

**CABLE UNION AIRPORT
AIRPORT COMMISSION MEETING
WEDNESDAY, JANUARY 13, 2021
4:30 P.M. VIRTUAL MEETING**

MINUTES

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CALL TO ORDER

Chairman Rowe called the meeting to order at 4:33 p.m.

ATTENDING:

Chairman Doug Rowe, Commissioners Kelly Nelson, Pat Rogers, Robert Rasmussen, Sue Thurn; and Treasurer Kelly Rauch and Secretary Deanne Allen.

BOA Representative Matt Messina

Becker Hoppe - Karl Kemper, Randy Vanatta

Commissioners Fredericks, Rogers and Airport Manager Mike Nichols were absent.

APPROVAL OF AGENDA

Chairman Rowe amended the agenda for the 2021 budget to be considered after the treasurer's report and to move public comment after approval of the minutes.

Motion by Commissioner Thurn, seconded by Commissioner Rasmussen to approve the meeting agenda as amended. Motion carried.

APPROVAL OF MINUTES - December 15, 2020

Motion by Commissioner Rasmussen, seconded by Commissioner Nelson to approve the December 15, 2020 meeting minutes as presented. Motion carried.

PUBLIC COMMENT

Consultant Randy Vanatta, from Becker Hoppe, stated that his firm will submit a proposal for the Phase 2 hangar area Becker Hoppe is very interested in working with the Commission. He asked for the latest ALP.

Mr. Messina responded that the most updated ALP is the one submitted by Becker Hoppe. That is the one that will be used for Phase 2. Once proposals are received, he will consult with the Commission.

Mr. Vanatta also asked for a copy of the beacon easement, which will be sent to Becker Hoppe.

Chairman Rowe requested that the most recent ALP be sent electronically to all Commissioners.

TREASURER'S REPORT

Checking Account Balance: \$32,270.45 (with \$5700 in outstanding checks)

Collected \$13,347.45 in gas savings for 2020

Chairman Rowe noted that Northland Lawn and Sport received payment for the tractor from the BOA for the tractor. Northland has reimbursed the Commission's payment.

Commissioner Rasmussen requested the \$5,000 received from the towns of Namakagon and Cable for the tractor purchase be returned.

Reimbursement for the QTPOD has not yet been received. Reimbursement for the blacktop work is being reviewed.

Treasurer Rauch reported receipt of invoices from BOA, which she will send to Mr. Messina for an explanation of what they are for. She has sent invoices to lessees. Also, the Commission has received the annual allotment of \$8,500 from Cable and Namakagon but not yet from Drummond or Bayfield County.

Motion by Commissioner Nelson, seconded by Commissioner Rasmussen to accept the treasurer's report and file it for audit.

Discussion/Adoption Final 2021 Budget

Commissioner Thurn stated that the budget is not balanced as there are more expenses than income. Treasurer Rauch explained that in 2020 more was budgeted than spent. There is a carryover balance that will be used in the 2021 budget. A resolution for the carryover will be adopted at the next meeting.

Further amendments to be made to the budget include:

- Item of QTPOD reimbursement

- Change line 11, Miscellaneous Repairs to \$7000 (\$7000 was spent in this category in 2020, but only \$5000 budgeted)
- List electrical hookup expense
- Commissioner Rasmussen will meet with Treasurer Rauch to review miscellaneous repair expenses

A final budget will be adopted at the February meeting.

It was noted that the Town of Namakagon budgeted \$5,000 in 2021 for miscellaneous airport expenditures. The Town of Cable has a contingency of \$5,000 in 2021 for the airport.

Motion by Commissioner Rasmussen, seconded by Commissioner Thurn to accept the budget as presented subject to amendments in February.

Motion carried.

MANAGER'S REPORT

Chairman Rowe reported that Airport Manager Mike Nichols believes it would be better to purchase a new 2 turn commercial mower with a 5 to 6-foot deck for trimming.

The Commission has paid \$1500 a year for the mower that has been rented from Phil Rasmussen. Phil would sell it for \$6000. With the \$4500 rent that has been paid, the Commission would owe another \$1500 to own it.

This item will be further discussed in February when Mike is back.

PUBLIC COMMENT

There was none.

OLD BUSINESS

Update from BOA Representative Matt Messina

The deadline for receiving consultant proposals for Phase 2 is January 15 2021. The proposals will be sent to the Commission for review and an award decision. If the proposals are received by the February meeting, a closed session will be scheduled at that meeting to discuss the proposals.

Chairman Rowe requested the status of reimbursement for the entitlement money that the Commission turned back to the BOA at its request with the understanding that it would be paid back to the Commission. One payment in the amount of \$129,000 for King's Land O'Lakes was made in 2014. Another payment was made to Mark Graz Mr. Messina assured the Commission that money will be available and will find out its status.

Update on Compliance Issues

There was nothing new to report.

Update on EA Study

There was nothing new to report.

Discussion of Building New Terminal

There was nothing new to report.

Discussion on Purchase of Phil Rasmussen's Lawn Mower or New Mower for Trim Work

This item was discussed under the Manager's Report.

Discussion of Plugins for Aircraft Heaters

This item was tabled for discussion at the next meeting.

Commissioner Nelson requested a notification process be put in place for timely notifications for the safety of pilots if the airport is closed during plowing. Mike will be asked to research possible purchase of a radio with the frequency to communicate with airplane pilots.

NEW BUSINESS

Update on Birkie Parking

There was nothing new to report.

Discussion of Treasurer Position

Chairman Rowe expressed regret but respect for Kelly Rauch's decision to resign as Airport Commission Treasurer. He thanked her for all she has done. He has asked Secretary Deanne Allen to take the position, but she is Temporary Town Clerk through April 2021.

Chairman Rowe then talked to Airport Manager Nichols and he is thinking about it.

Commissioner Rasmussen suggested Kay Rowe. Chairman Rowe stated that he is not comfortable with the appearance of a conflict of interest. Commissioner Rasmussen noted that Bill DeVries served on the Commission as Chair and Treasurer for many years. Commissioner Fredericks has also served as Treasurer.

Commissioner Thurn asked Kelly Rauch if she would continue one more month until a replacement is found. She agreed to talk to Kelly Rauch about having how it would be helpful to have a Commissioner work with the treasurer. A job description is needed.

Kelly Rauch agreed to continue another month and stated that she will do what she can to make a smooth transition.

Items for Next Agenda:

- Resolution for budget carryover
- Budget amendments and adoption of final budget
- Purchase of a mower for trim work
- Possible Closed Session for review of proposals for Phase 2 hangar development
- Treasurer position
- Plugins for aircraft heaters
- Notification process when airport closed

NEXT MEETING DATE: February 10, 2021, 4:30 p.m. by Zoom

ADJOURNMENT

Chairman Rowe declared the meeting adjourned at 5: 41 p.m.