

# **Airport Commission Meeting Minutes**

**Thursday, January 12, 2023 at 7:00 am**

Location: City Hall, 2110 Washington Street New Holstein 53061

Members present: Phil Champaign, Bob Bosma, Dennis Brannon, Gene Woelfel

Others present: Mayor Richard Snelson

The meeting was called to order by Chairperson Phil Champaign. It was duly noted that the meeting was properly announced. Roll call was taken. A motion to approve the agenda was made by Woelfel and seconded by Bosma. A motion to approve the meeting minutes of October 25, 2022 was made by Bosma and seconded by Brannon. There were no public participations or communications.

1. Discussions were held regarding the physical state of the airport and equipment. The following items were discussed:

- \* No key for fuel system locks - Weber Oil will be contacted, Street Department to provide new locks.
- \* Runway indicator lights and PAPI lighting malfunctions – Contact electrical firm that installed lights.
- \* Current fuel prices and our options. We are on the high end. Shared purchasing with other airports would lower costs. Upgrades to fuel System needed. Upgrade costs have been procured and need to be budgeted.
- \* Condition of asphalt hangar drives - Sealcoat or replacement?

Champaign will supply Mayor Snelson with a list of repair items that need to be performed. Snelson will contact Public Works for needed repairs.

2. Discussions were also held regarding required Airport documentations which included:

- \* Outdated AIP Plan – Currently being drafted by Aaron Stewart of Westwood airport services.
- \* Fuel Tank maintenance records and fuel quality checks – Who is responsible?
- \* Equipment manuals for recently upgraded Airport / Runway project – location?
- \* It was recommended that an Airport Maintenance Schedule be created and that regular maintenance checks be performed by Public Works.

3. Discussion was held regarding the current state of the Airport Manager, and their authority and responsibilities. Champaign will speak with FBO Welch. Woelfel will check on city requirements.

4. Bob Bosma was appointed Airport Commission Secretary.

5. Other Business: Chairperson Champaign was notified that the Para-Glider group would like to hold an event in 2023 at the Airport. A schedule of maintenance fees will be established for city provided services.

6. Monthly meetings will be held the 3<sup>rd</sup> Tuesday of the month at 6:00 pm unless no agenda items.

Being no further business, the meeting was adjourned.