

**City of Portage  
Airport Commission  
Wednesday, July 20, 2016, 7:00 p.m.  
City Municipal Building, 115 West Pleasant Street  
Conference Room One  
Agenda**

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

1. Roll Call.
2. Approval of Minutes from meeting on June 15, 2016.
3. Discussion about the Airport Meeting with the BOA from June 29, 2016.
4. Discussion and possible action on the City properties that surround the Airport.
5. Reports.
  - a. Director of Public Works' report
  - b. Managers' report
6. Discuss and set the date for the next meeting.
7. Adjournment.

The meeting location is handicap accessible. 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

**City of Portage  
Airport Commission  
Wednesday, June 15, 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:** Fred Langbecker

**Others present:** Manager Poppy, 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 May 18, 2016**

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

**3. Discussion and action on the resolution relative to the Statement of Project Intentions for Portage Municipal Airport.**

Kutzke: Doesn't know if the relocation of the fuel farm can wait until 2018.

Maass: Stated that we are not held to the dates and the BOA will be starting July 1<sup>st</sup>.

Kutzke: Master Plan should be pushed further out.

Monfort: CCI is pretty busy and we may have to go on our own accord.

Poppy: Read a letter that said CCI is not able to fill our request at this time.

Poppy: If we can find volunteers to cut trees and donate the wood to the sweat lodge. If CCI would allow volunteers and have them sign a hold harmless agreement with CCI.

Erath: What about Huber inmates?

Maass: Not even an option to have Huber Inmates.

Poppy: We lost our night instrument until 2018.

Erath: The ones that need to do this are from other prisons.

Maass: We have the trees as 2016/2017 and that is where it should stay.

Kutzke: We need to get anything started and seal coating will be complete this year. We need approval from the prison for tree cutting.

Maass: Survey and tree inventory needs to be completed.

Jahncke: You would need to inventory the trees for bidding purposes.

Maass: Tree inventory is to make sure the trees are on Portage property. This is what is on City property, and to have private property owner know what to cut down on private property.

Maass: Using an outside company may not get paid for by BOA.

Erath: Wood has a value to a private contractor.

Kutzke: If the city could find a zero cost alternative it wouldn't have to through the BOA and do it on our own.

Motion by Erath to approve the Statement of Project Intentions resolution to be forwarded to Council for approval with the property acquisitions date changed to 2016-2018, the airport management plan be changed to 2017-2018, and the projects be in sequential order, second by Tesch to approve the resolution. Motion passed 5 to 0 on a call of the roll.

#### **4. Discussion and action on transferring the Portage Airport's Entitlement funds to Iowa County Airport.**

Jahncke: Explained that the airport is simply deferring the 2009 entitlement transfer from 2013 to 2017.

Motion by Monfort, second by Tesch to approve the transfer. Motion passed 5 to 0 on a call of the roll.

#### **5. Reports**

##### **a. Director Public Works' report**

We are waiting to hear back from Wendy at the BOA regarding the conference call. Micro surfacing project was approved and forwarded Mike Gabor at the BOA.

##### **b. Manager's report**

Struck and Irwin will be starting around September 1<sup>st</sup>. Received a pavement report today main runway was in good condition and cross wind runway was in poor condition.

#### **6. Discuss and set the date for the next meeting.**

July 20, 2016 at 7p

## **7. Adjournment**

Motion by Tesch and second by Maass. Motion passed. The meeting adjourned at 7:59 p.m.

Aaron J. Jahncke, Director of Public Works

Date Approved:

DRAFT

# CITY OF PORTAGE

115 West Pleasant Street  
Portage, Wisconsin 53901  
Telephone: (608) 742-2176 • Fax: (608) 742-8623



*"Where the North Begins"*

## MEMORANDUM

To: Airport Commission  
From: Aaron J. Jahncke, P.E., Director of Public Works/City Engineer  
Subject: Airport Meeting with the BOA 6/29/16  
Date: July 13, 2016

### **Background:**

Shawn Murphy, Rick Dodd and I had a conference call with Wendy Hottenstein and Diann Danielson of the BOA. A summary of the items discussed is below in the analysis portion of the memo.

### **Analysis:**

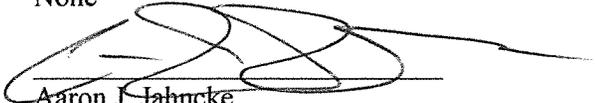
- The BOA is currently working on our ALP. The BOA's draftsperson retired July 1, 2016 and the draft was never finished. The BOA will hire Omni to complete the ALP and submit the draft to the FAA this fall. That will put out ALP in the cue for review. Estimated timeframe for approval would be June of 2017. The consultant would not cost the City any out of pocket money since the City had previously paid into a fund for other work and that fund currently carries a balance of approximately \$40,000.
- Once the draft is submitted the BOA would consider moving forward with a boundary survey to define the boundary of the airport. The City should begin the process of determining which City properties will be included in the airport boundaries and be deemed Aeronautically Obligated. The City parcels would be transferred via quitclaim deed from the City of Portage to the City of Portage on behalf of the Airport.
- An Airport Exhibit A should be completed during this time and submitted with the ALP in January or February when the BOA submits the final ALP for FAA Approval. Exhibit A is a boundary exhibit and needs to reflect the ALP exactly.
- Once the draft ALP is sent to the FAA in September the BOA would be comfortable in protecting the primary runway surfaces which may include purchasing adjacent properties.
- The BOA cannot pay or reimburse for tree removal outside of the Airport unless there is a navigation or clear zone easement. City staff needs to discuss the lift station project with CCI. At that time we will discuss a navigation easement and those negotiations will happen between the Department of Corrections and the BOA. Once the easement is in place the City could begin removing trees and be reimbursed by the BOA or wait for BOA project.
- The Rayovac lift station project will be bid out by the City in January. In order for the City to be reimbursed the project needs to be reviewed by the BOA's Eligibility Review Committee. The City will have draft specifications for BOA review this fall and will begin the process of submitting the project to the BOA for reimbursement.
- Any future projects can commence after the ALP is approved in approximately June of 2017.

**Fiscal Note:**

None

**Recommendation:**

None

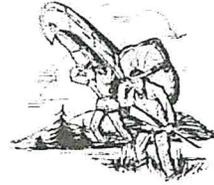
A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Aaron J. Jahncke

Director of Public Works/ City Engineer

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*"Where the North Begins"*

## MEMORANDUM

To: Airport Commission  
From: Aaron J. Jahncke, P.E., Director of Public Works/City Engineer  
Subject: City Owned Properties  
Date: July 13, 2016

### **Background:**

Attached is a map that has 11 parcels labeled 1-11 that is either City right of way or a City owned parcel that are not a part of the airport boundaries. Some of these properties are used for city functions such as #1 and #2 are currently used as a brush site and #5 is the operations and maintenance building for our water utility.

### **Analysis:**

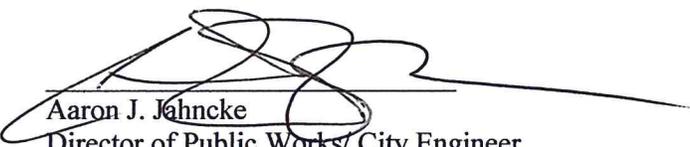
The City should begin the process of determining which City properties will be included in the airport boundaries and be deemed Aeronautically Obligated. Deeming any of these properties will limit the use of the properties to airport use only. The City parcels would be transferred via quitclaim deed from the City of Portage to the City of Portage on behalf of the Airport.

### **Fiscal Note:**

None

### **Recommendation:**

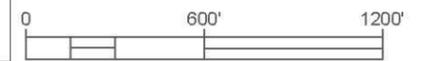
Recommendation to be determined by the Airport Commission. Recommendation will be reviewed by Planning Commission and Planning Commission will make a formal recommendation to Common Council for final approval.

  
Aaron J. Jahncke  
Director of Public Works/ City Engineer

# City of Portage

## Parcels Surrounding The Portage Airport

April 12, 2016



### LEGEND

	ROW Easement
	State of Wisconsin
	City of Portage
	Portage Airport Property, LLC
	Columbia County
	Private Property
	Parcel Data (02-2016)

