

Oconto – J. Douglas Bake Municipal Airport  
2983 Airport Road  
Oconto, WI 54153  
[HTTP://CITYOFOCONTO.COM/AIRPORT.HTML](http://CITYOFOCONTO.COM/AIRPORT.HTML)

**Subject: Airport Commission Meeting Minutes for Monday, May 8, 2023.**

1. Meeting called to Order: May 8<sup>th</sup> at 9:00 A.M. by Chairperson Paul LeTourneau
2. Roll Call: Paul LeTourneau, Earl Uhl, Kevin Noack, John Ebeling and Bob Bake present.  
In attendance: Frank Calvert and Steve Woodworth, Managers  
Also in attendance: Jamie Winans
3. Approval of Agenda: Earl moved to accept. Seconded by Bob. The motion was voted and carried 5/0.
4. Approval of Minutes from Previous Meeting of March 6, 2023. Kevin moved to accept. Seconded by John. The motion was voted and carried 5/0.
5. Correspondence: None
6. Public Input: Jamie Winans handed out the new poster for the 2023 Oconto Elks Fly In and Car Show event on Saturday, September 16, 2023.
7. Discussion/recommendation/approval of Department Reports:
  - a. Treasurer's Report: Bob moved to accept. Seconded by Earl. The motion was voted and carried 5/0.
  - b. Managers' Report: John moved to accept. Seconded by Kevin. The motion was voted and carried 5/0.
8. Discussion/recommendation/action of OLD BUSINESS:
  - a. Property Acquisition - AIP 17. - Bureau of Aeronautics is processing the check for closing. Correspondence from Teresa at BOA anticipating that matters are on track for closing. Tentative closing date has been set for May 31<sup>st</sup> on the property.
  - b. Operational Security Gate – Review of bids received from Fortress Fence and Custom Fencing for installation of new operational security gate at Gate 2.  
Bob moved to accept the bid by Custom Fence for installation of an operational security gate at Gate 2; Funds for project from ARPA grant funds received by the Airport. Seconded by Earl. The motion was voted and carried 5/0.
  - c. Use of Hangar Policy – Review and discussion as to Hangar Use Policy. Drafted from directive issued by Federal Aviation Administration. Primary use of all hangar buildings is for aviation purposes; storage of planes and aviation equipment.  
Earl moved to accept and adopt the Hangar Use Policy for the Airport. Seconded by Kevin. The motion was voted and carried 5/0.

9. Discussion/recommendation/action of NEW BUSINESS:

- a. Kubota M9540 Tractor – Review of leakage issues with hydraulic couplers on the Kubota Tractor. Recommendation to upgrade the hydraulic couplers. Can be ordered through the City Street Department. Upgrade and substantially less cost than metric hydraulic couplers through Kubota. Consensus of the Commission for upgrade as part of the normal equipment maintenance for the Kubota Tractor.
- b. Kubota F2560 Lawn Mower - With purchase of the new Hustler Commercial Mower, the 1997 Kubota F2560 Mower can be sold. No anticipated use this piece of equipment and will merely be taking up space in the Storage Building.  
Bob moved to authorize Managers to proceed with sale of the 1997 Kubota F2560 Mower at market value and/or best offer. Seconded by Earl. The motion was voted and carried 5/0.
- c. Information. None.

10. Date for next Regular Meeting of the Commission: **Monday, June 5<sup>th</sup>, 2023, at 9:00 am.**  
\*Note change from regular monthly meeting date.

11. Adjournment: Meeting adjourned at 9:58 A.M on May 8<sup>th</sup> by Chairperson Paul LeTourneau.  
Earl moved to accept. Seconded by Kevin. Voted and carried 5/0.

Frank Calvert  
Recording Secretary/Manager.  
May 9, 2023

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