

Airport Commission Meeting Minutes

Tuesday May 23, 2023 6:00 PM

Location: New Holstein Municipal Airport, New Holstein, WI

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

Others Present: FBO Perry Welch, Mayor Richard Snelson

Chairperson Champaign called the meeting to order. The meeting was properly announced. Roll call was taken.

A motion to approve the agenda was made by Woelfel and seconded by Brannon. Motion was approved.

A motion to approve the previous meeting minutes of April 18th was made by Bosma and seconded by Woelfel. Motion was approved.

There were communications or public participation.

Action/Discussion

- 1. FBO/Manager Contract** – Minor changes were discussed and a motion was made by Woelfel to send the contract with the minor changes to full council for approval. The motion was seconded by Brannon. After no further discussion the motion passed.

- 2. Fuel Filling System Upgrades** – Discussion was held regarding the quote from Petro-Chemical Systems for \$9800 to upgrade our fuel tank filling system allowing us to purchase fuel at a much lower cost than at present. We currently break even on our fuel sales. Welch secured a quote through Titan Fuel \$4.25/ gallon which includes tax and delivery. Currently Fond du Lac, Sheboygan and West Bend airports purchase through Titan Fuel. The upgrades would allow us to piggy back fuel with other airports. FBO Welch also had concerns regarding quality testing of our fuel tank and regular maintenance needed on the system. It was determined that these responsibilities should be those of the FBO, and proper testing equipment and tools be purchased to perform these tasks.
Bosma made a motion to accept the \$9800 bid from Petro-Chemical Systems for upgrades and send to the full council for final approval with all costs to be paid from CRSSA and/or ARPA reimbursement funds. The motion was seconded by Brannon. Motion was approved.

- 3. ARPA / CRSSA Funds FAQ** – Chairperson Champaign presented materials regarding proper use of ARPA and CRSSA reimbursement funds. He updated our recent application for remaining available funds. We should hear something by the end of May.
After further discussion it was recommended by the commission and a motion from Brannon that any monies reimbursed through these funds be placed into capital improvements or airport maintenance accounts to be used for Airport expenses per FAA Administration Guidelines for ARPA and CRSSA programs. The motion was seconded by Champaign. After a vote the motion passed.

4. **State Statute 114.11** – Champaign provided the members with a copy of the statute. Discussion proceeded, and clarification regarding the Airport Commissions authority and purpose were established.
5. **Taxi-way Paving update** – Phil contacted Andy Trimble for an update regarding status of project. As of this meeting there was no response from Trimble.
6. **ALP Update** – Andy Trimble informed the commission that our current ALP was extinct and a new ALP will have to be created with our new Master Plan.
7. **Airport Maintenance Funding for 2023** – The commission reviewed items currently on our ACIP for 2023.
8. **FBO Report** – Welch expressed concerns regarding the lack of proper FAA required safety equipment on mowers used by Gary's Lawn Care when mowing airport runways. As the lawn service is contracted through the city, Mayor Snelson will contact Gary's Lawn care as to the requirement. Other maintenance projects still needed to be completed are as follows:
 - *Stucco Repair on Terminal
 - *Hanger Door Lower seal replacement
 - *Tetrahedron painting
 - *Segmented Circle repair& paint
 - *Runway 04/22 end markers repair & paint
 - *area crack sealing
 - *Tree removal/ trim (private properties)
 - *Runway light replacements where needed

9. Meeting adjourned