

Oconto – J. Douglas Bake Municipal Airport  
2983 Airport Road  
Oconto, WI 54153  
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**Subject: Airport Commission Meeting Minutes for Monday, August 14, 2023.**

1. Meeting called to Order: August 14<sup>th</sup> at 9:01 A.M. by Chairperson Paul LeTourneau
2. Roll Call: Paul LeTourneau, Earl Uhl, Kevin Noack and Bob Bake present. John Ebeling excused.  
In attendance: Frank Calvert and Steve Woodworth, Managers
3. Approval of Agenda: Earl moved to accept. Seconded by Bob. The motion was voted and carried 4/0.
4. Approval of Minutes from Previous Meeting of July 17, 2023. Bob moved to accept. Seconded by Kevin. The motion was voted and carried 4/0.
5. Correspondence: Kim Gaertner is receiving Charles Taylor Master Mechanic Award on August 22<sup>nd</sup> in Green Bay.
6. Public Input: None
7. Discussion/recommendation/approval of Department Reports:
  - a. Treasurer's Report for May and June: Earl moved to accept. Seconded by Kevin. The motion was voted and carried 4/0.
  - b. Managers' Report for May and June: Kevin moved to accept. Seconded by Earl. The motion was voted and carried 4/0.
8. Discussion/recommendation/action of OLD BUSINESS:
  - a. Property Acquisition - AIP 17. - The manufactured home on the property should be moved by the end of August. Frank's Logging has filed their timber permit with the County and will likely be coming in to log in the coming week. Duame Sand & Gravel will be in afterward to handle clearing. We will also be abandoning the well and septic system.
  - b. Snow Removal Equipment – Update as to anticipated delivery in September of the New Holland Tractor and Snow Plow to the Airport. The Tractor is clearing customs and anticipated delivery to Swiderski Equipment is August 17<sup>th</sup>.
  - c. Operational Security Gate – Update as to the anticipated installation of the new security gate at Gate 2 by Custom Fence. Discussion as to operational security gate at Gate 4 also. Effort to minimize traffic through the Main Gate, near the Fuel Terminal. Custom Fence provided a quote to install an operational security gate at Gate 4, in an amount \$ 10,900. Motion from last month was not to exceed \$ 11, 000.
  - 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. Operational Security Gate – Gate 4 - Proceed with contract with Custom Fence for installation of operational security gate. Airport will handle installation of the electrical.
- b. Clearing Southwest Area – Runway 22 - Review of the chopping of brush and trees in the Southwest corner. Several days of clearing with the skid steer and rotary chopper. Significant improvement of handling that area inside the fence. Will review some additional work by Duame Sand & Gravel.
- c. Terminal Building – BIL Grant Application - Progress in contacting the necessary parties with the WBOA and FAA Regional Office as to filing of a grant application. Scheduling meetings to review Terminal Building Project. Grant application to be prepared for anticipated October 1<sup>st</sup> application deadline.
- d. Information. Contact by solar energy company.

10. Date for next Regular Meeting of the Commission: **Monday, September 11<sup>th</sup>, 2023, at 9:00 am.**

11. Adjournment: Meeting adjourned at 10:12 A.M on August 14<sup>th</sup> by Chairperson Paul LeTourneau. Bob moved to accept. Seconded by Earl. Voted and carried 4/0.

Frank Calvert  
Recording Secretary/Manager.  
August 16, 2023

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