

**City of Portage
Airport Commission Meeting
Wednesday, August 13, 2014, 6:30 p.m.
City Municipal Building, 115 West Pleasant Street
Conference Room One**

Members present: Rita Maass, Chairperson; Barry Erath, Doug Klapper, Fred Langbecker and David Tesch

Others present: Wendy Hottenstein (BOA), Administrator Murphy, Manager Poppy, Director Redelings, Bill Welsh (Cable TV) and Craig Sauer (PDR).

1. Roll Call
2. Approval of minutes of previous meeting on April 10, 2014.

Motion by Tesch, second by Langbecker to approve the minutes.
Passed 5 to 0 on call of the roll.

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

Ms. Hottenstein provided an update on the ALP project and the status of information received from HNTB, the consultant for the project. The report contains details of the obstructions which exist for the proposed new runway alternatives. However, the report is silent on the obstructions for the current airport runways.

HNTB indicated they have expended the \$75,000 contract and don't intend on doing any more work on the project, although providing details of obstructions to the existing runways is basic information of all ALPs. To date, they've been paid all but \$4,000 of the contract amount.

Ms. Hottenstein has requested electronic copies of the report, but HNTB hasn't provided them to date, citing issues with converting their AutoCad files to Microstation.

Commissioners inquired as to the options the City has to complete the project. Ms. Hottenstein said she'd continue to pressure HNTB to provide the electronic version of the report, but the BOA doesn't have the resources to complete it. One option would be to hire another consultant to complete the report, but it's likely a different consultant would want to verify the information. This option would take additional time and funds.

Another option would be to submit the report to the FAA, but it's unknown as to whether the FAA would accept the report in its current form.

Another option may be to investigate any legal recourse the City may have regarding the apparent HNTB breach of contract. The City will review their options regarding this issue.

4. Discussion and possible action on furnace replacement at the airport terminal.

The proposals from Terrytown-Golz Plumbing & Heating and Johnson Mechanical Systems were reviewed. Motion by Tesch, second by Langbecker to purchase the 90% efficient furnace to Johnson Mechanical Systems in the amount of \$2,670. Motion passed 5 to 0 on call of the roll.

5. Discussion and possible action on entitlement transfer to Palmyra.

The Airport's FAA funding entitlement was discussed. The City doesn't have a current project to utilize the funding and if not used or transferred, it would be lost. Ms. Hottenstein indicated that Palmyra has an urgent need for the funding. Motion by Tesch, second by Langbecker to transfer \$20,000 of the City's 2010 entitlement and \$105,000 of the City's 2011 entitlement to Palmyra. Motion passed 5 to 0 on call of the roll.

6. Discussion and possible action on 2015 Budget.

Redelings presented a draft of the proposed 2015 Airport Operations budget (attached). Poppy indicated that \$600 is needed for two REILs and two windsocks are also needed. It was decided that these items could be purchased with 2014 budgeted funds. Additionally, 2014 funds could be used to address some of the drainage concerns. It was suggested that the budget be presented as shown.

7. Manager's Report

- Wildlife Mitigation Plan

Poppy said the U.S. Department of Fish and Wildlife would do a study on the status of wildlife at the airport. Once recommendations are made, it would be necessary for the City to follow up on the recommendations.

Klapper indicated there were unspent 2014 nuisance control funds that could be applied to controlling the deer herd.

Chairperson Maass indicated that at a recent Legislative and Regulatory meeting, the committee did not support changing the map to allow bow hunting at the airport, but discussed the possible need to hire sharpshooters. It was agreed that this is an issue that needs more research and study.

8. Public Works Directors Report.

- New FAA Requirement for 2014 Federal Funding.

Redelings mentioned that the FAA now requires 6 separate certificates signed by a City official indicating the airport is in conformance with federal funding requirements relative to construction projects. Additionally, the airport owner is required to read several documents which detail the conditions for accepting federal airport improvement funds.

9. Adjournment

Motion by Erath, second by Tesch to adjourn. Motion passed 5 to 0 on call of the roll. The meeting concluded at 8:01 p.m.

Respectfully submitted,

Robert G. Redelings, P.E., City Engineer/DPW

MUNICIPAL SERVICES		2012	2013	2014	2014	2015	Higher (Lower) 14 Bdgt	
Fund 100 Dept 20 Object 53510		Actual	Actual	Budget	Act 6 month	Budget	15 Bdgt vs	15 Bdgt vs
Account Description							14 Bdgt	14 Bdgt
MUNICIPAL AIRPORT								
211	SOFTWARE SUPPORT	\$ 1,256	\$ -	\$ 1,300	\$ -		\$ (1,300)	-100.00%
219	OTHER PROFESSIONAL SERVICES	\$ 13,000	\$ 13,000	\$ 15,000	\$ 7,500	\$ 15,000	\$ -	0.00%
220	TELEPHONE	\$ -	\$ -		\$ -			
221	ELECTRICITY & GAS	\$ 5,132	\$ 5,377	\$ 6,500	\$ 3,432	\$ 6,800	\$ 300	4.62%
222	WATER & SEWER CHARGES	\$ 315	\$ 309	\$ 500	\$ 210	\$ 400	\$ (100)	-20.00%
290	TRAINING	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	0.00%
294	OTHER CONTRACTURAL SERVICES	\$ -	\$ -	\$ 3,000	\$ -		\$ (3,000)	-100.00%
341	VEHICLE/EQUIP MAINT SUPPLIES	\$ -	\$ -		\$ -			
342	GASOLINE/OIL	\$ -	\$ -		\$ -			
350	BUILDINGS REPAIR/MAINT SUPPLIES	\$ 7,998	\$ 1,966	\$ 7,000	\$ 390	\$ 5,000	\$ (2,000)	-28.57%
351	GROUNDS REPAIR/MAINT SUPPLIES	\$ 3,397	\$ 8,475	\$ 3,900	\$ 1,191	\$ 5,000	\$ 1,100	28.21%
510	GENERAL LIABILITY INSURANCE	\$ 375	\$ 375	\$ 1,500	\$ -	\$ 1,500	\$ -	0.00%
790	MISCELLANEOUS EXPENSE	\$ -	\$ -		\$ -			
800	CAPITAL OUTLAY	\$ -	\$ -		\$ -			
821	BUILDINGS/GROUNDS (crack filling)	\$ 9,629	\$ 5,976	\$ 4,000	\$ 3,050	\$ 7,000	\$ 3,000	75.00%
840	EQUIPMENT	\$ -	\$ -		\$ -			
860	SMALL EQUIPMENT	\$ -	\$ -		\$ -			
TOTAL MUNICIPAL AIRPORT		\$ 41,102	\$ 35,479	\$ 43,700	\$ 15,774	\$ 41,700	\$ (2,000)	-4.58%