AIRPORT SITE APPROVAL APPLICATION

Wisconsin Department of Transportation
AE11 1/2019

A. PURPOSE

1. Establishment of ☐ Airport ☐ Seaplane Base ☐ Heliport ☐ Ultralight Airport	2. Type of Proposed Use ☐ Public (Open to Public) ☐ Private (Permission Required)
3. Estimated Construction Dates if Site is Approved Begin: Completion:	4. Estimated Annual Operations ☐<50 ☐50-100 ☐100-500 ☐>500

B. LOCATION OF PROPOSED LANDING AREA

1. Name of Landing Area	2. Airport Elevation
3. Nearest City or Village	4. Distance and Direction to Nearest City or Village From Landing Area Miles: Direction:
5. Owner's Name	
Street Address	
City, State, Zip Code	
6. Section(s): Township(s): Range(s): Quarter:	7. Town/Village/City of: 8. County
9A. Runway Data (**Primary**) Runway End A Lat/Long:_____ Runway End A Elevation:_____ Runway End B Lat/Long:_____ Runway End B Elevation:_____ Magnetic Bearing_____ Width _____ Length _____ Surface_____	9B. Runway Data (**Secondary** / **XWind**) Runway End A Lat/Long:_____ Runway End A Elevation:_____ Runway End B Lat/Long:_____ Runway End B Elevation:_____ Magnetic Bearing_____ Width _____ Length _____ Surface_____

C. LOCATION OF OTHER LANDING AREAS IN VICINITY	Direction From Landing Area	Distance From Landing Area (Miles)

CERTIFICATION: I certify that all of the above statements made by me are true and complete to the best of my knowledge. I am in receipt of Wisconsin airport standards and certify that the airport will be operated and maintained in accordance with established standards.

_____ _____
Signature Date

_____ _____
Title Area Code-Telephone Number

_____
Email

WISCONSIN DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS

General Instructions – Form Completion

Section A – Complete this section.

- Provide the name of the Airport Owner.
- Include contact information (phone number, email address, and mailing address) of the Airport Owner.
- Indicate if the Airport Owner owns the airport property,
- Indicate if the Airport Owner's address is the physical address of the airport. (If the Airport Owner's address is not the physical address of the airport, provide the physical address of the airport in box C.6. Description.)

Section B – Complete this section if the Airport Manager is not the same person listed in section A.

- If the Airport Owner provided in Section A is the Airport Manager, write "SAME" in box B.1. Airport Manager.
- If the Airport Owner provided in Section A is not the Airport Manager, provide the name of the Airport Manager.
- Include contact information (phone number, email address, and mailing address) of the Airport Manager.
- Indicate if the Airport Manager owns the airport property.
- Indicate if the Airport Manager address is the physical address of the airport. (If the Airport Manager's address is not the physical address of the airport, provide the physical address of the airport in box C.6. Description.)

Section C – Provide the reason for notification by completing all applicable items in this section.
Report only one action per form

- Section C.1: Select one type of facility.
- Section C.2: Select one. For public-use taxiway, include information in box C.6. Description and depict taxiway layout on airport drawing or sketch.
- Section C.3: Select one. If change is from VFR to IFR, include anticipated IFR procedure in box 6. Description.
- Section C.4: Indicate if the change is to Direction and/or Altitude.
    - If Direction, indicate the new direction.
    - If Altitude, find the type(s) changed and indicate if the change is to standard or nonstandard for each type changed. If nonstandard, indicate the nonstandard altitude. If Other, describe the change in box C6.
- Section C.5: Provide appropriate information and include abandonment date in box 6. Description.

Section D – Provide all applicable information.

- Section D.1: Enter name of landing area.
- Section D.2: Enter the Location Identifier (Loc ID) for an existing Airport.
- Section D.3: Enter principle city or town which the airport serves and with it is normally associated.
- Section D.4: Enter straight-line distance and direction, to the nearest nautical mile, from the Associated City (C.3. above) to the Airport.
- Section D.6: Enter the direction, to the nearest eighth compass point (i.e. E, SE, etc.), from the Associated City to the Airport.
- Section D.7, 8, and 9: Enter the Latitude and Longitude of the Airport Reference Point and the Airport Elevation. The airport reference point can be calculated by using the NGS tool located at NOAA (http://www.ngs.noaa.gov/AERO/arpcomp/arpframe.html). The Airport elevation is the highest point of an airport's usable runways measured in feet above mean sea level.
- Section D.10: Select one Current Use option.

- Section D.11: Select one Ownership option.
- Section D.12: Select primary Airport Type. If Heliport, choose (if applicable) Ambulance, Law Enforcement, or Fire Protection. Choose these options *only* if Heliport is the primary airport type.

Section E – Provide all applicable information.

- Section E.1: Address each runway end independently, if applicable. Provide runway end elevations; and runway threshold coordinates and elevations for runway

Section G – All information is required and must be complete.

- **For an Airport/Runway:** Provide a detailed drawing and/or imagery of the proposed landing area depicting latitude, longitude, length, and width.
    - The document(s) must show the runway orientation in relation to known roads, terrain etc. such that the FAA can locate the runway(s) accurately and efficiently.
    - Notate any obstructions (buildings, high-line wires, roads, railroads, towers, etc.) near the runway.
    - You must include runway end coordinates and the runway elevations on the runway centerline.
- **For a Heliport:** Provide a detailed drawing, imagery or map identifying the exact location of the heliport in red.
    - The document(s) must show the helipad(s) in relation to known roads, terrain etc. such that the FAA can locate the heliport accurately and efficiently.
    - Provide site plan depicting the landing pad in relation to buildings and other obstacles (light poles, fences, trees, bollards, parking lots) near the landing area.
    - Provide dimensions of the landing pad and the height of the buildings/obstacles and their distance from the helipad.
    - Provide a heliport layout plan (in accordance with FAA Advisory Circular 150/5390-2, Heliport Design) identifying the proposed marking, lights, beacon location, windsock(s), the approach/departure paths (if room allows, the heliport layout plan may be shown on the site plan).

NEW Landing Facility Worksheet

A. Airport Owner ☐ Check if this is also the Property Owner

1. Name and Address ☐ Check if this is the Airport's Physical Address

2. Phone | 3. Email

B. Airport Manager (Complete if different than the Airport Owner)

1. Name and Address ☐ Check if this is the Airport's Physical Address

2. Phone | 3. Email

C. Purpose of Notification (Answer all questions that apply)

1. Construct or Establish an: ☐ Airport ☐ Ultralight Flightpark ☐ Balloonport ☐ Heliport ☐ Seaplane Base ☐ Other

2. Construct, Alter or Realign a: ☐ Runway ☐ Helipad(s) ☐ Other ☐ Taxiway (Public Use Airports only)

3. Change Status From/To: ☐ VFR to IFR ☐ IFR to VFR ☐ Private Use to Public Use ☐ Public Use to Other

4. Change Traffic Pattern ☐ DIRECTION: _____ ☐ ALTITUDE Choose type. List altitude if nonstandard.) **Turbo**: ☐ std. ☐ nonstd. ____ **Prop**: ☐ std. ☐ nonstd. ____ **Helo**: ☐ std. ☐ nonstd. ____ ☐ **Other**. Describe in box C6.

5. Deactivate: ☐ Airport ☐ RWY _____ ☐ TWY _____

6. Description:

D. Name, Location, Use and Type of Landing Area

1. Name of Landing Area | 2. Loc ID (for existing)

3. Associated City and State | 4. Distance from City (nm)

5. County (Physical Location) | 6. Direction from City

7. Latitude ° ' " | 8. Longitude ° ' " | 9. Elevation

10. Current Use: ☐ Private ☐ Public ☐ Private Use of Public Lands

11. Ownership: ☐ Private ☐ Public ☐ Military (Branch) _____

12. Airport Type: ☐ Airport ☐ Ultralight Flightpark ☐ Balloonport ☐ Heliport (If applicable, select: ☐ Ambulance ☐ Law Enforcement ☐ Fire Protection) ☐ Seaplane Base ☐ Other

E. Landing Area Data (List any Proposed, New or Unregistered Runways, Helipads etc.)

1. Airport, Seaplane Base or Ultralight Flightpark (use second page if needed)

RWY ID	/	Secondary RWY ID /
Lat&Long RWY End #1		
Lat&Long RWY End #2		
Width (feet)		
Surface Type		
Lighting (if any)		
Right Traffic (Y/N)	/	/
Elevation (AMSL)		
VFR or IFR	/	/

2. Heliport, Balloonport or other Landing Area (use second page if needed)

Helipad ID		
Lat. & Long.	Show on attachment(s)	Show on attachment(s)
Surface Type		
TLOF Dimensions		
FATO Dimensions		
Lighting (if any)		
Ingress/Egress (Degrees)		
Elevation (AMSL)	Show on attachment(s)	Show on attachment(s)
Elevated Height (AGL)		

F. Operational Data (Indicate if the number provided is Actual or Estimated)

	1. Number of Based Aircraft		2. Average Number of Monthly Landings	
	Present or Estimated	Estimated in 5 Years	Present or Estimated	Estimated in 5 Years
Single Engine				
Multi Engine				
Jet				
Helicopter				
Glider				
Military				
Ultralight				

3. What is the Most Demanding Aircraft that operates or will operate at the Airport? (Provide approach speed, rotor diameter, etc. if known)

4. Are IFR Procedures for the Airport Anticipated? ☐ **Yes** ☐ **No**. **If Yes, within** _____ **years**