

**CABLE UNION AIRPORT
AIRPORT COMMISSION MEETING
Thursday, June 20, 2019
4:30 p.m., Cable Union Airport**

MINUTES

Attending: Chairman Doug Rowe, Commissioners Dick Fredericks, Kelly Nelson, Bob Rasmussen, Pat Rogers, Sue Thurn

Airport Manager Mike Nichols was absent.

Call to Order

Chair Rowe called the meeting to order at 4:30 p.m.

Approval of Agenda

Chair Rowe stated that Manager Mike Nichols submitted a report to him and added the Manager's Report to the agenda

Approval of Minutes – May 8, 2019

MOTION by Rasmussen, seconded by Thurn to approve the May 8, 2019 meeting minutes. MOTION carried.

Treasurer's Report

The blacktop work for Parod Hangar has not been paid pending possible 80% reimbursement from the BOA for the work. The cost is \$10,125; reimbursement, if received, would be \$8100. The process will take a couple months. There are sufficient funds to pay this bill.

The Commission discussed funds in the budget to possibly increase the Airport Manager's salary.

Commissioners want to look at timesheets turned in for work over and above regular duties. Secretary Allen will bring copies of timesheets to the Commission.

The BOA is also trying to work out a plan for reimbursement to airports for the required installation of the QTPOD at a cost of \$13,000. That reimbursement plus the reimbursement for paving could bring the budget to a surplus \$10,000.

MOTION by Rogers, seconded by Nelson to accept the Treasurer's Report and file it for audit.

MOTION carried.

Manager Report

- The fuel terminal installation is delayed and is scheduled on June 26, 2019 with Norvado.
- The Wisconsin Weights and Measures inspection is complete. Mike will follow up on the findings with the Commission at the July meeting.
- Kristi Maki from the Birkebeiner Foundation will meet with the Commission in July regarding parking on airport property for Birkie events.
- Tim DeChant is working on adjusting the hangar doors.
- The Hamburger Fly-In is Tuesday, July 16, 2019, from 5:00 to 7:00p.m.
- The mower is now working.

- The Flying Eagles will be offering free plane rides to youth ages 8 to 18 on Saturday, August 3, 2019, at 10:00 a.m.

Mike had 1200 gallons of fuel delivered at \$3.94 per gallon. The airport price for fuel is typically a dollar more.

MOTION by Rowe, seconded by Rasmussen to offer fuel to the Flying Eagles at \$4.00/gallon on August 3, 2019.

Public Comment

There was none.

OLD BUSINESS

Birkie Parking

The Commission discussed whether to raise the flat rate charged to the Birkie of \$5000 for parking on airport property during Birkie events or accept a percentage over a certain number of cars as suggested by Kristi Maki. The Commission will find out how many cars that would involve.

Fredericks noted that if the Commission accepts a percentage over a certain number of cars, it will be on the honor system because the Commission has no way of knowing the number of cars on which the percentage would be based. The Commission set a \$500/day rate for the Fat Tire. He suggested that rate apply to the Birkie for all their other events.

It was the consensus of the Commission to maintain charge the Birkie \$500 a day for Birkie events other than race day for which the fee is \$5000.

Property Perimeter Brushing

Mowing is needed. Town employees are too busy, but their equipment is idle. The Commission discussed possibly training Manager Mike Nichols on town equipment, as he is a Cable employee.

Fredericks offered to find out the cost to rent a skidsteer with brusher on the front, which is more efficient and faster than a tractor. If rented for two days, the work would be done. He will report the cost to the Commission at the next meeting.

Entitlement Transfer

The entitlement transfer has been completed.

Report from BOA Visit

On June 19, 2019, Nelson flew Rowe and Rasmussen to Madison to meet with BOA officials. They learned that there will be a snapshot of the airport in December 2019, to show the 10-based planes will qualify the airport for classified status. Classified status will not take effect until October 2020. The turf runway length is corrected and will be published. Reimbursement for paving was discussed. There are no issues with compliance. Commissioners reported the land release to the Cable Rod and Gun Club. Matt Malicki is working on a way to reimburse airports for the required QTPOD system. Reimbursement must be on the Commission's funding petition. Further land acquisition is needed for Runway No. 17.

Nelson stated that the petition for funding is only good for six (6) years. Some items were added in 2016; other items need a new petition. It was the consensus of the Commission to hold a public hearing Monday, July 29, 2019, at 7:00 p.m. for a new funding petition. A special Commission meeting will immediately follow the public hearing. The Commission can receive a one-time amount of \$25,000 for snow removal or mowing equipment, which will be in the petition.

There was a brief discussion about zero turn and tow-behind equipment. Nelson stated that he leans toward purchasing tow-behind equipment and then borrow tractors when needed from the towns. Rasmussen offered to check with Ashland to see how their zero turn equipment is working. Rogers will check about possible usage of the Cable tractor.

MOTION by Rasmussen, seconded by Fredericks to purchase tow-behind equipment for mowing with the use of state aid on an 80/20 split. MOTION carried.

New Terminal Construction: money will not be available for a new terminal until October of 2020. Rehabilitation of the runway will be in the petition, as well as the 4 degrees waiver and list of trees to clear.

Beacon Replacement: The BOA asked about replacing the beacon. The airport does not own the land where the beacon is located. Rasmussen will find out how much land is needed with an easement for maintenance and then talk to the owner to see if a piece of land can be deeded to the airport for the beacon. McNaught Road is dedicated to the town. Documentation is needed regarding the easement to the Birkie and the Gun Club.

Expand Hangar Area: No money will be put in the hangar area expansion until there is a need and the airport reclassified. Brush will be kept down. This will be on the petition.

Kelly stated that the meeting in Madison provided good clarification on the airport's classification and the petition process. A visit should be made every couple of years to build good working relationships.

On June 21, 2019, Commissioners will meet with representatives from the BOA, FAA and National Park Service (NPS).

Parod Hangar Entrance Project

Reimbursement for this project was discussed above.

Update on Compliance Issues

There was nothing new to report.

Update on Possible Equipment Purchases

This issue was discussed above.

Cable Natural History Museum Use of Airport Property

Nelson reported that the museum event has been advertised. He will hand over the key to his hangar on Friday, July 26, 2019.

NEW BUSINESS

Airport Manager Job Description

Thurn stated she redrafted the manager's job description from an old document. She added that the position is part-time permanent. Travel expenses have been added. Because the position is part-time, additional compensation at \$18/hour should be given for extra maintenance on the building, such as painting, repairs, snow removal. The question is what are routine duties and what are additional? Also, he was told the position would become full time, but that has not happened.

Chairman Rowe stated a maximum number of hours per month should be set and additional hours given permission by the Commission for budget purposes. He agreed mowing and snow removal, terminal maintenance and painting should be at additional pay, but hours should be limited for the budget. Thurn will redraft the job description and send it to Commissioners for their approval and then to Mike. Deanne will get copies of timesheets turned into the office for additional pay.

Clarification of Hangar Leases

Nelson proposed that hangar leases be based on the size lot. All seven lots are 3600 square feet. At \$0.11 a square foot, the rent would be \$396 a year. At \$0.12 a square foot, rent would be \$432 a year. Everyone should pay the same price for the lot.

MOTION by Rasmussen, seconded by Thurn for the annual hangar lease be \$0.12 per square foot for the maximum hangar size that can be built.

MOTION carried. Nelson and Robers abstained. As hangar owners Nelson and Rogers recused themselves.

Fredericks stated that the invoice will include a letter according to this motion.

It was the consensus of the Commission to increase advertising in flight magazines for new hangar space and that flyers be distributed to other airports and available at the Fly-In Hamburger Social. Rogers offered to work with Mike on additional advertising.

Rogers stated that the cost for power hookup to his hangar was \$750. He questioned whether this expense is covered under FAA. He would like the Commission to check if power connection was free.

Review of Airport Ordinance

This item was postponed.

The Commission discussed Bayfield County's interest in knowing the budget request from Cable Union Airport. The Commission would like to know what the County pays Ashland County for their airport. The

same amount should be matched for Cable, as expenses for airport maintenance continue to rise. At this time, the Commission will maintain its current request of \$8500 from the Towns.

There is room for another small airplane in the hangar for short-term rental. Mike has asked what a short-term rental rate should be. It was the consensus of the Commission to charge \$25 per night and buy 5 nights/get 2 free so \$125 per week.

Commissioner Fredericks has requested the Commission find a possible replacement as treasurer. Commissioners talked about succession and planning for the future and whether the Treasurer position should be a Commissioner. Options could include a town employee being treasurer or the Airport Manager.

Next Meeting: Thursday, July 11, 3:30 p.m. at the Airport.

Adjournment: The meeting adjourned at 6:25 p.m.