

**City of Portage
Airport Commission Meeting
Wednesday, December 17, 2014, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda**

Members: Rita Maass, Chairperson; Barry Erath, Doug Klapper, Fred Langbecker, William Kutzke, David Tesch

1. Roll Call
2. Approval of minutes of previous meeting
3. Discussion on development of long-term plan for airport
4. Airport monthly report
5. Discussion and possible action on snow removal at airport
6. Set next meeting date
7. Adjournment

**City of Portage
Airport Commission Meeting
Wednesday, November 19, 2014, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One**

Members present: Rita Maass, Chairperson; Doug Klapper, William Kutzke, David Tesch

Excused: Barry Erath, Fred Langbecker

Others present: John Poppy (Manager) and Craig Sauer (PDR) and Bill Welsh

- 1. Roll Call**
Meeting was called to order by Maass at 7:00 pm
- 2. Approval of minutes of previous meeting on October 28, 2014**
Motion by Kutzke, second by Tesch to approve the minutes. Motion passed 4 to 0.
- 3. Discussion on development of long-term plan for airport**
Discussion took place. First course of action will be to review previous feasibility studies.

Next meeting will be Wednesday, December 17, 2014 at 7:00 pm
- 4. Adjournment**
Motion by Tesch, second by Kutzke to adjourn. Motion passed 4 to 0 on call of the roll. The meeting concluded at 8:09 p.m.

Chairperson Rita Maass

Memorandum to: Rita Maass, Chairman, Airport Commission
From: William A. Kutzke, Alderperson, 6th District
Subject: Airport Site Selection
Date: December 11, 2014

This follows up on the meeting with Bob Redelings, the City Engineer, on Monday, December 8, 2014 about sites that had been considered in the past for a new airport. (Attendees—Rita Maass, Bob Redelings, Bill Kutzke). The purpose of this memo is to write up our discussion so that we have a memo that could be sent to the other Commission members to bring them up to date in preparation for our next meeting.

At the last Airport Commission Meeting we discussed whether there were alternate sites for the Portage Airport should a decision be made to consider construction of a new Airport. There are two consultant studies that the City commissioned that have continued relevance. The first study in 1992, identified 10 sites that were possibilities.¹ A subsequent Study Commissioned by the City and dated May 16, 2003 reviewed the 10 previously listed sites. In addition the City “published a newspaper advertisement seeking additional potential sites with willing sellers. No additional sites that would be suitable for a new airport facility were identified.”²

While there are a number of airport design criteria that could be used in selecting a new site, the ones used in the 2003 study are still appropriate:

- Potential for a 5,000 foot primary runway with Instrument Landing System.
- Secondary runway of 3,200 to 4,000 feet
- Apron Area of 81,000 square feet. (I believe we could deal with a smaller Apron area).
- Terminal Area of 4-5 acres. (I believe we could deal with a smaller area.)
- Hangar area to accommodate 35 hangers with taxi lanes and access roads.

The 2003 Contractor added some additional site selection criteria that expanded on factors evaluated in the 1992 study. If all of this work was redone today, there are some further additional factors that would need to be considered. In general, the effect of these additional factors would likely limit the acceptable sites. One of these issues is proximity of the new facility to wetlands. This continues to get more complicated and is one reason it is so hard to build an entirely new airport anywhere in the US.

The discussion with Bob Redelings identified three sites that would be appropriate to discuss with the Commission. It is possible the members have information or views on these sites.

¹ Airport Site Selection Study, Final Report, Short Elliott Hendrickson, Inc. September 3, 1993.

² Feasibility Study, Portage Municipal Airport, MSA Professional Services, May 16, 2003.

We also discussed the need to continue with the Airport Layout Plan for the existing Airport. A decision to proceed on a new facility will take some time to make and if we started the process in early 2015, it is likely that a new facility could not be ready for up to twenty years given the planning, funding, construction and environmental issues involved. Cost to the City is a major consideration for a new facility given the other items on the City agenda. As has been discussed, there are only 10 new airports in the planning stage in the entire country. It can be done, but it is a long and expensive process. This long lead time for a new airport is a major reason we need to focus on the current airport which must continue as a City facility for probably at least 20 years even if the Commission decided to recommend we pursue a new facility to be ready at some time in the future.

It was suggested that Bob Redelings be requested to attend the meeting and brief on the three sites that we discussed as potentially worthy of a further look and be in a position to address options that we discussed with him that would enhance the usability of the current airport. Commission members may have their own ideas for practical enhancements. All of these suggestions from Commission members can be used to evaluate the draft Airport Layout Plan when it becomes available.