



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

Dear Airport Owner,

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 we'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. Limited information is better than none at all.

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 2012-2017 Six-Year Airport Improvement Program. Indicate all proposed airport improvements for 2012-2017 (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, 2012 (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 where we can discuss your long range plans in detail. You could choose to develop your Intentions project list with us at the Sponsor Workshop.

If you are no longer involved with the airport, please 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 also be found at <http://www.dot.wisconsin.gov/localgov/docs/airport-intentions.pdf>.

Thank you for your participation,

David M. Greene
Director

Enclosure