Notice of Advertisement for Consultant Services
for the
Reedsburg Municipal Airport (C35)
Reedsburg, Wisconsin

The Wisconsin Department of Transportation, Bureau of Aeronautics, as agent for the Reedsburg Municipal Airport, is accepting letters of interest from qualified firms. A selection board will review the firm’s qualifications and rank them for further consideration. This project is subject to DBE goals and individual contract goals will be determined during the project formulation and scoping phase. Only firms having recent similar experience on airport projects are invited to respond. A separate selection may be made for various portions of the work, if determined necessary.

Services required for this project will include:

1). Master Plan Development in accordance with the guidance outlined in Advisory Circular AC 150/5070-6B – Airport Master Plans, Change 2

2). Airports GIS (AGIS) for aeronautical survey, mapping, and obstruction evaluation in support of the master plan and the ultimate Airport Layout Plan. This work should follow the data collection requirements, accuracies and verification requirements outlined by the FAA and the National Geodetic Survey within the following advisory circulars:
   - AC 150/5300-16A “General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey”
   - AC 150/5300-17C, Change 1 “Standards for Using Remote Sensing Technologies in Airport Surveys”
   - AC 150/5300-18B, Change 1 “Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS”

3). Updating the Airport Layout Plan (ALP) in accordance with the standards outlined in the FAA’s Standard Operating Procedure (SOP) 2.0

Other associated work tasks, early action plans and deliverables are described and outlined within the following sections:

Project Background:

The City of Reedsburg seeks to develop a comprehensive master plan for its airport (C35) that evaluates the level of activity, design critical aircraft and facility requirements to be anticipated over a twenty-year horizon. The most current, signed Airport Layout Plan (ALP) on file for C35 is dated February 1999 and is provided for reference as Attachment A.

One of the main drivers for this planning effort is a near-term proposal by the City of Reedsburg to extend Viking Drive from County Highway 33 south and through a portion of the airfield and connecting with Prothero Drive to the west. This proposed road alignment is illustrated on Attachment B. The extension of Viking Drive will provide a new connection route to the City’s industrial park located southwest of the airport; reducing the need for semi-trucks to travel through the downtown area and lessening the congestion and signal queue lengths during peak traffic times.

The City of Reedsburg seeks to have the master plan evaluate the needs of the airport in relationship to the proposed Viking Drive extension with a goal of establishing a plan that can successfully accommodate both.
The Attachment B exhibit shows a future parallel taxiway to Runway 07/25 at a centerline separation distance of 150 feet. However, the signed ALP for C35 depicts a future parallel taxiway at a centerline separation distance of 225 feet. The master plan process will need to determine what standards should apply based on the current and future design critical aircraft projected to operate on Runway 07/25.

The FAA Chicago Airports District Office (ADO) conducted an initial review of the proposed Viking Drive extension as part of a Section 163 submittal process. In April of 2022, the Chicago ADO issued a letter stating that the FAA retains legal authority to approve or disapprove portions of the Viking Drive extension that would impact the future parallel taxiway for Runway 07/25 (at a 225’ centerline separation) as shown on the 1999 ALP. A copy of the FAA’s Section 163 determination letter is provided for reference as Attachment C.

**Near-Term Deliverables & Conceptual Schedule:**

The City of Reedsburg seeks to have the Viking Drive project constructed by the end of calendar year 2024. To this end, early action items and deliverables will be needed from the master planning effort to support a change in the proposed parallel taxiway to Runway 07/25 from what is currently depicted on the Airport’s approved ALP, if determined appropriate through the master planning process.

Following an inventory and data gathering efforts, one of the key early deliverables will be obtaining FAA-approved forecasts on the level of activity and the design critical aircraft applicable to each runway. The City of Reedsburg does not envision a need to accommodate larger aircraft or to increase runway length. Rather, the City seeks to maintain their existing level of service and activity and adjust the designation of their facilities to align with current FAA standards. A near-term analysis of alternatives may also be needed to support this effort and will be determined through the scoping process.

With the forecasts and alternatives approved by the FAA, the next step will be to develop ALP sheets that depict the proposed Viking Drive extension in relationship to what updates or changes are applicable to Runway 07/25 and any future parallel taxiway thereof. The ALP sheets would then be submitted by the Wisconsin Bureau of Aeronautics (WisBOA) for airspace determination within the FAA’s OE/AAA portal.

With the forecasts approved and the ALP sheets having received airspace determination, these documents would allow the City of Reedsburg to then begin the process of releasing airport land (or implementing a concurrent land use agreement) to accommodate and advance the proposed extension of Viking Drive. Land services are not included as part of this master plan effort and will be scoped separately if determined necessary.

A conceptual timeline for the initial master planning efforts is outlined as follows:

- Consultant Ad Published: Week of June 10, 2022
- Consultant Proposals Due: July 1, 2022
- Consultant Selection: July 8, 2022
- Project Scoping and Negotiation: July 8 – July 22, 2022
- Consultant Contract Signed: August 19, 2022
- Inventory / Data Gathering / AGIS Survey: August 19 – September 30th, 2022
- Forecasting Development: September 1st – October 28th, 2022
- Draft Inventory and Forecast chapters submitted to WisBOA: October 31st, 2022
- WisBOA Review Comments to Consultant: November 11th, 2022
- Draft Inventory and Forecasts chapters submitted to FAA: November 25th, 2022
- FAA Review Comments to Consultant and WisBOA: February 10th, 2023

The near-term goal is to have FAA-approval on the master plan forecasts by the end of February 2023. The ALP sheets would follow thereafter with a goal of airspace determination by the end of March 2023.
Letters of interest should include a firm’s experience in obtaining FAA approval of similar master plan forecasts and should outline an approach and timeline specific to this effort. Consultants are also encouraged to include any experience in using ADSB or other aircraft tracking technologies to help more accurately and efficiently quantify the existing number and types of operations that occur at a non-towered GA facility such as C35.

Mid- to Long-Term Areas of Focus:

Beyond the early action items and goals identified above, the City of Reedsburg additionally seeks to evaluate other facility needs that would be addressed over the mid- to long-term stages of the master plan’s outlook. These include the following, with a timing and scope to be more fully developed during the scoping process:

- **Pavement management**: many of the airfield pavements were constructed at the same time in the mid- to late 1990s. The airport seeks to develop a proactive approach to rehabilitation or reconstruction of these pavements; phased over time according to need and aligned with available funding sources.
- **Evaluation of Runway Safety Critical Areas and Zones**: the safety areas, object free areas and other zones and surfaces extending from the ends and sides of both runways should be evaluated to address their adequacy to current FAA standards. Any needed improvements should be identified along with a recommended action plan based on an evaluation of alternatives.
- **Hangar development**: the airport seeks to evaluate areas of the airfield that can be developed for aircraft storage to accommodate future based aircraft demand.
- **Obstruction removal / approach protection**: Based on the findings of the AGIS survey, the master plan should include an evaluation of obstructions and a plan for mitigation. Any areas of easement or land acquisition for mitigation or approach protection should be identified.
- **Long-term disposition of Runway 07/25**: Given the runway’s limited length, the master plan should consider the long-term need and function of Runway 07/25 based on wind conditions and other factors. Advantages and disadvantages of converting 07/25 to a turf runway, a longer-term option for removing the runway, or other possible scenarios are to be made part of the master plan.
- **C35’s Long-term role**: The City of Reedsburg would like to consider the overall role and utility of the airport within the Wisconsin State Airport System Plan (WSASP) and within the National Plan of Integrated Airport Systems (NPIAS); considering its proximity to the Baraboo Dells Airport (DLL) located just 10 miles to the east, and other factors.

A firm’s qualifications will be reported on the bureau’s consultant report form, which can be downloaded from the Wisconsin Department of Transportation Internet site at [http://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/forms.aspx](http://wisconsindot.gov/Pages/doing-bus/aeronautics/airports/forms.aspx). Please submit three copies of the consultant report form.

Firms that recently submitted a consultant report form for other projects will **not** have to file a new form unless they wish to amend a previously filed one. It is required that a letter be sent to the bureau stating a firm’s desire to be considered for the above work. The letter must include: a list of key staff proposed for the project, a summary of outstanding aviation contracts, and the total value of aviation contracts completed in the previous 12 months by the consultant’s office, which will conduct the majority of the proposed work.

The deadline date for filing a letter of interest is **July 1, 2022, at 5:00 p.m. CDT**. It should be addressed to: Josh Holbrook, Airport Development Engineer, Wisconsin Department of Transportation, Bureau of Aeronautics, Post Office Box 7914, Madison, Wisconsin 53707-7914, and emailed to joshua.holbrook@dot.wi.gov. Our shipping address is: Department of Transportation, Bureau of Aeronautics, 4822 Madison Yards Way, 5th Floor South, Madison, Wisconsin 53705. Questions concerning this advertisement can be answered by emailing or calling Josh at joshua.holbrook@dot.wi.gov or (608) 267-2143.

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Attachment A: C35 Airport Layout Plan – Signed February 1999
Attachment B: Proposed Viking Drive Extension
April 22, 2022

Gregory Stern, P.E.
Wisconsin Department of Transportation Bureau of Aeronautics
4822 Madison Yards Way, 5th Floor
Madison, WI 53705

Dear Mr. Stern,

Re: FAA Approval Authority Review – Reedsburg Municipal Airport (C35), Reedsburg, WI, Land Release for Roadway Extension, South Viking Drive.

The Reedsburg Municipal Airport (C35) is seeking to release 3 acres of land to the City of Reedsburg to facilitate a roadway extension project along the west side of the airport for new development.

Recent changes in federal law have required the FAA to revisit whether FAA approval is needed for certain types of airport projects throughout the nation. On October 5, 2018, HR 302, the “FAA Reauthorization Act of 2018” (the Act) was signed into law (P.L. 115-254). In general, Section 163(a) limits the FAA’s authority to directly or indirectly regulate an airport operator’s transfer or disposal of certain types of airport land. However, Section 163(b) identifies exceptions to this general rule. The FAA retains authority:

1. To ensure the safe and efficient operation of aircraft or safety of people and property on the ground related to aircraft operations;
2. To regulate land or a facility acquired or modified using federal funding;
3. To ensure an airport owner or operator receives not less than fair market value (FMV) in the context of a commercial transaction for the use, lease, encumbrance, transfer, or disposal of land, any facilities on such land, or any portion of such land or facilities;
4. To ensure that that airport owner or operator pays not more than fair market value in the context of a commercial transaction for the acquisition of land or facilities on such land;
5. To enforce any terms contained in a Surplus Property Act instrument of transfer; and
In addition, Section 163(c) preserves the statutory revenue use restrictions regarding the use of revenues generated by the use, lease, encumbrance, transfer, or disposal of the land, as set forth in 49 U.S.C. §§ 47107(b) and 47133.

Section 163(d) of the Act limits the FAA’s review and approval authority for Airport Layout Plans (ALPs) to those portions of ALPs or ALP revisions that:

1. Materially impact the safe and efficient operation of aircraft at, to, or from the airport;
2. Adversely affect the safety of people or property on the ground adjacent to the airport as a result of aircraft operations; or
3. Adversely affect the value of prior Federal investments to a significant extent.

Proposed Project

Land Release for Roadway Extension

a) Release 3 acres of land for the roadway development
b) The proposed road is a non-aeronautical use and will be a public road. It will be an extension of S. Viking Road that connects STH 23/STH33/E. Main ST to Prothero Drive.

c) The 1999 approved Airport Layout Plan shows a proposed parallel taxiway to Rwy 7/25 at A/B-I separation Standard of 225 ft. on the airport parcel proposed for release.
d) The proposed road is adjacent to and crosses into the proposed futures taxiway and safety critical areas, Taxiway Safety Area & Taxiway Object Free Area.
e) The sponsor proposes to revise the twy separation to show A-I Small standard of 150ft. By shifting the twy to 150ft the road would be outside of the Taxiway and safety critical areas.
f) This proposed change of the critical aircraft is not reflected on the current approved Airport Layout Plan.
g) As shown on the approved ALP, based on the critical aircraft and twy separation standards, the proposed road right of way conflicts with land needed for future aeronautical use.

Determination Regarding the Airport Layout Plan

For the purpose of determining whether the proposed project requires FAA ALP approval, we have made the following determinations:

1. Because portions of the proposed project may have a material impact on aircraft operations, at, to, or from the airport., the FAA retains the legal authority to approve or disapprove the following changes to the C35 ALP:

   a. Portions of the proposed project road in areas that impact the Runway 7/25 parallel taxiway as shown on the approved future ALP.
2. Because the remaining portions of the proposed development would have no material impact on aircraft operations at, to, or from the airport, would not affect the safety of people and property on the ground, and would not have an adverse effect on the value of prior Federal investments to a significant extent, the FAA lacks the legal authority to approve or disapprove changes to the C35 ALP for the following project components:

   a. Portions of the proposed road project in areas that does not impact the Runway 7/25 parallel taxiway as shown on the approved future ALP.

FAA’s Authority to Regulate Land Use

The 3 acres of property subject to the proposed project are part of Parcel A- the Original Airport Property that was acquired by the Sponsor, City of Reedsburg, in fee between 1929-1972.

Because portions of the proposed project may affect the safe and efficient operation of aircraft or safety of people and property on the ground related to aircraft operations, the FAA retains the authority to regulate the land use in areas where the approved ALP shows a future parallel taxiway for Runway 7/25. The FAA considers the proposed road to be a non-aeronautical land use. Therefore, under section 163(b) of the Act, the FAA has the legal authority to approve or disapprove the disposal of airport property for the road in areas that impact the Runway 7/25 parallel taxiway shown on the approved future ALP. A release request in accordance with FAA Order 5190, Chapter 22, for this area is required.

For the areas the proposed project does not impact the Runway 7/25 parallel taxiway shown on the approved future ALP, the parcels were acquired with local funding, without federal assistance, and those portions of the proposed project will not impact the safe and efficient operation of aircraft or safety of people and property on the ground related to aircraft operations. Therefore, the FAA lacks the authority to regulate the use of the land associated with the road project in areas that do not impact the Runway 7/25 parallel taxiway shown on the approved future ALP.

Applicability of the National Environmental Policy Act (NEPA)

The FAA’s ALP approval authority for portions of the proposed project, and any other Federal approvals associated with the project, such as funding under the AIP or PFC programs, is a federal action subject to the National Environmental Policy Act (NEPA). Therefore, the sponsor will be required to perform an appropriate environmental review consistent with NEPA. This may include the consideration of environmental effects of components of the project that the FAA does not retain approval authority over but may depend upon the portions of the proposed project that the FAA does have approval authority over.
Sponsor Obligations Still In Effect

This determination only addresses FAA’s approval authority for this project. It is not a determination that the project complies with the sponsor’s federal grant assurances. The sponsor must continue to comply with all of its Federal grant obligations, including but not limited to Grant Assurance #5, Preserving Rights and Powers; Grant Assurance #19, Operation and Maintenance; Grant Assurance #20, Hazard Removal and Mitigation; Grant Assurance #21, Compatible Land Use; and Grant Assurance #25 Airport Revenue.

Section 163 and Grant Assurance 25 require the airport sponsor to receive not less than fair market value for the use, lease, encumbrance, transfer, or disposal of land, any facilities on such land, or any portion of such land or facilities. The airport must also ensure that all revenues generated as a result of the sale of land purchased for airport development purposes (other than noise compatibility) only be expended in a manner consistent with Grant Assurance 31, Disposal of Land.

The sponsor also has the responsibility to comply with all federal, state, and local environmental laws and regulations.

Additionally, any development on this parcel is still subject to airspace review under the requirements of 14 CFR part 77, and, Grant Assurance 29 still requires the airport to update and maintain a current ALP. An updated ALP should be submitted to the CHI-ADO if the project is completed. An updated ALP and Exhibit A property map should be submitted to the CHI-ADO if the project is completed.

This is a preliminary determination, and does not constitute a final agency action or an "order issued by the Secretary of Transportation" under 49 U.S.C. § 46110.

If you have further questions or need for clarification, please feel free to CHI-ADO Program Manager, Elias Bello, 847-294-8251 or Elias.Bello@faa.gov.

Sincerely,

Deb Bartell
Manager, Chicago Airports District Office
Federal Aviation Administration