

Rock County, Wisconsin



Airport Board Meeting
Monday, February 18, 2019 at 8:00 a.m.
Southern Wisconsin Regional Airport Terminal Conference Room
1716 W. Airport Rd.
Janesville, WI 53546

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes of January 22, 2019
4. Set Meeting Dates and Times
5. Citizen Participation, Communications, Announcements, and Information
6. Consent Calendar
 - a. Transfers
 - b. Review of Payments
7. Updates, Discussion and Possible Action
 - a. T-Hangars
 - b. Warbird Weekend Agreement
 - c. Purchase of E-36 De-icing Fluid
 - d. Airport Director Updates
8. Committee Requests and Motions
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JANUARY 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
43-4453-4110-62210	TELEPHONE		01/31/2019	CHARTER COMMUNICATIONS	1,166.54
43-4453-4110-62422	RADIO R&M	P1900645	01/31/2019	GENERAL COMMUNICATIONS INC	1,860.00
Airport Administration PROG TOTAL					3,026.54
43-4453-4453-62160	CLEANING CONTRAC	P1900634	01/31/2019	ALSCO INC	83.04
43-4453-4453-62164	DISPOSAL SERV	P1900636	01/31/2019	ACE PORTABLES INC	142.00
43-4453-4453-62201	ELECTRIC		01/31/2019	ALLIANT ENERGY/WP&L	4,012.20
43-4453-4453-62202	WATER		01/31/2019	CITY OF JANESVILLE	58.30
43-4453-4453-62203	NATURAL GAS		01/31/2019	ALLIANT ENERGY/WP&L	1,662.91
43-4453-4453-62206	SEWER		01/31/2019	CITY OF JANESVILLE	89.66
43-4453-4453-62207	STORM WATER CHGS		01/31/2019	CITY OF JANESVILLE	7,685.69
43-4453-4453-62290	OTHER SERV		01/31/2019	CITY OF JANESVILLE	227.39
43-4453-4453-62400	R & M SERV	P1900657	01/31/2019	NAPA AUTO PARTS	157.83
		P1900658	01/31/2019	MOTION AND CONTROL ENTERPRISES	3.43
		P1900659	01/31/2019	POWER BUROW PRODUCTS	360.25
43-4453-4453-64900	OTHER SUPPL/EXP	P1900594	01/31/2019	MENARDS	14.97
		P1900633	01/31/2019	BJ ELECTRIC SUPPLY INC	15.89
		P1900642	01/31/2019	HARRIS ACE HARDWARE LLP	96.50
		P1900653	01/31/2019	JAYS BIG ROLLS INC	26.50
		P1900657	01/31/2019	NAPA AUTO PARTS	8.09
		P1900696	01/31/2019	PROTECTION TECHNOLOGIES	225.00
43-4453-4453-67120	CAP ASSETS	P1900589	01/31/2019	HOTSY CLEANING SYSTEMS INC	8,470.00
		P1900590	01/31/2019	BURRIS EQUIPMENT CO	7,350.00
		P1900614	01/31/2019	JACKS TIRE SALES AND SERVICE I	9,745.00
Airport Maintenance PROG TOTAL					40,434.65

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JANUARY 2019

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I have reviewed the preceding payments in the total amount of \$43,461.19.

Date:

Dept Head *Mary Culler*

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JANUARY 2019

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REPORT COMPLETE!

For Job Numbers: 1846125

Ten Year Hangar Information

Work Type	2009		2010		2011		2012		2013	
	Equipment	Personnel								
660- Hangar lubrication and Inspection	\$ 34.60	\$ 677.85	\$ 53.43	\$ 271.29	\$ 20.57	\$ 127.67	\$ 202.58	\$ 2,410.04	\$ 69.76	\$ 332.42
661-Hangar Sheet Metal Repair	\$ 17.30	\$ 261.07	\$ 52.86	\$ 489.45	\$ 40.74	\$ 1,013.43	\$ 16.17	\$ 510.65	\$ 5.95	\$ 18.62
662- Hangar Door Maintenance	\$ 408.19	\$ 3,183.99	\$ 203.42	\$ 1,582.54	\$ 239.77	\$ 2,466.89	\$ 78.82	\$ 2,393.77	\$ 207.51	\$ 1,837.13
663-Hangar Electrical	\$ 15.57	\$ 474.18	\$ 9.51	\$ 146.56	\$ -	\$ -	\$ 117.00	\$ 136.37	\$ 58.09	\$ 354.22
664-Hangar Cleaning	\$ 140.32	\$ 585.52	\$ -	\$ -	\$ 16.79	\$ 153.97	\$ 14.96	\$ 289.21	\$ 20.34	\$ 106.20
Yearly Hangar Breakdown	\$ 615.98	\$ 5,182.61	\$ 319.22	\$ 2,489.84	\$ 317.87	\$ 3,761.96	\$ 429.53	\$ 5,740.04	\$ 361.65	\$ 2,648.59
Total Expenditure by Year	2009		2010		2011		2012		2013	
Revenue	\$	5,798.59	\$	2,809.06	\$	4,079.83	\$	6,169.57	\$	3,010.24
	\$	112,510.70	\$	102,611.05	\$	102,350.17	\$	105,987.00	\$	108,178.00

Work Type	2014		2015		2016		2017		2018	
	Equipment	Personnel								
660- Hangar lubrication and Inspection	\$ 282.02	\$ 1,004.80	\$ 33.60	\$ 103.51	\$ 16.56	\$ 70.29	\$ 276.87	\$ 1,023.98	\$ 369.05	\$ 1,496.02
661-Hangar Sheet Metal Repair	\$ 10.16	\$ 108.68	\$ -	\$ -	\$ -	\$ -	\$ 47.49	\$ 117.04	\$ -	\$ -
662- Hangar Door Maintenance	\$ 283.02	\$ 2,630.37	\$ 273.52	\$ 1,845.09	\$ 89.50	\$ 1,364.79	\$ 413.46	\$ 2,636.76	\$ -	\$ -
663-Hangar Electrical	\$ 20.32	\$ 113.50	\$ 79.05	\$ 309.59	\$ -	\$ -	\$ -	\$ -	\$ 50.88	\$ 77.18
664-Hangar Cleaning	\$ 10.16	\$ 139.70	\$ 20.50	\$ 180.80	\$ 5.52	\$ 160.08	\$ -	\$ -	\$ -	\$ -
Yearly Hangar Breakdown	\$ 605.68	\$ 3,997.05	\$ 406.67	\$ 2,438.99	\$ 111.58	\$ 1,595.16	\$ 737.82	\$ 3,777.78	\$ 419.93	\$ 1,573.20
Total by Year	2014		2015		2016		2017		2018	
Revenue	\$	4,602.73	\$	2,845.66	\$	1,706.74	\$	4,515.60	\$	1,993.13
	\$	106,987.00	\$	101,346.00	\$	96,117.00	\$	84,121.00	\$	81,501.00

Year	Revenue	Equipment	Personnel	Net	Occupancy			Year
					# Available	# Occupied	Percentage	
2009	\$ 112,510.70	\$ 615.98	\$ 5,182.61	\$ 106,712.11	46	44	96%	2009
2010	\$ 102,611.05	\$ 319.22	\$ 2,489.84	\$ 99,801.99	40	35	88%	2010
2011	\$ 102,350.17	\$ 317.87	\$ 3,761.96	\$ 98,270.34	40	37	93%	2011
2012	\$ 105,987.00	\$ 429.53	\$ 5,740.04	\$ 99,817.43	40	34	85%	2012
2013	\$ 108,178.00	\$ 361.65	\$ 2,648.59	\$ 105,167.76	40	39	98%	2013
2014	\$ 106,987.00	\$ 605.68	\$ 3,997.05	\$ 102,384.27	40	34	85%	2014
2015	\$ 101,346.00	\$ 406.67	\$ 2,438.99	\$ 98,500.34	40	30	75%	2015
2016	\$ 96,117.00	\$ 111.58	\$ 1,595.16	\$ 94,410.26	40	27	68%	2016
2017	\$ 84,121.00	\$ 737.82	\$ 3,777.78	\$ 79,605.40	40	25	63%	2017
2018	\$ 81,501.00	\$ 419.93	\$ 1,573.20	\$ 79,507.87	40	27	68%	2018
Ten Year Total	\$ 1,001,708.92	\$ 4,325.93	\$ 33,205.22	\$ 964,177.77				
2009 - 2018								

February 6, 2019

Agreement for Warbird Appearance in Janesville, WI (KJVL)

This Agreement is made as of the 6th day of February 2019 by and between the **Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc., East Iowa Air Inc., Elevation Air LLC, and Southern Wisconsin Regional Airport.**

WHEREAS the B-29 aircraft *FIFI* and several support aircraft of the Commemorative Air Force B-29/B-24 Squadron will be traveling through Wisconsin on its way to EAA AirVenture Oshkosh™ in the summer of 2019; and

WHEREAS Elevation Air LLC is hosting a public event at Southern Wisconsin Regional Airport (KJVL) in Janesville, WI on July 19-21, 2019; and

WHEREAS the parties believe that an appearance by these iconic aircraft will benefit each organization to maintain and preserve the historical significance of these aircraft;

THEREFORE, in consideration of the mutual promises and commitments herein, and other good and valuable consideration, the parties agree as follows:

1. The parties will join to promote an event named the "**Janesville Warbird Weekend 2019**" and "**Swing & Wings 2019**". Emphasis will be placed on the historic occasion of these rare bombers together on the ramp, flying together. Secondary story lines will be developed to highlight the stories and sacrifice of our American Veterans.
2. The aircraft will come to Janesville, WI arriving at noon on Thursday, July 18th and departing any time after July 21st, 2019, 5:00pm. **The aircraft will be available for a media event at 3:00 PM on Thursday, July 18th (Weather permitting).** The event will be open to the public on July 19 – 21, 2019.
3. Each party will bring the following aircraft to the event:
 - a. B-29 *FIFI* – Commemorative Air Force B-29/B-24 Squadron
 - b. B-24 *Diamond Lil* – Commemorative Air Force B-29/B-24 Squadron
 - c. C-45 *Bucket of Bolts* – Commemorative Air Force B-29/B-24 Squadron
 - d. P-51 *Mustang Red Nose* – Commemorative Air Force B-29/B-24 Squadron
 - e. T-6 *Texan* – Commemorative Air Force B-29/B-24 Squadron
 - f. PT-17 *Stearman* – Commemorative Air Force B-29/B-24 Squadron
 - g. AC-47 *Spooky* – American Flight Museum, Inc.
 - h. A-1 *Skyraider Naked Fanny* – East Iowa Air Inc.
4. Elevation Air LLC will arrange the following aircraft to the event for Static Display:
 - a. Potential static only: KC-135, Rockford React Helicopter, Multiple TBM Avengers, Dozens of transient EAA AirVenture Warbirds.

5. Elevation Air LLC will coordinate the static display of numerous other aircraft including a variety of experimental aircraft, helicopters, and military aircraft. In addition, will coordinate the display of several military re-enactor organizations.
6. Elevation Air LLC will negotiate the appearance with the airport and set up the logistics with the FBO's, airport authorities, fire department and others as required. Elevation Air LLC agrees to provide additional ground support personnel to help set up crowd control, gate takers, aircraft marshaling, car parking, etc. as required.
7. Each party will look to their respective in-house teams for logistics support in scheduling their own hotel rooms and ground transport. Expenses for hotel and ground support will be the responsibility of each party for their own personnel. Elevation Air LLC will strive to secure ground transportation for the Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc., and East Iowa Air Inc. flight crews and ground support personnel through a donation by a local auto dealership. Elevation Air LLC will also attempt to secure favorable hotel discounts for all flight crews. Confirmation on the availability of loaned cars and discounted lodging will be made in advance to all parties.
8. The "Janesville Warbird Weekend 2019" will charge a gate fee permitting access for 1 day each (10am to 5pm Friday July 19th, 9am to 5pm Saturday & Sunday July 20th & 21st) to all attendees as follows:
 - a. \$10 per person.
 - b. \$20 per family (immediate family – parent(s) and children).
 - c. Children 8 and under free.
 - d. Attendees will have the option to purchase tickets online in advance of the event through a web portal.
9. The gross receipts of gate fees will be shared between the parties on the following basis:
 - a. Elevation Air LLC will receive ten percent (10%) of the gate receipts.
 - b. Southern Wisconsin Regional Airport will receive five percent (5%) of the gate receipts plus reimbursement at cost for hourly maintenance staff and equipment.
 - c. Commemorative Air Force B-29/B-24 Squadron will receive eighty-five percent (85%) of the gate receipts.
 - d. American Flight Museum, Inc. will split fifty percent (50%) of SC Aviation & Singlewire Software sponsorship dollars with East Iowa Air Inc.
 - e. East Iowa Air Inc. will split fifty percent (50%) of SC Aviation & Singlewire Software sponsorship dollars with American Flight Museum, Inc.
10. Commemorative Air Force B-29/B-24 Squadron will sell rides on their aircraft and sell merchandise. No commissions will be asked for on the sale of aircraft rides as part of this agreement and retain 100% of the proceeds.
11. Elevation Air LLC will operate and sell Discovery Flights on their aircraft. Elevation Air LLC will sell Merchandise and Pilot supplies. No commissions will be asked for on the sale of Discovery

- Flights, merchandise and Pilot supplies as part of this agreement and will retain 100% of the proceeds.
12. Commemorative Air Force B-29/B-24 Squadron will cover the cost of advertising and promotional material leading up to the event using their own PR campaigns.
 13. Volunteers will collect the gate cash and distribute directly to the Commemorative Air Force B29/B-24 Squadron upon completion of the event. Total online ticket sale proceeds will be transferred electronically from Splashthat.com (hosting websites) and included in the distribution, within 10 days after the conclusion of the event. The Commemorative Air Force B29/B-24 Squadron will distribute all the proceeds to the participating parties as outlined in section 9.
 14. The "Swing & Wings 2019" hangar benefit will charge an entrance fee permitting access for 1 night (7pm to 10pm, Saturday July 20th) to all attendees as follows:
 - a. \$25 per person.
 - b. Children 8 and under free.
 - c. Event sponsors will receive a limited number of free tickets in return for their event sponsorship funds.
 - d. Attendees will have the option to purchase tickets online in advance of the event through a web portal.
 15. The gross receipts of entrance fees for Swing & Wings 2019 will be shared between the parties on the following basis:
 - a. SC Aviation will receive twenty-five percent (25%) of the event receipts to donate to the American Cancer Society.
 - b. Seventy-Five (75%) of the event receipts will be distributed to the Commemorative Air Force B-29/B-24 Squadron.
 16. SC Aviation will cover the cost of advertising and promotional material leading up to the Swing & Wings 2019 event using their own PR campaigns at their discretion.
 17. Total online ticket sale proceeds will be transferred electronically from Splashthat.com (hosting website) to the Commemorative Air Force B-29/B-24 Squadron, within 10 days after the conclusion of the Swing & Wings event. The Commemorative Air Force B-29/B-24 Squadron will distribute the proceeds to the participating parties as outlined in section 15.
 18. Pete Buffington, Main Event Coordinator & Volunteer for the Commemorative Air Force, will be responsible for developing a website and social media page for the promotion of both events. Each party will cooperate in the execution of the event marketing, including announcing to their respective members of the event. Pete Buffington will use all available free marketing resources local to the area leading up to the event including website promotion, social media exposure, radio interviews, TV interviews, and other marketing resources.

19. East Iowa Air Inc. and American Flight Museum, Inc. will be paid their sponsor funds as outlined in section 9, by check, issued by the Commemorative Air Force B-29/B-24 Squadron on Sunday July 21st after Noon (12:00pm). For each day East Iowa Air Inc. or American Flight Museum, Inc. are unable to attend due to unforeseen conditions (e.g., Weather, Maintenance, etc.), the sponsor proceeds will be reduced by one-third (1/3) for each organization. The nonparticipation funds will be added to the gross proceeds of the event and distributed as outlined in section 9.
20. All logos of the parties are trademarks exclusively owned by the respective parties. No party shall use the other's logo or likeness in the promotion of the event without the express written consent of the other.
21. The parties pledge to cooperate as much as possible to ensure the successful staging and execution of the event. Elevation Air LLC will secure food vendors, reenactors, and other attractions as space permits for the 3-day event. Food vendors will pay a 10% royalty on total sales through a separate agreement. These funds will be collected by the Commemorative Air Force B-29/B-24 Squadron. Food vendor royalty funds will be distributed to Elevation Air LLC.
22. No guarantee for hangar space is included while in agreement with this event contract. Hangar space is on a first come, first serve basis based upon availability at the various airport businesses and owners. Each party Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc, East Iowa Air Inc., Elevation Air LLC, SC Aviation, Inc. assumes the risk mother nature may pose. Financial loss due to inclement weather and poor attendance is assumed by all agreeing parties with no contribution from each other.
23. Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc, East Iowa Air Inc., Elevation Air LLC, SC Aviation, Inc. understand and agree that they are and intend to be independent contractors and nothing in this Agreement or otherwise will cause them to have a relationship of employer and employee, principal and agent, master and servant, joint ventures, members of a joint enterprise, partners or legal representative. No party shall have any authority to represent the other nor make any commitment for any other party.
24. Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc., East Iowa Air Inc., Elevation Air LLC, SC Aviation, Inc. and Rock County Wisconsin shall each indemnify, release, defend and hold harmless the other party and each of the other party's respective representatives, agents, employees, contractors, guests, volunteers, divisions, affiliates and invitees, and Elevation Air LLC, from and against any and all liabilities, claims, demands, costs, and expenses for personal injury or damage to property of third parties (including but not limited to reasonable attorneys' fees and costs) to the extent that such claims arise from: (i) negligence or other fault of the indemnifying party or its representatives, agents, employees, contractors, suppliers, customers, guests or invitees, or (ii) failure of the indemnifying party to fully perform all of its obligations under this Agreement.
25. No delay or failure by either party to exercise any right or remedy under this Agreement will constitute a waiver of such right or remedy. All waivers must be in writing and signed by an



authorized representative of the party waiving its rights. A waiver by any party of any breach or covenant shall not be construed as a waiver of any succeeding breach of any other covenant.

26. Commemorative Air Force B-29/B-24 Squadron, American Flight Museum, Inc., East Iowa Air Inc., Elevation Air LLC, SC Aviation, Inc. each waives all claims against the other parties (and against the other parties' affiliates, contractors, subcontractors, consultants, employees, agents, volunteers and vendors) for any consequential, special, punitive, exemplary, indirect or incidental damages of any kind arising directly or indirectly out of this Agreement or any performance hereunder (including without limitation lost profits or revenues or increased cost of operation or capital) under any legal theory (including without limitation tort, indemnity, or contribution).

Accepted as of the date first written above.

Commemorative Air Force B-29/B-24 Squadron

Elevation Air LLC

Signature: _____

Signature: _____

Print Name: _____

Print Name: Everett Reese III

Title: _____

Title: Managing Member

Date: _____

Date: _____

American Flight Museum, Inc.

East Iowa Air Inc.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

SC Aviation, Inc.

Rock County Wisconsin

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



EXECUTIVE SUMMARY
For
REQUEST TO PURCHASE E-36 DE-ICING FLUID

The Southern Wisconsin Regional Airport is requesting approval to order a tanker truck of liquid runway de-icing fluid called E-36. E-36 is a non-corrosive liquid deicer that meets FAA regulations for use in aircraft movement areas. Use of E-36 is dictated by the weather and due to the recent ice storms, the airport has almost completely depleted the stock we had on hand.

We budgeted appropriately to purchase E-36 in 2018, however, the weather was relatively mild and very little product was used. We anticipated carrying over that amount during the 2019 budget process. Therefore, no additional money was requested for E-36. The airport has requested to carry over \$21,788 of 2018 funds during the normal carryover process for this purchase. The estimated cost of a full load of E-36 is \$21,600.

Respectfully Submitted

A handwritten signature in cursive script that reads 'Greg Cullen'.

Greg Cullen, C.M.
Airport Director



Director's Updates

- Purchasing: the airport and Rock County must follow state statutes, ordinances, and local policies when making purchases. At times, I may be asking the Airport Board to approve various items for purchase. The County Purchasing Department has provided a brief guideline that's used to know which entity has authority to approve purchases and at which dollar amount. Please see the attached document.
- Capital Assets/Improvements: Last month I discussed major capital projects that are requested in the FY19 budget. There were also smaller equipment items and various improvements requested in this budget cycle as well. Since January 1st, we've installed four new tires on the end loader tractor, \$9,745, purchased a new steam washer \$8,470, purchased a new tow behind blower, \$7,350, and purchased new shades for the conference room and administrative offices in the terminal building, \$7,147.63. We have a purchase order approved to repair the SWRA sign at the entrance of Airport Road. We are also negotiating new signage to identify SWRA on the exterior parking lot side of the terminal building. And, I'm trying to replace four electronic gate operating systems. That has recently gone out for bid. Hoping to receive bids prior to March meeting for selection and remain within budgeted amount.
- The 2020 budgeting process/planning/requesting/etc. will start in early May.
- 2018 Part 139 inspection results: I mentioned last month the airport receives an inspection every 12-24 months by an FAA inspector. Last May during our inspection, we received 14 write-ups. This was enough that the inspector created a Letter of Investigation (LOI). A majority of the infractions were administrative in nature, a lack of quality training and training documentation. We were able to close some of the issues within a few weeks and the inspector downgraded the finding from an LOI to a Letter of Compliance (LOC). The staff worked hard and as of January 7, 2019, the LOC was closed out. One of the more serious issues was the pavement condition of runway 18-36. Prior to the inspection, we could use that runway for commercial air carriers. Presently, our Airport Compliance Manual (ACM) reflects that only runways 4-22 and 14-32 may be used for air carriers.
- ACM update: One of our ACM requirements is to annually review the Airport Emergency Plan (AEP). We hadn't done a good job of documenting these reviews in the past. Now, the ACM identifies that the AEP will be reviewed each January with notification given to the FAA Great Lakes office. The AEP was reviewed thoroughly and signed by myself, the Control Tower Manager, Janesville Police Chief, Rock County Sheriff, Rock County 911 Center Director, Rock County Emergency Management Director, Janesville Acting Fire Chief, and the Rock County Medical Examiner's Director of Operations effective January 31, 2019. The ACM itself is due for an annual review in February, but it should be relatively easy since we've updated many things already since our inspection.

Summary of Purchasing Policy/ Ordinance/ State Statue

Repair, construction or remodel is considered Public Work. (All equipment that supports the building, HVAC, plumbing and Electrical)

- Over \$5,000 but under \$25,000 requires Class 1 notice (full advertised bid process) and requires a bid summary form, executive summary and Committee approval only.
- Over \$25,000 requires a Class 1 notice (full advertised bid process) and requires a bid summary form, resolution, executive summary and Committee and County Board approval.

Services not considered public work (engineering, consulting, assessments and etc.).

- Over \$10,000 yet under \$25,000 no resolution required just an executive summary and only Committee approval needed.
- Over \$25,000 requires a resolution, executive summary and Committee and County Board approval.

Capital purchases (tools, furniture, lawn mowers and equipment that does not support the building)

- Over \$10,000 and under \$25,000 requires an attempt to get 3 quotes, a quote summary form, executive summary and Committee approval only.
- Over \$25,000 requires a Class 1 notice (requires a full bid process) a bid summary form, resolution, executive summary, Committee and County Board approval.