

Oconto – J. Douglas Bake Municipal Airport
2983 Airport Road
Oconto, WI 54153
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Subject: Airport Commission Meeting Minutes for Monday, July 17, 2023.

1. Meeting called to Order: July 17th at 9:02 A.M. by Chairperson Paul LeTourneau
2. Roll Call: Paul LeTourneau, Kevin Noack and Bob Bake present. Earl Uhl and John Ebeling excused.
In attendance: Frank Calvert and Steve Woodworth, Managers
Also in attendance: Dustin Ridings.
3. Approval of Agenda: Bob moved to accept. Seconded by Kevin. The motion was voted and carried 3/0.
4. Approval of Minutes from Previous Meetings of May 8, 2023, June 5, 2023 and June 26, 2023.
Kevin moved to accept. Seconded by Bob. The motion was voted and carried 3/0.
5. Correspondence: None
6. Public Input: None
7. Discussion/recommendation/approval of Department Reports:
 - a. Treasurer's Report for June and July: Bob moved to accept. Seconded by Kevin. The motion was voted and carried 3/0.
 - b. Managers' Report for June and July: Kevin moved to accept. Seconded by Bob. The motion was voted and carried 3/0.
8. Discussion/recommendation/action of OLD BUSINESS:
 - a. Property Acquisition - AIP 17. - The manufactured home on the property has been sold and will be moved within the next thirty (30) days. Discussions as to Frank's Logging and Duame Sand & Gravel in having the trees and stumps cleared from the property.
Motion by Bob to seek logging of the trees by Frank's Logging and to authorize Duame Sand & Gravel to clear the stumps and concrete, and to grade and level the property. Seconded by Kevin. The motion was voted and carried 3/0.
 - b. Snow Removal Equipment – Update as to anticipated delivery in September of the New Holland Tractor and Snow Plow to the Airport.
 - c. Operational Security Gate – Update as to the anticipated installation of the new security gate at Gate 2 by Custom Fence the week of July 24th. Discussion as to operational security gate at Gate 4 also. Effort to minimize traffic through the Main Gate, near the Fuel Terminal.
Motion by Bob to have Custom Fence provide a quote and to install an operational security gate at Gate 4, in an amount not to exceed \$ 11,000. Seconded by Kevin. The motion was voted and carried 3/0.
 - d. Master Plan Project – AIP 18 – Update as to finalizing of Scope of Work and contract amount between the Bureau of Aeronautics and Mead & Hunt. Once contract is signed, work will

begin on the Master Plan update for the Airport.

- e. Jet A Fuel Terminal – AIP 19 – Update as to finalizing of the Scope of Work and contract amount for the fuel terminal project. Once the contract is signed, work will begin on design of the fuel terminal system and bidding documents. Effort to bid prior to the end of the year.

9. Discussion/recommendation/action of NEW BUSINESS:

- a. Security Camera System Upgrade – Discussion as to security cameras for Gates 2 & 4, as well as a camera in the fuel terminal area. Need for the entire security camera system to be upgraded. Cameras and recording system are outdated and difficult to add additional cameras. This system upgrade has been on the Airport's project list as a future project. The Board directs that the Airport solicit bids as to a complete security system upgrade for the Airport grounds, and review costs as to the project.
- b. Landscaping around Hangar Building – Review of quote from Duame Sand & Gravel to add topsoil and grade around the new Hangar Building. Kevin moved to authorize Managers to proceed quote from Duame Sand & Gravel for topsoil and grading around the new Hangar Building. Seconded by Bob. The motion was voted and carried 3/0.
- c. LandPride Rotary Cutter – Discussion as to problem with center cutting deck. Removed center gear box to investigate the problem with vibration. Recommendation to replace center gear box and center pan on the rotary cutter. The Board agreed with repair of the equipment.
- d. Information. EAA Green Bay Chapter to meet at the Airport on October 7th.
EAA AirVenture upcoming July 22-30th in Oshkosh

10. Date for next Regular Meeting of the Commission: **Monday, August 14th, 2023, at 9:00 am.**

- 11. Adjournment: Meeting adjourned at 10:22 A.M on July 17th by Chairperson Paul LeTourneau. Bob moved to accept. Seconded by Kevin. Voted and carried 3/0.

Frank Calvert
Recording Secretary/Manager.
July 18, 2023

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