

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

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**Subject: Airport Commission Meeting Minutes for Monday, February 13, 2023.**

1. Meeting called to Order: February 13<sup>th</sup> at 9:00 A.M. by Chairperson Paul LeTourneau
2. Roll Call: Paul LeTourneau, Kevin Noack, John Ebeling and Bob Bake present. Earl Uhl excused.  
In attendance: Frank Calvert and Steve Woodworth, Managers.  
Also in attendance: Garrett Sowle, Riley Sowle and Jamie Winens.
3. Approval of Agenda: Bob moved to accept. Seconded by John. The motion was voted and carried 4/0.
4. Approval of Minutes from Previous Meeting of January 9, 2023. Bob moved to accept. Seconded by Kevin. The motion was voted and carried 4/0.
5. Correspondence: None
6. Public Input: Garret Sowle questioned the Commission as to expenses by the Airport. Questions as to the meeting minutes and expense reports for the Airport.
7. 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: Bob moved to accept. Seconded by John. The motion was voted and carried 4/0.
8. Discussion/recommendation/action of OLD BUSINESS:
  - a. Property Acquisition - AIP 17. - Discussed that the Appraisals and Appraisal Review have been completed through MSA Review and approval given by the Bureau. Formal Offer to be sign and presented by the end of the month. Airport has not been advised of the appraisal / offer amount.
  - b. Snow Removal Equipment – AIP 18 – Have not received any update from Swiderski Equipment regarding the delivery of the New Holland Tractor
  - c. Master Plan Update – AIP 19 – Review as to the scope of work by Mead & Hunt has been completed by the FAA and the Bureau. Some revision are to be made this week and the paperwork should then be approved.
9. Discussion/recommendation/action of NEW BUSINESS:
  - a. 2022 Year End Financial Report – Review of the 2022 Year End Financial Report with the Commission. Total Revenues were over budget for 2022. Total Expenses were right at budget for 2022. Included was information as to AVGas Fuel Sales and graphs.

- b. Airport Petty Cash Account – Discussion as to opening account for deposit of petty cash.  
Motion by Bob to open a petty cash account for the Airport with Associated Bank.  
Seconded by John. Vote 4/0.
  - c. Zero Turn commercial Lawn Mower - .Review of information, options and prices as to Zero Turn Commercial Lawn Mowers. Need for replacement of Ferris Mower which is almost 20 years old.  
To be placed on the March agenda for further discussion.
  - d. Shop Equipment – Review by Steve of a torque meter and bar for the shop. Needed for installation and checking of large grass cutting equipment. Approximate cost of \$ 175.00.  
Motion by Bob to authorize purchase of digital torque meter and bar for the shop.  
Seconded by Kevin. Vote 4/0.
  - e. Information. Information handed out as to a FAA Circular concerning use of hangar space. To be further discussed at the March meeting. Also request from Paul to place on the agenda for the March meeting the quotes that were received as to new gate opening systems for Gate 2 and Gate 4.
10. Date for next Regular Meeting of the Commission: **Monday, March 6<sup>th</sup>, 2023, at 9:00 am.**  
Will review possibly moving the April meeting to the first Monday also.
11. Adjournment: Meeting adjourned at 10:06 A.M on January 9<sup>th</sup> by Chairperson Paul LeTourneau.  
Bob moved to accept. Seconded by Kevin. Voted and carried 4/0.

Frank Calvert  
Recording Secretary/Manager.  
February 14, 2023

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