

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of KerberRose SC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to Bureau of Aeronautics or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of KerberRose SC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Town of Washington. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in February or March and to issue our reports no later than April 15 of each year. Karen Kerber, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, excluding expenses will not exceed \$11,250 and \$11,500 for the years ending December 31, 2015 and 2016, respectively. If a single audit is required, the additional fee will be \$1,500-\$2,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In addition, your account will be assessed interest at the rate of 1% per month until paid in full.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our peer review report and letter of comment accompanies this letter.

We appreciate the opportunity to be of service to Town of Washington and believe this letter accurately summarizes the modification to the terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,


KerberRose SC

RESPONSE:

This letter correctly sets forth the understanding of Town of Washington.

Signature: _____

Title: _____

Date: _____

**Town of Washington
Washington Island Airport
Property Use Agreement for Non-Aviation Event**

This Agreement is made and entered into by and between the Washington Island Airport (2P2), the Town of Washington, Washington Island, WI and the Death's Door Barbeque (hereinafter known as DDBBQ) d.b.a. Washington Island Chamber of Commerce (hereinafter known as WICC), for the purpose of a KCBS sanctioned Barbeque competition open to the public; a non-aviation event.

Date of Event: August 29th, 2015

The event will occur on Saturday, August 29th, 2015 with the set up date on Wednesday, August 26th, Thursday August 27st, and Friday, August 28th, and clean up date on Sunday, August 30th, 2015.

The DDBBQ/WICC agrees to the following conditions:

1) Property Utilization:

- A. All activities must comply with applicable federal, state, and local laws and regulations.
- B. No activities are allowed which may create an unsafe environment to the public or to normal aeronautical use of the airport and must remain within the fenced in area as indicated on the attached aerial view map.
- C. That portion of the airport used for normal aviation activities (taxiways, runways, aircraft maneuvering areas, aircraft tie down areas) will not be used by the event or its participants.
- D. Any activity which interferes with or results in damage to the airport tenants' property will be the responsibility of the DDBBQ/WICC.
- E. When alcohol is present, it can be consumed only within the limitations of the designated area.

2) Insurance:

- A. Within 60 days of the signing of this agreement, the DDBBQ/WICC shall provide the Town of Washington with a certificate of insurance verifying that the DDBBQ/WICC has a **Comprehensive, General liability** and **Liquor liability** insurance policy covering the interests of the Town of Washington, Washington Island Airport and the DDBBQ/WICC against liability for any personal injury or property damage.
- B. Said insurance for this event shall be in the amount of One million dollars (\$ 1,000,000) per occurrence/ Three million dollars (\$3,000,000) total for all uses. The insurance provided shall name the Town of Washington as an additional insured.
- C. In addition, all vendors committing to and selling alcohol at the DDBBQ/WICC event shall provide The Town of Washington an individual **Liquor Liability Policy** which shall be for no less than One Million dollars (\$1,000,000) per occurrence / Three million dollars (\$3,000,000) for all uses.
- D. The DDBBQ/WICC and all associated vendors selling alcohol shall be responsible for procuring the proper licensing for such alcohol sales from the Town of Washington. Vending of alcoholic beverages will not occur without proper permits and indemnity in place prior to the day of the event.
- E. When alcohol is present, it can be consumed only within the limitations of the designated area.

3) Rental Payment:

- A. The user fee for the designated airport property shall be Six hundred dollars (\$600.00) payable to the Town of Washington.

continued

- B. The user fee does not include the costs of additional maintenance, personnel expenses or repair to damage at the Washington Island Airport as a result of the DDBBQ/WICC event.
- C. Any additional costs incurred through use of the airport for this event shall be the responsibility of the DDBBQ/WICC.

4) Setup & Teardowns:

- A. The DDBBQ/WICC shall not permit such setups or arrangements which interfere with the access of airport tenants to their personal property or impede the normal aviation activity at the Washington Island Airport.
- B. The DDBBQ/WICC shall be responsible to maintain the rented public property in a safe and clean condition.
- C. The Airport grounds shall be left in the condition as which it is found. Any damage to tenant or Town personal property shall be the responsibility of the DDBBQ/WICC.
- D. Trash shall be collected and removed from the property by the DDBBQ/WICC.
- E. Fencing installation and removal shall be the responsibility of the DDBBQ/WICC.
- F. Electrical sources shall be the responsibility of the DDBBQ/WICC. Electrical receptacles will not be used by the event which would incur additional costs to the airport.
- G. The DDBBQ/WICC event will have access to the restroom in the Airport Building facility and the remote pit-toilet facility however; it is the responsibility of the DDBBQ/WICC to provide additional portable sanitation units which will adequately support an event of this size.

5.) Property Access Limitations:

- A. The DDBBQ/WICC event will be held within the allocated fenced area.

continued

- B. The DDBBQ/WICC will take measures to assure the event and attendants stay within the designated area for the safety of the public and the protection of the aviation personal property. Measures are to include fencing, signage, and barricades.
- C. This agreement will not include access to the Airport Building except by a designated pre-approved DDBBQ/WICC key holder who will have assigned keyed access to the garage area for the purpose of secure storage of a DDBBQ/WICC trailer for the duration of the event and the Airport Administrative Office for the purpose of conducting DDBBQ/WICC accounting business during the event. This key will be signed for at the Town Office and the condition and security of the building and its contents will be the responsibility of the designated key holder. He/She will be responsible for determining access to those portions of the building and be responsible for security of the building throughout the event.
- D. Access to Hangar #3 owned by Todd Waltrip may be utilized by the DDBBQ/WICC event as per attached letter of permission by the owner. This hangar will be fenced so as to be included within the event area and not to give access to the airfield.

6.) Hold Harmless:

The DDBBQ/WICC recognizes this event is a non-aviation event that in and of itself does not bring direct benefit to the aviation interest of the airport.

The DDBBQ/WICC recognizes the Washington Island Airport's primary purpose and use in agreement with FAA Order 5190.6B Airport Compliance Requirements is to the aeronautical users and tenants of the airport.

The DDBBQ/WICC recognizes the Washington Island Airport and Town of Washington's responsibility and commitment to protect the aeronautical use, activity and safety of the airport and its' users.

The DDBBQ/WICC recognizes that use of Washington Island Airport property for a non-aviation event is subject to approval by the Wisconsin Department of Transportation, Bureau of Aeronautics in accordance with FAA Order 5190.6b and all established guidance and policies associated with Grant Assurances entered into with the same agency.

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Any damage to Airport property or incidents, activities which interferes with the use of the airport by airport users for airport purposes will result in denial of future use of the airport for non-aeronautical events.

The DDBBQ/WICC hereby agrees to save and hold harmless The Town of Washington and the Washington Island Airport, from all cost, injury and damage and from any other injury or damage to any person or property whatsoever which is caused by an activity, condition or event arising out of the DDBBQ/WICC Event.

Approved by the Town Board at the Town Board Meeting of June 16, 2015.

Town of Washington:

James F. Hanson
Town Board Chairman

Date

DDBBQ/WICC:

Authorized Representative

Date

Title

Print Name

I would like to have a motion to thank and retire the Airport Committee for their service.

I then would like appoint an Airport Facilities planning committee comprised of a representative from the EAA Chapter, an active pilot living on the Island, seated Town Board member, a community member at large and the airport manager. Noel said he would be willing to serve on this committee.

I would like this in a motion to bring it to the floor and a vote to establish this committee to become active at once.

~~Above response to later date -~~