

**City of Portage Airport  
Commission Meeting  
Wednesday, July 11, 2012**

**1. Roll Call:**

Meeting called to order 6:00 PM. Present: Rita Maass, Chairperson; Michael Oszman. Barry Erath, Jeff Garetson, Fred Langbecker, David Tesch.

Also present: Wendy Hottenstein, Wis/DOT BOA; Todd Wright, HNTB Corp; Bill Welsh. CATV; Craig Sauer, Daily Register

At this time the commission agreed to move items 4 and 5 (discussion on status of airport and discussion of the 5 year plan, respectively) up and addressed before the other agenda items.

**4-5. Discussion on status of airport and Discussion of the 5 year plan**

The chairperson asked at this time if any of the commission members had any questions of either Wendy or Todd regarding the letter from the FAA dated May 1, 2012 giving their recommendations for the status of our airport; as well as the meeting notes from meeting held June 8, 2012 with Mayor Jahn, Rick Dodd, Rita Maass, Larry Plaster, and Bob Redelings; Wis/DOT BOA: Wendy Hottensteinn and Mark Arnold; and HNTB: Greg Alberg, Tom Angus, and Todd Wright.

There were no questions asked, therefore Wendy and Todd both gave a quick synopsis. Todd also stated that the recommendation to develop an Airport Layout Plan that some of the information for this has already been obtained and will be used in the ALP and will collect added data necessary indicating air navigation obstructions and safety issues at the current location to be forwarded to the FAA. It was brought to the commissions' attention that no one from the City of Portage attends the airport conferences and lends people from the FAA and BOA to believe there is no true interest in upgrading our airport. Many of the commission members feel that it is important in the future to attend these meetings.

**2. Approval of minutes from the previous two meeting.**

Michael Oszman states that the minutes from May 16, 2012 his named is misspelled Motion by Fred Langbecker, seconded by Dave Tesch to approve minutes as printed from the previous two meetings making the correction to the spelling of Oszman (05-16-12). The motion carried 6-0.

**3. Discussion and possible action on 2013 budget.**

Discussion regarding (7000.00) funds place in the budget 2011 and that it was to be carried forward and placing another 7000.00 the next year to purchase a new VASI, as well as well as funds for airport commissioners to attend airport conferences in the future. Committee requesting a copy of budget and updated expenditures from airport budget. Will review at next meeting first week of August, 2012.

**6. Adjournment**

Meeting adjourned at 7:00 PM, motion by Michael Oszman, second by Barry Erath. Motion carried 6-0.

Respectively submitted  
Rita Maass, Chairperson