



AIRPORT COMMISSION MEETING MINUTES

May 10, 2013

Meeting of the: **AIRPORT COMMISSION OF THE CITY OF NEW HOLSTEIN**
Date/Time: **Friday, May 10, 2013 at 9:00 a.m.**
Location: **New Holstein Airport Terminal, 3015 Wisconsin Ave., New Holstein WI 53061**
Members Present: **Ron Karrels, Tom Konopka, Dave Miller, and Bob Bosma**
Others Present: **Dianne Reese, Rosalie Fromm, Perry Welch**

The meeting was called to order by Chairperson Karrels.

It was duly noted that the meeting was properly announced.

Roll call was taken by Mayor Reese.

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

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

Neither Public Participation nor communications occurred.

The Commission discussed the terminal construction project. Bosma updated the Commission on the Final Punch list inspection from May 9, 2013. The siding will be installed beginning May 14, 2013. The color for the window blinds was chosen and the windows are scheduled to be installed by the end of May. The keypad for the interior meeting room door was also discussed.

Bosma is in the process of taking bids on the shower area; the information may be compiled and presented at the next meeting. The bidding will include plumbing, electrical, carpentry, tiling, and ventilation. The commission discussed the previous decision of a single control for ventilation and lights for the shower area, it was concluded that due to the recommendation of a contractor, individual ventilation and light controls should be bid on the shower area.

Furniture and fixture purchase were discussed and noted. The commission requested to continue research with the proposed ideas and to revisit the agenda item at the next meeting. It was noted that WPPI has announced a donation of \$500 toward meeting room furniture.

The Commission determined that the LP tank should remain in its present position.

The Commission reviewed the aviation fuel report and the current sale price. No changes were made. A request was made to monitor possible reduction in the cost with competitive bidding.

The Commission reviewed and updated the BOA/AIP project listing with a proposed a revised 5 year plan.

Airport Financials for April were reviewed.

Welch informed the Commission that the Civil Air Patrol will host a training weekend at the Airport the first weekend in June. The group will be staying overnight at the airport.

Airport Day promotions and events were reviewed.

The next meeting has been scheduled for May 24, 2013 at 9:00 AM.

A request was made to have the following items added to the next agenda: Airport Terminal, Shower Area, and Furniture & Fixtures.

Being no further business the meeting adjourned.

Dianne Reese
Mayor