



AIRPORT COMMISSION MEETING MINUTES

March 7, 2014

Meeting of the: **AIRPORT COMMISSION OF THE CITY OF NEW HOLSTEIN**
Date/Time: **Friday, March 7, 2014 at 8:00 a.m.**
Location: **City Hall, 2110 Washington St, New Holstein, WI, 53061**
Members Present: Bob Bosma, Chuck Mayer, Tom Konopka
Others Present: Dianne Reese, Bob Depies, Perry Welch, Jeff Ditter, John Ensley

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 Clerk Langenfeld.

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

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

During public participation, John Ensley, N2505 Lakeshore Drive, Brothertown, WI inquired as to the availability of renting the meeting room at the new terminal.

During communications, Mayor Reese indicated that she received information from the Wisconsin Department of Transportation, Bureau of Aeronautics regarding the types of activities that can take place on airport property.

Jeff Ditter, Ditter Plumbing provided information on upgrading the airport hot water heating system at the airport. Chairperson Bosma requested that Ditter provide an estimate of cost on his three proposed options.

Langenfeld informed the commission that Police Chief Reedy, requested to have the City Attorney review and revise the City's Snowmobile ordinance. The current ordinance allows snowmobiles to ride on a trail that runs on the end of the main runway. The Wisconsin Department of Transportation, Bureau of Aeronautics informed Langenfeld that snowmobiles are a non-aeronautical recreational activity and that by allowing them to use the airport land could jeopardize our federal and state grant obligations. Langenfeld informed the Commission that she would be sending communication to the Snow Mobile Clubs and Konopka requested that Langenfeld inform the School of the Ordinance.

The Commission reviewed the expenses for LP gas and electrical usage at the Airport. The Commission agreed that when we solicit for bids that the provider should be requested to monitor and fill for the season. The Commission also agreed on the amount of money that Welch should be paying for heating and utilities: once the percent of increase from pre-construction to post-construction is calculated, that percent of increase should be added to the 138 gallon average that Welch was paying per month during construction and the total charges should be calculated and billed to Welch; the Electric charges for Welch should be billed to him at \$57 per month until further notice, a refund should be given to Welch after calculating what he paid in full over the past 5 months.

The Commission reviewed how the snow is being removed at the Airport. Depies indicated that he will review the process with his department. Welch indicated that the City may want to purchase a small snow blower to remove the snow from the sidewalk.

The Commission review the tree removal project, the Public Works Department will work on this as time permits.

Langenfeld provided the attached fuel sale summary.

The Commission reviewed items to be placed on the walls in the terminal, including: artwork, brochure racks and a cabinet to showcase items for sale.

The following items were requested for the next meeting: light over fueling station; review of the 5 year plan for the airport; water heater decision; non-aeronautical events.

Being no further business the meeting adjourned.

Cassandra Langenfeld
City Clerk