

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

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**Subject: Airport Commission Meeting Minutes for Monday, May 13, 2024.**

1. Meeting called to Order: May 13<sup>th</sup> at 9:03 A.M. by Vice-Chairperson Bob Bake
2. Roll Call: Kevin Noack, John Ebeling and Bob Bake present. Earl Uhl delayed. Paul LeTourneau is excused In attendance: Frank Calvert and Steve Woodworth, Managers, and Jamie Winans and Dustin Ridings.
3. Approval of Amended Agenda: Kevin moved to accept. Seconded by John. The motion was voted and carried 3/0.
4. Approval of Minutes from Previous Meeting of April 8, 2024. John moved to accept. Seconded by Kevin. 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: Kevin moved to accept. Seconded by John. The motion was voted and carried 3/0.

Earl Uhl arrived for the meeting at 9:15 a.m.

- b. Managers' Report: Earl moved to accept. Seconded by Kevin. The motion was voted and carried 4/0.
8. Discussion/recommendation/action of OLD BUSINESS:
  - a. Jet A Fuel Terminal – Review of conference call and ongoing discussions with the Wisconsin Bureau of Aeronautics as to the placement and orientation of the new Jet A Fuel Terminal. Clarification as to allowable access pavement. Additional meetings at recent Bureau of Aeronautics Conference. Update of Airport Layout Plan.
  - b. Rental Hangars – Nothing further at this time. Continued on the agenda for possible discussion.
  - c. Keller Inc. – Meeting with Keller Inc. on May 6<sup>th</sup> regarding potential concept and floor plan for new Terminal Building. Would be incorporated into Terminal Building Study by Mead & Hunt, and supplement the Airport's grant application.

Motion by Earl to contract with Keller Inc. for the sum of \$ 2,500 to prepare a concept and floor plan for new Terminal Building in the Terminal Building Study, as part of the FAA Grant Application for BIL Terminal Building Construction.

9. Discussion/recommendation/action of NEW BUSINESS:
  - a. Quonset Hanger BiFold Door – Review as to replacement of all bearings on the BiFold Door. Also discussion as to the condition of the Quonset Hanger.
  - b. 1998 GMC 2500 Pickup – Discussion as to the age of the Pickup Truck and Plow. Potential for future costs and repairs. Consideration for replacement of the Truck in the near future. No action at this time.
  - c. Information. The end of year audit for the City of Oconto is now complete. Will have end of the year audit information as to the Airport at the next meeting.
10. Date for next Regular Meeting of the Commission: **Monday, June 10<sup>th</sup>, 2024, at 9:00 am.**
11. Adjournment: Meeting adjourned at 10:02 A.M on May 13<sup>th</sup> by Vice-Chairperson Bob Bake. Earl moved to accept. Seconded by John. Voted and carried 4/0.

Frank Calvert  
Recording Secretary/Manager.  
May 13, 2024

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