

**City of Portage  
Airport Commission  
Wednesday, February 17, 2016, 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. a. Approval of Minutes from meeting on December 16, 2015.  
b. Approval of minutes from Joint meeting with Plan Commission on January 18, 2016
3. Discussion and possible action on repairs to Hangers
4. Discussion and possible action on repairs or replacement of Hanger Doors.
5. Reports
  - a. Director Public Works' report  
~Update of 6-year Improvement Plan
  - b. Managers' report  
~Sponsor Workshop  
~Spring Conference
6. Adjournment

**City of Portage  
Airport Commission  
Wednesday, December 16, 2015, 7:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Minutes**

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

**Member excused:** Barry Erath

**Others present:** Manager Poppy, Director Redelings, Director Sobiek and Bill Welsh (Cable TV)

**1. Roll Call**

Meeting called to order at 7:00 pm by chairperson Maass

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

Motion by Tesch, second by Klapper to approve the minutes. Kutzke suggested some modifications to item 4, update on airport aid petition as follows (modifications are highlighted):

“The city admin while reading the resolution that was include in the petition packet had "Whereas the Plan Commission" had reviewed/approved the project and it cited a state statute, he needed **counsel council from the City Attorney.** The City Attorney emailed the City Administrator stating that it indeed needed to go before Plan Commission **for review of certain items.**”

“It was felt by the Airport Commission that it is not necessary to go before Plan Commission at this time because **at this time** we are only doing maintenance work on the current Airport property (as stated in the statute, we are not relocating anything on the current site).”

“The Airport Commission ~~feels it is prudent for cooperation from both the airport commission and the city of Portage, as well as we need to move forward~~ believes the Plan Commission, the City of Portage and the Airport Commission need to move forward in a timely fashion on this project. “

Motion by Kutzke second by Klapper to amend the minutes with the modifications. Motion on the amendment passed 5 to 0 on call of the roll. Klapper provided an update on the Finance Committee discussion regarding payment for the beacon on the West Slifer St. water tower.

Motion to approve the minutes as amended passed 5 to 0 on call of the roll.

**3. Status of petition for state/fed aid**

Chairperson Maass mentioned that staff, Commissioner Kutzke, Mayor Tierney and she had a telephone conference with Mary Strait and Keith Gerard of the

Bureau of Aeronautics (BOA) on November 24, 2015 to discuss the petition. The BOA encourages cooperation of City entities. A joint Airport and Plan Commission meeting will be held to make Plan Commission aware that we are going to petition for state and federal aid for improvements.

#### **4. January meeting date/joint meeting with Plan Commission**

Chairperson Maass suggested a joint Plan Commission – Airport Commission be held on Monday, January 18, 2016 as part of the Plan Commission’s regular meeting. The meeting would be in the Council chambers at 6:30 p.m. There wouldn’t be a need for the Airport Commission to meet on January 20, 2016.

#### **5. Reports**

##### **a. Manager’s report**

Manager Poppy mentioned that there have been problems w/ the REILs burning out on a regular basis. Though they have been rebuilt in the past, they are the original lights. The problem hasn’t been determined, but the windy conditions over the past few days are suspect because the lights are relatively sensitive.

##### **b. Director Public Works’ report**

Director Redelings mentioned the bid opening for the Ray O Vac lift station renovation will be on Friday. Two alternatives are being bid so a determination of the cost for relocation of the lift station can be determined.

He also mentioned that earlier in the year, he applied to the DNR for a No Exposure Certification (for exclusion from WPDES industrial storm water permitting). However, upon review of the application, the DNR determined a permit would be required. Following the application, the DNR issued the permit (attached) on Monday, December 14, 2015. The permit needs to be followed up with a summary of the Airport’s Storm Water Pollution Prevention Plan.

Lastly, Redelings mentioned the joint effort between the DNR, Columbia County and the City to remediate contaminated soils in the section of the canal between DeWitt Street and Adams Street. The ideal time for the project is April, 2016 – between the time buildings will be demolished and new buildings constructed as part of the County’s “Gateway” building project. Part of the City’s contribution would be providing a source of sand (approx. 1,000 cu. yds.) for encapsulating a portion of the contaminated soils. The City has such a source of sand on Airport property near the brush disposal area. Commissioners wanted to be certain the area was restored so problems associated with blowing sand couldn’t occur.

#### **6. Adjournment**

The meeting adjourned at 7:41 p.m.

Robert Redelings, Director of Public Works

**City of Portage**  
**Monday, January 18, 2016**  
**Public Hearing-Plan Commission, 6:25 p.m. (Conf Room 2)**  
**Airport Commission and Plan Commission**  
**Joint Meeting, 6:30 p.m.**  
**City Municipal Building, 115 West Pleasant Street**  
**Council Chamber**

Airport Commission Members present: Rita Maass, Chairperson; Barry Erath, Doug Klapper, William Kutzke, Fred Langbecker.  
Excused: David Tesch

Plan Commission Members present: Mayor Bill Tierney, Chairperson; Aaron Jahncke, City Engineer, Jan Bauman, Mike Charles, Carolyn Hamre, Peter Tofson, and Brian Zirbes  
Excused: Mike Charles (joined Plan Commission meeting at 7:54pm)

Others present: Administrator Murphy, Director Sobiek, Manager Poppy, Bill Welsh, Bill Voigt, Mark Bennett, Mark Clausen

**Public Hearing - 6:25 p.m.**

To consider granting a Conditional Use permit to Mark Clausen to operate a used car dealership on parcel No. 2231, zoned B4, 109 E. Albert Street, City of Portage, Columbia County, Wisconsin.

Mayor Tierney read the public hearing notice aloud and the Director of Business Development and Planning provided the staff report. The City received no comments and inquiries by phone and in person prior to the hearing.

Mayor Tierney asked if there was anyone present who wished to speak in favor of the petition.

Bill Voigt, owner of the parcel, spoke in favor of the petition and indicated Mr. Clausen's used car lot would benefit the area and the city.

Mayor Tierney asked for a second time if there was anyone else present who wished to speak in favor of the petition.

Mr. Clausen, petitioner, indicated his presence in favor of the petition.

Mayor Tierney asked a third and final time if there was anyone present who wished to speak in favor of the petition.

Hearing none, Mayor Tierney asked if there was anyone present who wished to speak against the petition.

Hearing none, Mayor Tierney asked for a second time if there was anyone else present who wished to speak against the petition.

Hearing none, Mayor Tierney asked a third and final time if there was anyone else present who wished to speak against the petition.

Hearing none, Mayor Tierney declared the Public Hearing closed at 6:33pm.

### **Joint Meeting - 6:30 p.m.**

#### **1. Roll call**

#### **2. Approval of minutes from previous meeting.**

Motion by Kutzke, second by Langbecker to approve the minutes from the December 16, 2015 Airport Commission meeting. Motion passed 5-0 on a call of the roll of the Airport Commission.

Motion by Zirbes, second by Tofson to approve the minutes from the December 21, 2015 Plan Commission meeting. Motion passed 6 to 0, with Hamre abstaining, on call of the roll of the Plan Commission. Mayor Tierney indicated the minutes had been corrected from the previous version, with the word 'financing' replaced with 'fencing', on the last line of page one.

#### **3. Airport Presentation**

Chair Maass stated that BOA guidelines require the Plan Commission to be notified and presented with the Airport Commission's proposed Airport improvement plans, as a condition of receiving federal and State entitlement funds to make such improvements.

Chair Maass indicated that as the City considered moving the Airport to a new location at the north edge of the city, maintenance at the current Airport was deferred, out of necessity. However, now that the FAA and BOA have indicated that there will be no new airports constructed, the Airport Commission has recommended upgrading and improving the current Airport, including delineating clear zones and removing obstructions. She stated the time is now to do the deferred maintenance at the Airport and to move forward with the proposed improvements, as outlined.

Mr. Kutzke presented a power point presentation outlining the recommendations of the Airport Commission to make improvements to the Airport. His presentation included the role of aviation in the U.S. and Wisconsin economy, statistics, features and shortcomings of the current Airport, conclusions of the efforts to build a new Airport, Airport Commission recommendations, the FAA Airport Improvement Program, items covered by FAA and WisDOT grants, cost of Airport improvements, and a proposed schedule of City funding for Airport improvements.

He concluded by stating the cost of operating the Portage Airport is very cost effective, with the City expending \$36,000 annually for Airport operations.

#### **4. Discussion and possible action on Airport improvements.**

Chair Maass reported that Director Sobiek compiled a report on the Airport at the direction of the mayor and asked if he had any comments to share.

Sobiek reported that his report compliments the fine report presented by Mr. Kutzke by summarizing current utilization of the Airport. In addition to business and general aviation usage, the Airport is utilized for medical emergency flight, as a backup for Medflight ambulance helicopters, law enforcement training, and agricultural pilot spraying. It is currently not being utilized for either pilot training or air cargo.

He noted that only one new airport, Rice Lake Airport, has been built in Wisconsin in the past 30 years.

He also indicated that many businesses who considered utilizing the Airport were in a holding pattern and waiting to see whether the City would build a new airport or maintain the current the current one.

Sobiek concluded by pointing out that his report includes a BOA printout of all Wisconsin airport improvement projects. This printout is impressive as it indicates most Wisconsin airports are undergoing improvements at some level in this multi-year time period.

Tofson asked what the 20 year plan for the Airport is. Kutzke responded that the plan would include a better terminal building and access to the air field, as well as more hangars utilized by businesses. The plan would also include improving runway access at Silver Lake Drive, addressing the power line issues, moving the fuel farm, and providing hangars in new locations.

Erath stated the Airport Commission would like the City to commit to improving the current Airport. This includes improvements to allow for the ideal angle to land a plane. The goal is to have a quality and viable airport, similar to a quality school system and hospital that serves to entice and attract businesses and contributes to a growing community.

Manager Poppy stated the current Airport is currently safe, but indicated it does not have night instrument approaches. Cleaning up airport encroachments will keep businesses using the Airport as well entice more businesses to utilize the airport. He further stated that the runway was repaved in 1996 and is holding up well because of regular maintenance and crack sealing every other year. He also reminded Commissioners that the entitlement money to improve the Airport comes from fuel taxes, so it is already earmarked for airport improvements.

Kutzke added that the Airport improvements will total \$1.5 to 3 million dollars over the course of several years.

Tofson indicated he would like to see the Airport upgraded to attract more corporate airplane traffic like the Baraboo-Wisconsin Dells Airport. He cautioned the City not to under estimate improvement costs as bids , more often than not, are coming in much higher than anticipated.

Zirbes asked why the entire City-owned adjoining parcels on the eastern side of the Airport were not circled for inclusion into the airport clear zone.

Maass indicated that the entire parcels could be considered in added clear zones and that circled areas of the parcels simply indicated the minimum clear zone required.

Zirbes also asked if there was a plan to reimburse the Park and Recreation Department for the two parcels, including the parcel used for brush drop-off, since bringing the parcels under Airport control would force the department to move the brush drop-off site to another location. Kutzke indicated that, at this point in time, there was not.

Chair Maass stated the Plan Commission is free to make any recommendation regarding the Airport improvement plan as presented, but that any recommendation would not be binding on efforts to move forward with the plan with federal entitlement funding.

Mayor Tierney applauded the efforts of the Airport Commission in putting forward and moving quickly on the proposed Airport improvements. He indicated he appreciated the Commission's optimism and the proposed need to work together and be positive to achieve the proposed Airport improvements.

Jahncke stated that the Airport lift station project scheduled for 2016 might not occur until 2017, in order to get the City's ducks in a row to capture reimbursement funding.

Tofson stated he would like to see the Airport improvements made.

Motion by Hamre, second by Zirbes, to support the Portage Airport Improvement plan as recommended by the Airport Commission. Motion passed 7-0 on a call of the roll, with Tierney, Jahncke, Bauman, Charles, Hamre, Tofson, and Zirbes voting yes.

## **5. Airport Commission Adjournment**

Motion by Kutzke, second by Klapper, to adjourn the Airport Commission portion of the meeting. Motion passed on a call of the roll, with Maass,

Erath, Klapper, Kutzke, and Langbecker voting yes. Meeting adjourned at 7:53 p.m.

**6. Discussion and possible action on Conditional Use Permit granted for Mark Clausen to operate a used car dealership on parcel #2231; 109 E. Albert Street, City of Portage.**

Mr. Clausen indicated the hours of operation for his car dealership would be 8 am to 5 pm during the week and Saturday, with an occasional showing at night. He indicated there would be no immediate signage.

Mayor Tierney asked if there is City Code requirement regarding untreated parking lot surfaces and paved parking areas since the driveway/parking area is not paved. Director Sobiek replied that City Code requires parking lots to be of a dustless surface, thereby requiring them to be paved.

Hamre indicated that the Commission has granted Conditional Use permits to applicants without requiring them to have paved parking lots, thereby creating inconsistencies. Director Sobiek concurred but indicated the City's Code requirement for parking lots to be paved can still be enforced, outside of the Conditional Use petition process.

Motion by Charles, second by Hamre, to approve the Conditional Use permit for Mark Clausen to operate a used car lot at 109 E. Albert Street, with the condition that the parking lot must be paved if the non-paved parking lot becomes a problem in the future and that the conditional use will be reviewed by the Commission in one year. Motion passed 7 – 0 on call of roll with Tierney, Jahncke, Bauman, Charles, Hamre, Tofson and Zirbes voting yes.

**7. Discussion and possible action on the Bennett Drive street vacation**

Director Sobiek outlined the need to vacate Bennett Drive to accommodate the planned remodel and expansion of the Culvers Restaurant and the sale of the parcel.

Administrator Murphy outlined the length of the frontage road to be vacated, as well as its the history and previous street vacations.

Discussions have taken place with the DOT, as well as Divine Savior Healthcare regarding various property access issues and lining up Henry Drive with driveway access to the Schultz farm parcel.

Mr. Bennett, the parcel owner, indicated he is in favor of the street vacation to facilitate the property sale and Culver's expansion.

Motion by Tofson, second by Zirbes to approve recommending the street vacation of Bennett Drive, as presented, for a public hearing and action

before the City Council. Motion passed 7-0 on call of roll with Tierney, Jahncke, Charles, Hamre, Tofson, Zirbes and Bauman voting yes.

#### **8. Discussion and possible action on new skate board site**

Director Kramer outlined the new proposed site of the skate board park just north of the previously approved site. Because this new plan moves the skate board park north of the previous site and plan that was approved for Goodyear Park by the Plan Commission in 2012, it is now before the Commission for approval.

The new site for the park was necessary because the previous plan did not take into account the storm sewer under the park site as well as two trees that would have to be removed. In addition, the new site plan allows for more skate board park expansion in the future. It also allows parents a clear vision between the splash pad and the skateboard park to see their kids.

Kramer indicated the Park Board recommends partnering with the School District on utilizing and sharing the existing Rusch School parking lot, with potential future expansion of this lot.

Tofson asked how the plan at the new site will accommodate the topography given the slight grade change. Kramer indicated drainage will flow east to the inlet on the lower right hand side of the site plan.

The site plan also shows future phases, including phases 2 and 3 that could be added to the skateboard park in future years. However, Zirbes indicated there is no funding mechanism so these phases may or may not be implemented, leaving green space in this space.

Motion by Hamre, second by Charles to approve the new site of the skateboard park as presented and approved by the Park Board. Motion passed 7-0 on call of roll with Tierney, Jahncke, Charles, Hamre, Tofson, Zirbes and Bauman voting yes.

#### **9. Update on sign ordinance revision.**

Director Sobiek reported that the City Attorney's review of the sign ordinance revision draft revealed that the recent 2015 Supreme Court ruling in *Reed v. Town of Gilbert* invalidated large swaths of the proposed ordinance draft. The ruling found that any municipal regulation of signs by type or definition violates the Free Speech clause.

The International Municipal Lawyers Association is drafting a model ordinance to comply with the *Reed* decision. Staff will share this draft with the Commission when the final draft is completed.

Because the ruling is very new, staff has been unable to find any new or model ordinances that have been drafted or adopted to comply with this ruling. For these reasons, the City Attorney Spankowski advises the Commission not to take any action at this time

**10. Plan Commission Adjournment**

Motion by Hamre, second by Charles, to adjourn. Motion passed 7-0 on call of the roll. Tierney, Jahncke, Charles, Hamre, Tofson, Zirbes, and Bauman voted yes.

The Plan Commission meeting concluded at 8:28 p.m.

Respectfully submitted

Steven Sobiek,  
Director, Business Development and Planning