

**City of Portage
Airport Commission
Wednesday, August 17, 2016, 7:00 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

Members present: Rita Maass, Chairperson; Jeffrey Monfort, Barry Erath, William Kutzke, David Tesch

Member excused:

Others present: Director Jahncke, and Bill Welsh (Cable TV)

1. Roll Call

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

2. Approval of minutes from June 15, 2016

Motion by Erath, second by Kutzke to approve the minutes. Motion passed 5 to 0 on the call of roll.

3. Discussion about Airport Meeting with the BOA from June 29, 2016

Jahncke: Presented his memo.

Maass: clarification of timeframe of the ALP coming to the City prior to final approval.

Tesch: Important to note that the Airport contributed to City savings in regards to the lift station.

Kutzke: Where is the BOA in hiring Omni?

4. Discussion and Possible action on the City properties that surround the airport.

Kutzke: Possibly leasing back the water site if aeronautically obligated.
Portage smallest airport footprint as possible.

Maass: What are park board's plans for undeveloped parkland?

Kutzke: Lease back to water building lot #6 to the City.

Maass: Parcels 7 & 8 are life estate property

Jahncke: I would like the chance to ask the BOA what uses define aeronautically obligated.

Maass: No need to touch City ROW #9.

Jahncke: This is a multi-step process. It would have to be first recommended to planning commission and then planning commission would have to recommend it to Common Council.

Motion by Kutzke, second by Erath to direct Jahncke to ask the BOA about the uses of parcels 6, 5, and 2 and whether the uses could continue if the parcels were aeronautically obligated prior to a formal recommendation to plan commission. The commission at this time would support moving parcels labeled 1-8 and vacate ROW labeled 10 and 11 and include those as City property on behalf of the Airport and in the future use the Water maintenance building for an airport purpose after Park and Recreation is out of the building. Pass 5-0 on a call of roll.

5. Discussion and possible recommendation on BOA contract runway resurfacing.

Jahncke: Mike Gabor of the BOA confirmed that the remaining funds would be used to crack fill the cross runway. The city will contract out the painting directly with Struck and Irwin's sub Crowley for the reduced price of \$4700 due to the fact the contractor doesn't have to pay prevailing wages.

No action necessary.

6. Discussion of airport commerce and competitive airports.

Kutzke: Option for financing of Baraboo's airport and verifies the approach that the City has to do smaller projects before commencing on the larger projects.

a. Advertising

Maass: John Poppy would like to put in an ad in Midwest Flyer magazine. Find out what it costs and budget for it.

Tesch: We are one of four in the state with the new fuel.

b. Planning for Airport Business

7. Reports

a. Director Public Works' report

None

b. Manager's report

Attached

c. Initial Discussion in the 2017 budget

Airport commission would like to see the following added:

Include cost of advertising in flying publications in budget to be provided by John Poppy.

Include replacing the wood on hangar doors either all at once or as a phased project over multiple years.

Consideration for the Airport manager salary and to have Jahncke to look at comparable salaries with in the state.

8. Discuss and set the date for the next meeting.

a. Possibly arrange a meeting with Mary Strait at the Portage Airport.

Jahncke: Initial contacts have been made. We need to have an agenda for our discussion.

Maass: We need to figure out a capital budget.

Kutzke: We need to have a 5% match on hand.

Maass: We need to have money or purchasing ability on hand. What do they see us accomplishing in 2017 and how much will it cost us. Push back our CIP. We will meet September 21, 2016 at 7p.

9. Discussion about putting together a resolution thanking Fred Langbecker for his time on the commission.

Yes. Possible presentation by the mayor.

10. Discussion about possible new members.

Mayor will make an appointment. Commission members should make a recommendation to Rita to talk to the mayor.

11. Adjournment

Motion by Erath and second by Tesch. Motion passed. The meeting adjourned at 8:35 p.m.

Aaron J. Jahncke, Director of Public Works

Date Approved: 10/19/2016



<http://www.air-portage.com>

From the Manager . . .

Work Completed at the Airport during July 2016

- The R.E.I.Lights went down again. I sent one in for repair and was told by the technician from Manairco that it could not be repaired anymore, it's about 25 years old or older. So we are replacing them with two new 500 series lights.
- All the runway lights were lost for a couple days because a wire was found to be broken underground about half way down the runway. Electric One had to ditch and replace about 300 feet of wire to get them working again.

Work in Progress at the Airport July 2016

- The city crews has done a nice job keeping up with the grass cutting along the runways and in the clear areas.
- Struck and Irwin seal coaters have been prepping the runway for the work to be done in September.

FYI:

As I have previously mentioned the seal coating will take place in September, The City will be responsible for painting the markings and numbers with special aviation runway paint, not the typical paint we have been using the last ten years.

The fall Airport Operations and Land Use Seminar will be in Stevens Point this year on September 20-21. This is sponsored by the BOA and the FAA always has representatives from Chicago there. I have included a flyer. We must register by September 9th.

Looking at the budget down the line, a long hard look has to been done concerning the hangar repair and up keep. I took Rita and Bill for a tour last week and showed the state of disrepair of the some of the hangars.

We had an excellent turn out for the EAA AirVenture group coming up to Oshkosh. I had about 350 planes come through and about 600 people. This old Quonset hut is so old it is now retro, and they all just loved it and the City of Portage

John Poppy
Airport Manager