

Airport Commission Meeting Minutes

Wednesday, February 8th, 2023 at 1:00 PM

Location: City Hall, 2110 Washington St. New Holstein, WI 53061
Members Present: Phil Champaign, Bob Bosma, Dennis Brannon, Absent: Gene Woelfel
Others Present: Perry Welch(FBO)

The meeting was called to order by Champaign. It was duly noted that the meeting was properly announced. Roll call was taken. A motion was made by Brannon, seconded by Bosma, and carried to approve the agenda. A motion was made by Bosma and seconded by Brannon to approve the Jan. 12th minutes.

Representatives from Wisconsin Department of Transportation, Bureau of Aeronautics were present on-line: Andy Trimble (Airport Development Engineer), Mark Graczykowski (Airport Program Engineer), Brandon Benjamin(DOT), Thomas Platts(DOT, Mallory Palmer(DOT), Matt Messina(DOT), Lucas Ward(DOT), Elias Bello(DOT).

1. Brandon Benjamin presented our current Airport Report Card to the commission. Taxiway reflectors are not present and are not currently required. No courtesy vehicle available. And no record of airport ordinances on record with DOT. Phil will send copy of airport ordinances to Brandon. Everything else is as needed on report.
2. Discussion was held regarding inventory of aircraft based at airport. An inventory should be done annually around Thanksgiving time and reported to DOT by city officials. Our last inventory was done in 2019. A minimum of 10 aircraft are required for availability of federal/state funding. We currently have 20. Reports can be found at basedaircraft.com.
3. Matt Messina presented the need for Runway Safety Area Inventories to be done. The inventory will be done by Hal Davis of FAA Regional Office in the near future.
4. Discussion was held regarding funding that remains available for our airport from the federal CRSAA/ ARPA reimbursements related to the covid care act. We Have \$13,000 in the CRSAA account and \$32,000 in the ARPA that have not been used as of yet. Invoices for operations and maintenance such as Fuel costs, FOB costs, maintenance, electric and heat, etc. can be submitted for reimbursement. Bills must be submitted with proof of payment and can be dated back to January 2020. It was recommended that those reimbursement funds be placed in the airport capital improvement fund and be used for upgrades to the fueling system at the airport. (\$10,000).
5. Discussions were held regarding the need for updated Airport Layout Plan (ALP) and Airport Master Plan. The present ALP is from 2013, and the Master Plan is from 2003. Westwood engineers is currently working on the updated ALP, and will most likely be awarded the Master Plan work according to Andy Trimble.
6. Mark Graczykowski discussed the importance of timelines for plan requirements and funding requests in awarding of federal funds for airport improvement.

7. Our current entitlements summary or Airport Capital Improvements Plan(ACIP) for 2022-2026 was presented by Mark G. He requested any additional projects that we may be considering be added to the plan and any changes in scheduled dates. We currently have \$329,332 available as of 2022. Of which **\$166,666 must be spent within the next thirteen months.** Entitlements are paid at 90% Federal, 5% State, and 5% city. Discussion was also held regarding the new federal BIL (infrastructure) funds available, Which are also project based. We have \$145,000 available for 2023. 2024 – 2026 amounts are unknown, but will be around \$150,000 per year. We have 4 years maximum to use BIL funds.
8. Discussion was held regarding our current project needs which are:
Resurfacing the Hangar Taxi Ways and developing the Airport Master Plan.
Mark G. will revise our present ACIP including those two projects for 2023.
He estimated the 5% city cost would be around \$8500, but that will depend on the actual bid prices for both projects. Mark G. stated we should have adequate funding to accomplish those projects.
9. A review of our petition for funds status was discussed. It has been received and is currently under review by the DOT.

Being no further business, the meeting was adjourned.