

Oconto – J. Douglas Bake Municipal Airport  
2983 Airport Road  
Oconto, WI 54153

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**Subject: Airport Commission Meeting Minutes for December 14, 2020.**

1. Meeting called to Order: December 14<sup>th</sup> at 9:01 A.M. by Chairperson Paul LeTourneau.
2. Roll Call: Paul LeTourneau, Kevin Noack, Steve Witt and Bob Bake present. Earl Uhl excused. Also in attendance: Frank Calvert, Steve Woodworth
3. Approval of Agenda: Steve moved to accept. Seconded by Bob. The motion was voted and carried 4/0.
4. Approval of Minutes from Previous Meeting of November 9, 2020. Bob moved to accept. Seconded by Kevin. The motion was voted and carried 4/0.
5. Correspondence / Public Input: None
6. Discussion/recommendation/approval of Department Reports:
  - a. Treasurer's Report: Kevin moved to accept. Seconded by Bob. The motion was voted and carried 4/0.
  - b. Managers' Report: Steve moved to accept. Seconded by Bob. The motion was voted and carried 4/0.
7. Discussion/recommendation/action of OLD BUSINESS:
  - a. Quad Unit Hangar Update – Project documents have now been approved by the State. Engineering Contract also approved by the State. Survey work and stacking for the soil borings is completed. Design work is beginning.
  - b. Oconto Co. Communication Tower – Oconto Co. has request review and input from FAA. K. Hamann has requested to attend the January meeting to discuss the tower project.
  - c. Hangar Leases / Land Leases – As of December 1<sup>st</sup>, letters were sent out as to the hangar lease payments to all tenants. Also, letters on land lease payments as to hangar owners.
  - d. CARES Act Reimbursements - Expecting reimbursement of \$ 2,799.84 from Oconto County next week. Have submitted for CARES Act reimbursement to the State. Also, paperwork now approved by the State for 80% reimbursement on the fuel system project.
8. Discussion/recommendation/action of NEW BUSINESS:
  - a. Front Entry Gate System – Discussion of cost on new keypad gate system. Possible installation in the Spring. Matter tabled to March meeting.
  - b. Jet A Fuel System – Discussion as to possible future upgrade to having Jet A fuel. New fuel terminal can handle an additional tank. Need to update Six Year Plan to include this project and possibly the ALP for the Airport. Manager to proceed with those updates.
  - c. Tenant Fuel Sales – Discussion and review of tenant fuel sales over the last four years. Concern as to tenants that are not purchasing fuel and/or flying.

d. Informational Items:

2021 Discovery Guide – Review of Airport Advertisement in the new Discovery Guide.  
Newsletter - Discussion as to continuing with the quarterly Newsletter.  
2021 Meeting Dates – Sheet on the monthly meeting dates for 2021.  
Kim Gaertner – Review of Wright Award Certificate given to Kim Gaertner

9. Date for next Regular Meeting of the Commission: January 11<sup>th</sup>, 2020, at 9:00 am.
10. Adjournment: Meeting adjourned at 10:16 A.M on December 14<sup>th</sup> by Chairperson Paul LeTourneau. Bob moved to accept, seconded by Kevin. The motion was voted and carried 4/0.

Frank Calvert  
Recording Secretary/Manager.  
December 15, 2020

*CF: Paul LeTourneau, Stephen Witt, Earl Uhl, Kevin Noack, Robert Bake, City of Oconto, Oconto County and Airport files.*