

**City of Portage  
Airport Commission Meeting  
Tuesday, August 20, 2013, 6:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room Two**

Members present: Rita Maass, Chairperson; Carolyn Hamre, Fred Langbecker and David Tesch

Members excused: Barry Erath and Jeff Garetson

Others present: Mayor Bill Tierney, Director Bob Redelings, Manager John Poppy, Wendy Hottenstein(BOA) and Bill Welsh

1. Roll Call
2. Approval of minutes of previous meetings.

Motion by Tesch, second by Langbecker to approve the minutes.  
Passed 4 to 0 on call of the roll.

3. Discussion and possible action on Airport Layout Plan (ALP).

Ms. Hottenstein said that HNTB, the consultant, submitted the ALP cover sheet at the end of May and only in the past week, submitted an approach sheet for the PAPI. She estimates the report is only about 50% complete, partly due to a change in staff at HNTB. The BOA hasn't pushed for the completion of the ALP because the Airport District Office (ADO) is changing from Minneapolis to Chicago.

The Commission was disheartened by the news since they expected a final report at the end of May.

4. Discussion and possible action on Precision Approach Path Indicator Installation (PAPI).

Ms. Hottenstein indicated that the drawing she received from HNTB yesterday showed 7 trees obstructing the approach. The trees are located west of I-39 and the critical tree is #1819, located on CCI property.

Poppy said there wouldn't be an annual financial commitment for the PAPI because of the public airport status. Ms. Hottenstein indicated that there wouldn't be an annual inspection of the PAPI and thus no annual fee. An initial inspection would be performed and there may be

an associated fee. Solon Springs was charged \$8,500, but Baraboo wasn't charged because an inspector was already in the area.

The FAA needs to approve the PAPI location. Once tree #1819 is removed, Ms. Hottenstein would identify the PAPI location. The City would then determine the ground elevation at the site and provide the information to Ms. Hottenstein. She would then submit the information to the FAA for approval.

Motion by Tesch, second by Langbecker to contact the property owner to get permission to remove tree #1819 as soon as possible and provide the information so the PAPI location can be submitted to the FAA for approval. Motion passed 4 to 0 on call of the roll.

5. Discussion and possible action on bow hunting plan for the airport.

Chairperson Maass conveyed that the proposed bow hunting ordinance and report by Mr. Paske were presented at the Legislative and Regulatory meeting. Mr. Paske suggested a late season hunt is still viable. Poppy requested the number of hunters be regulated.

Because Mr. Langbecker isn't able to receive electronic copies of materials, he requested he be provided with written copies in the future.

6. Discussion and possible action on airport fencing.

Redelings provided some verbal quotes on various types and heights of fences. If the PAPI installation didn't occur this fall, funds for that purpose could be applied to fencing. Hamre and Langbecker supported a 6' high chain link fence alternative.

7. Discussion and possible action on claims.

Poppy indicated the EAA has agreed to donate labor to paint hangers and lubricate the doors. He suggested that 10 weight oil performs better than grease. ACE has provided a cost of less than \$250 for the paint and oil.

Motion by Langbecker, second by Tesch to purchase the required materials using account 350. Motion passed 4 to 0 on call of the roll.

8. Adjournment

Mayor Tierney expressed his appreciation for the members serving on the Commission.

Motion by Langbecker, second by Tesch to adjourn. Motion carried 4 to 0 on call of the roll.

The meeting concluded at 7:00 p.m.

Respectfully submitted,  
Robert G. Redelings, City Engineer