

Oconto – J. Douglas Bake Municipal Airport  
2983 Airport Road  
Oconto, WI 54153  
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**Subject: Airport Commission Meeting Minutes for Monday, November 6, 2023.**

1. Meeting called to Order: November 6<sup>th</sup> at 9:01 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, and Dustin Ridings.
3. Approval of Agenda: Earl moved to accept. Seconded by Kevin. The motion was voted and carried 5/0.
4. Approval of Minutes from Previous Meeting of October 16, 2023. John moved to accept. Seconded by Bob. The motion was voted and carried 5/0.
5. Correspondence: None
6. Public Input: None
7. Discussion/recommendation/approval of Department Reports:
  - a. Treasurer's Report: Earl moved to accept. Seconded by Kevin. The motion was voted and carried 5/0.
  - b. Managers' Report: Kevin moved to accept. Seconded by Bob. The motion was voted and carried 5/0.
8. Discussion/recommendation/action of OLD BUSINESS:
  - a. Property Acquisition – Duame Sand & Gravel has completed the majority of clearing on the property. The residence appears to be ready to move from the property soon. Will subsequently deal with removing the concrete slab. The well now appears to only be a sand point system and should be less expensive to abandon.
  - b. Operational Security Gate – Gate 4 - Custom Fence completed the installation of the new operational security gate on Gate for on Friday, November 3<sup>rd</sup>.
  - c. Well for Shop Building – Have prepared drain field for installation of a sink unit in the Shop. Dama Plumbing is expected to install the well in the coming week.
  - d. Jet A Fuel Terminal – There will be a minor delay in determining the positioning of the new Jet A Fuel Terminal in conjunction with the new Master Plan and new Airport Layout Plan. Determination of traffic flow, apron area, new tie down area(s) as part of the positioning of the of the new fuel terminal.

9. Discussion/recommendation/action of NEW BUSINESS:
- a. Runway / Taxiway Project – Discussion in recent Bureau of Aeronautics Scoping Meeting of need for an environmental study as to the proposed runway extension project. This will be handled by the State. The Airport will look to begin this environmental study next Spring.
  - b. Rotary Cutter – With purchase of the new Tractor, the Airport has discussed with the BOA the purchase of a 20' Rotary Cutter for use with the new Tractor. This is grass maintenance equipment and is funded through the State on an 80/20 grant funding. Will be proceeding with specifications for this purchase.
  - c. Information. Upcoming Budget Meeting on Wednesday, November 8<sup>th</sup> with City of Oconto.
10. Date for next Regular Meeting of the Commission: **Monday, December 11<sup>th</sup>, 2023, at 9:00 am.**
11. Adjournment: Meeting adjourned at 9:48 A.M on November 6<sup>th</sup> by Chairperson Paul LeTourneau. Bob moved to accept. Seconded by Earl. Voted and carried 5/0.

Frank Calvert  
Recording Secretary/Manager.  
November 9, 2023

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