or e-mail mary.strait@dot.wi.gov. The statement of project intention forms can be found at <http://www.dot.wisconsin.gov/localgov/docs/airport-intentions.pdf>.

Thank you for your participation,

David M. Greene
Director

Enclosures

STATEMENT OF PROJECT INTENTIONS FOR _____ AIRPORT

Fiscal Year	Description of Improvement	Size of Improvement	Estimated Cost (if known)	Anticipated Petition Date
2010				
2011				
2012				
2013				
2014				
2015				

For 2016 & later, please attach additional pages.

DESCRIBE PROPOSED IMPROVEMENTS AS FOLLOWS:

Construct paved runway or extension, construct or expand paved apron, develop hangar area, construct terminal building, acquire land or easements, erect airport beacon or tetrahedron, remove obstructions, develop auto parking, light runways, prepare master plan. List the size of the improvement in acres, square yards, length, width, or as appropriate.

RESOLUTION

RESOLVED, by the _____ that the attached list of proposed improvements are in the best interest of the _____ Airport; and

WHEREAS, Wisconsin Statutes require a Statement of Project Intentions from airport owners contemplating federal and/or state aid within the next six years; and

WHEREAS, this Six Year Statement of project Intentions is used by the Department of Transportation, Bureau of Aeronautics for planning and budgeting purposes and is not a petition for federal and/or state aid; and

NOW, THEREFORE BE IT RESOLVED that this governing body contemplates requesting federal and/or state aid for the projects listed on the attached schedule of airport improvements.

Resolution introduced by

(Title)

(Title)

(Title)

CERTIFICATION

I, _____, Clerk of _____, Wisconsin, do hereby certify that the foregoing is a correct copy of a Resolution introduced at a _____ meeting on _____, 2010, adopted by a majority vote, and recorded in the minutes of said meeting.

Clerk