



June 5, 2026

FCC# 100015

**City of Waukesha  
Community Development Department — Planning  
201 Delafield Street  
Waukesha, WI 53188**

**Re: Project Submittal Cover Letter —  
AVIAX-Hangar 6, 684 Northview Road, Waukesha County Airport**

Ford Construction Co., Inc. (FORD), on behalf of our client, submit the following elevation alteration project of a hangar unit at the Waukesha County Airport.

The project consists of replacing the four (4) existing 1990's era vinyl sliders and adding eleven (11) new windows all consisting of commercial grade, aluminum storefront type, thermally broken frames with energy efficient, thermally insulated double pane glazing.

1

The existing building is a wood framed pole building, constructed in the mid-1990's and a local, licensed structural engineer provided design to create the new openings within the existing building wall construction — stamped engineer plan included.

The project was presented to the duly appointed Airport Commission which unanimously approved the project pending Airport Engineer, Mead & Hunt, approval of the components (April 2026 Meeting Minutes attached) which was confirmed on May 16, 2026, email notification attached.

This project is presented as an Architectural Review submittal with the \$420 application fee paid upon notification; as this project has no site work, an engineering deposit is not required per June 5<sup>th</sup> discussions with principal planner Doug Koehler.



We understand that technically the submittal is on course for the July 22<sup>nd</sup> Plan Commission meeting, we respectfully request that, given the limited scope of the project and that it has been reviewed and approved by the location governing Airport Commission, the City expedite their project review with inclusion of the project for approval at the June 24<sup>th</sup> Plan Commission meeting.

In either case, review the provided information and, please contact FORD immediately if there are any questions or concerns with our submission.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Ford", is written above a horizontal line.

Robert F Ford — President

A handwritten signature in blue ink, appearing to read "J. Warzinski", is written above a horizontal line.

James Warzinski — Project Manager