City of Portage
Airport Commission Meeting
Wednesday, February 19, 2020 5:30 p.m.
Municipal Building, 115 West Pleasant Street
Conference Room Two
Agenda

Members: Rita Maass, Chairperson; Barry Erath, Dan Huebner, Jeff Montfort, Eric Shimpach, David Tesch

1. Roll Call
2. Approval of minutes from previous January 15, 2020
3. Discussion on TKDA update memo.
4. Manager’s Report
5. Adjournment

Rita Maass, Chairperson

The meeting location is accessible to persons with disabilities. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting.
Members Present: Rita Maass, Chairperson; Eric Shimpach, Jeff Monfort, David Tesch, Barry Erath, Dan Huebner

Absent: Barry Erath

Excused: N/A

Also present: Aaron Jahncke, Eric Peterson, Cable TV

Media Present: none

1. Roll call
   The meeting was called to order by Chairperson Maass at 5:30 p.m.

2. Approval of minutes from previous meeting
   Motion by Shimpach, second by Tesch to approve minutes of the November 13, 2019 meeting. Motion passed 5-0.

3. Discussion on the TKDA update memo.
   Jahncke reviewed the TKDA update memo and discussed the meeting at the BOA. Jahncke discussed the minimums for object clearance, future cross winds runway funding and the use of declared distances on a visual approach at the current airport. Jahncke also stated the need to further study a new airport site.

4. Manager’s Report
   Eris Peterson reviewed his report which was attached to the packet.

   Adjournment
   Motion by Tesch, 2nd by Shimpach. Motion passed 5-0 at 6:26 PM.

   Submitted by: Aaron Jahncke

   Date Approved:
PROJECT STATUS REPORT
PORTAGE MUNICIPAL AIRPORT (C47)
AIRPORT MASTER PLAN STUDY
BOA PROJECT #C471001, AIP/STATE AID #3-55-0066-05
FEBRUARY 13, 2020

CONTACTS
Aaron Jahncke, PE      Mark Graczykowski, PE
Director of Public Works/City Engineer   Airport Development Engineer
City of Portage      Wisconsin Bureau of Aeronautics (WBOA)
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WORK COMPLETED
The WBOA/FAA meeting was held on January 15th in Madison. Several representatives from WBOA and FAA participated and provided valuable feedback. There was consensus around improving the safety of the existing airfield in the near-term with Airfield Alternative 1A. There was also general consensus around the draft Terminal/Hangar Area concept to help guide safety improvements, with some feedback on geometry and removal details. The implementation plan framework is recommended to focus on safety needs. The WBOA is confirming whether the airport is obligated by FAA grant assurances, and will prepare a letter for the city.

In addition, the project website has been updated to reflect the latest narrative reports and public meeting materials including an updated video and newsletter.

WORK IN PROCESS & UPCOMING TASKS
TKDA is refining the initial preferred alternative, which includes modifying terminal/hangar geometry, updating the airspace obstruction analysis, and updating impacts. Our team is also developing the Alternatives narrative report. Our goal is to deliver a draft narrative report in March.

Development of the implementation plan will occur after the Alternatives and once we have confirmation whether airport property is obligated. Once an implementation framework has been developed, the public open house and final TAC meeting can be held. We anticipate this to be in the spring.

ACTION ITEMS
• TKDA to refine the initial preferred alternatives and prepare the draft narrative report
• WBOA to make determination on whether airport property is federally obligated and prepare letter for city

REPORTED BY:
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TERMINAL / HANGAR AREA REDEVELOPMENT CONCEPT
PORTAGE MUNICIPAL AIRPORT (C47)

MAP NOTES:
- Runway 18-36: 3,768' X 60'
- Runway 4-22: 2,559' x 40'
- Fencing and Tie-Downs
- Existing Buildings
- Future Buildings
- Existing Airport Boundary
- Future Airport Boundary
- Existing Runway Pavement
- Future Runway Pavement
- Existing Building Restriction Line (BRL)
- Future Building Restriction Line (BRL)
- Far Part 77 Primary/Approach Surface
- FAA Approach Surface
- Runway Obstacle Free Zone (ROFZ)
- Runway Object Free Area (ROFA)
- Runway Safety Area (RSA)
- Building Safety Area (BSA)
- Runway Protection Zone (RPZ)
- FAA Departure Surface
- Building Removal

MAP REMARKS:
- Revise hangar sizes to more typical 60' x 60'
- Revise aircraft parking tie-down layout around taxiway
- Perform RPZ Alternatives Analysis to keep tie-downs
- Lower profile blast deflector (if ever needed)
- Lower profile blast deflector (if ever needed)
- Future hangar access taxiway
- Future land acquisition area (Runway OF2, Taxiway, Hangars)
- Approach Hold (20' tall height)
- Hangars and associated pavement proposed to remain (subject to FAA approval), land acquired by airport
- Possible new hangar in between existing ones (shadowing obstruction)
- Revised fence line at edge of future airport property, with access gate.
- Remove antenna/trees (possible airspace easement) if building remains at time of displaced threshold. RPZ Alternatives Analysis needed. Remove building when city obtains ownership through life estate. Not airport property but easement should be established.

DATA SOURCE: COLUMBIA COUNTY LAND INFORMATION DEPARTMENT, WI DNR

NOTE: AIRFIELD ALTERNATIVE 1A SHOWN FOR RUNWAY 18/36
January’s REPORT    February 2020

WORK COMPLETED:

Cleaning:

This is a continuous job! We have made progress in hangar. Still more work to do. Have to find out who owns things and why it is still there!

Outside Work:

Only had to replace 3 bulb for runway lights, and fixed one Reil Light.

Had snow removed more than three times. The City is doing a good job with that! Nice to have a truck on site (Big thanks) We are keeping the runway open and in good shape no Notams have be put out for poor runway conditions!

Fuel Balance:

We sold 117.53 gallons of fuel. Working with QT pod’s to balance the read outs.

Airport Commission:

January Airport Commission presented a to do list. Slow month typical for January. About 46 Operations that I know of.

City Request:

No request in January.

City Work:

Just keeping up with the snow. (A Big Thank You!! To Kim and his gang)

EAA:

EAA has it’s meeting 13th of January not to many attended.

BUDGET: Fixed Reil Light sent in to Hughey and Phillips for repair! $370.38

Shipping & Packing $15.79. Purchased Fuses at Interstate Electric $14.35
Misc:

- Had a meeting with Steven Sobiek.
- Put out 3 NOTAMS in January.
- Went to retirement party for Ken Manthey.
- Went to swearing in ceremony for New Chief Keith Klafke.
- Had a meeting with Mayor Dodd.
- Changed Airport Phone number to 608-566-1343.

This concludes the January’s report.

Eric Peterson
Airport Manager
Feb. 3, 2020