



AIRPORT COMMISSION MEETING MINUTES

March 22, 2013

Meeting of the: **AIRPORT COMMISSION OF THE CITY OF NEW HOLSTEIN**
Date/Time: **Friday, March 22, 2013 at 9:00 a.m.**
Location: **City Hall, 2110 Washington St, New Holstein, WI 53061**
Members Present: Tom Konopka, Dave Miller, and Bob Bosma
Others Present: Perry Welch

The meeting was called to order by commission member Bosma.

It was duly noted that the meeting was properly announced.

Roll call was taken by City Clerk Langenfeld.

A motion was made by Konopka, seconded by Miller, and carried to approve the agenda.

A motion was made by Konopka, seconded by Miller, and carried to approve the minutes from the previous meeting.

Neither Communications nor Public participation occurred.

The Commission discussed the terminal construction project. Bosma updated the Commission that the project is about one month behind schedule. The water pipe sleeve is in; arrangements have been made to install a second water heater in the future; efface is up; block is in the process of going up; dry walling is to begin today. Bosma indicated that the LP gas line is not a large enough fuel line and will need to be upgraded, this will be at the City's expense. Bosma indicated that the windows were delivered without the mini-blinds inside of the windows; the window treatments will have to be installed by the city after the project is complete at the City's expense.

The Commission reviewed the shower area bid process. The Commission agreed to set the budget amount for the project at \$15,000 maximum. Bosma indicated that he will contact local contractors to bid on the project.

City Clerk Langenfeld presented two graphs to show the LP gas and electricity usage and charges over the past 12 months. Welch has the electric meter in his name and the LP charges are invoiced to him whenever the tank is refilled. The current construction project has created an influx in usage and the amounts have been billed to Welch. A motion was made by Miller, seconded by Konopka and carried to average the 2011 LP usage and to invoice Welch at the average rate and to use the average electric charge of \$57.00 as his standard bill rate until the construction project has been completed.

Clerk Langenfeld reviewed the Financials since the last meeting.

Welch informed the Commission that the heater in the hangar isn't working. The Commission requested that Clerk Langenfeld contact Pethan's for a repair estimate. Welch indicated that some of the overhead lights were out. Langenfeld indicated that she would have the focus on energy estimate at the next meeting and the Commission agreed to wait for the upgrade before purchasing new bulbs for the large overhead lights.

Bosma updated the Commission on Airport Day events.

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Future agenda items include: reviewing the airport hangar development options that were discussed at the March 15th meeting; Langenfeld will present the focus on energy upgrade cost estimate; Langenfeld will present the average cost of LP gas that will be charged to Welch.

The next meeting has been scheduled for March 29, 2013 at 9:00 AM.

Being no further business the meeting adjourned.

Cassandra Langenfeld

City Clerk

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