

**Cable Union Airport  
Airport Commission Meeting  
Thursday, November 12<sup>th</sup>, 2020  
4:30 pm Virtual Meeting**

MINUTES

**ATTENDING:**

Chairman Doug Rowe; Commissioners Kelly Nelson, Pat Rogers, Sue Thurn; Airport Manager Mike Nichols; Secretary Deanne Allen, Treasurer Kelly Rauch, BOA Representative Matt Messina

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

MOTION by Commissioner Thurn, seconded by Commissioner Nelson to approve the agenda as submitted. MOTION carried.

**TREASURER REPORT**

Checking Account Balance:                 \$13,947.67  
(All invoice payments cleared)

Savings Account Balance:                 \$ 4,045.72

The amount of \$1000 was received from the CARES Act and deposited.

The closing on the property sale to the Cable Rod and Gun Club was completed. Prior to the closing, the Commission received \$5,000 from each of the towns, Cable, Drummond and Namakagon in order to pay for the new tractor. With other funds available, only \$10,000 was needed to cover the cost, and \$5,000 was returned to Drummond. The \$10,000 from Cable and Namakagon will be reimbursed when the Commission receives reimbursement from the BOA. Matt Messina stated that he is working on the reimbursement payment for the tractor and expects it to be sent within the next 30 days.

Five invoices amounting to approximately \$4,000 were received from the BOA and paid. Chairman Rowe requested that the invoices be sent to Matt Messina for review and to provide the Commission with an itemized list of what these invoices included.

The amount of \$1,000 was received as the Commission's allotment from the CARES Act and deposited.

MOTION by Commissioner Rasmussen, seconded by Commissioner Thurn to approve the treasurer's report and file it for audit. MOTION carried.

**APPROVAL OF MINUTES**

MOTION by Chairman Rowe, seconded by Commissioner Thurn to approve the October 15, 2020 meeting minutes. MOTION carried.

## **MANAGER'S REPORT**

### Manager's Report

Airport Manager Mike Nichols reported that Mark Rasmussen put in 8 hours with prep work for the Phase 2 hangar area. The weather and snow interrupted everything, and work will continue next spring.

Another airplane has been added to Cable's base bringing the total to 11.

The tractor manual and additional shear pins have been delivered. The first service should be included with purchase. Mike will contact Commissioner Rasmussen about the service.

Mike received a phone message from Ann Warzak at BOA regarding 5 invoices dating back to 2017, totaling \$3,970.46. As reported by Treasurer Kelly Rauch, the invoices were paid. They will be sent to Matt Messina for review and clarification.

Commissioner Rasmussen reported the Commission's agreement with Midland for the propane contract for the year at \$1.09/gallon.

## **PUBLIC COMMENT**

Pam attended the meeting to hear the report on tree heights and removal.

## **OLD BUSINESS**

### **UPDATE FROM BOA REPRESENTATIVE MATT MESSINA**

Matt stated that reimbursement for the tractor will be sent to the Commission as soon as the information is set up in the financial system. Paperwork for reimbursements has been received from the Governor's office. Hangar development of Phase 2 is approved.

### **UPDATE ON COMPLIANCE ISSUES**

Cooper Engineering is working on a project to trim trees in order to make the runway fully functional. This includes an Environmental Assessment (EA). Neighboring property owners are being consulted. The link to this project will be sent to Pam .

### **DISCUSSION OF BUILDING A NEW TERMINAL BUILDING**

There was no new information to report.

### **DISCUSSION RELATED TO EA STUDY**

The EA was referred to under Compliance Issues. There is no new information to report.

### **DISCUSSION ON BEACON REPLACEMENT**

Matt requested a motion from the Commission to authorize a bid package as soon as possible for work on the beacon tower replacement and Phase 2 hangar development area. The motion will authorize BOA to contract with a consultant for design work.

At this point Commissioner Bob Rasmussen joined the meeting.

MOTION by Commissioner Nelson, seconded by Commissioner Rasmussen to authorize the BOA to move forward with consultant selection for design work for the beacon tower replacement and Phase 2 hangar development. MOTION carried.

#### **DISCUSSION ON RETURN OF PHIL RASMUSSEN'S LAWN MOWER**

Mike stated that the mower will be needed for trim work the tractor cannot do.

There was discussion on the terms of use agreed to with Phil Rasmussen. A \$1500 rental check for one year was never cashed. Commissioner Bob Rasmussen will talk to Phil Rasmussen. The Commission will check with Dick Fredericks. The secretary will find the original discussion in the minutes and send that information to Commissioners.

#### **NEW BUSINESS**

#### **DISCUSSION AND POSSIBLE ACTIONS RELATED TO BIRKIE**

There was no new information to report at this time.

#### **CABLE ROD AND GUN CLUB LAND CONTRACT PAYOFF**

The land contract with the Cable Rod and Gun Club has been fully paid and the check deposited. The deed has been recorded with Bayfield County.

#### **PARKING OF VEHICLES ON AIRPORT AND GUN CLUB PROPERTY FOR BIRKIE EVENTS**

There was no new information to report at this time.

#### **DISCUSSION OF SEPTIC SYSTEMS FOR HANGARS ON LEASED PROPERTY**

Commissioner Nelson reported that as the Commission is the property owner for lots leased for hangars, it is the Commission's responsibility to fill out necessary permit forms and sign agreements for septic systems. One blanket form can be completed for all hangar sites.

Commissioner Nelson agreed to fill out necessary forms for current and all future hangar sites in Phase 2

Hangar agreements will include a holding tank agreement, affidavit of waiver for pumping and a holding tank servicing contract, as required by Bayfield County ordinance. At the time of leasing, hangar owners will be informed of their responsibilities.

#### **DISCUSSION OF PHASE 2 HANGAR SITE PREPARATION AND DEVELOPMENT**

There was no further information to report.

At this time of the meeting Treasurer Kelly Rauch arrived and gave the Treasurer's Report reported above.

#### **DISCUSSION OF SALARIES OF COMMISSION AIRPORT MANAGER, SECRETARY AND TREASURER**

Kelly Rauch will email the current pay structure for staff to Commissioners for discussion in a closed meeting in December.

#### **DISCUSSION OF 2021 BUDGET**

Commissioner Rasmussen requested a report on expenditures to date.

Kelly Rauch will draft numbers for 2020 and proposed adjustments for 2021. The 2021 budget will be discussed at the December meeting.

**CORRESPONDENCE**

There was none to report.

**ITEMS FOR NEXT MEETING AGENDA**

Followup on invoices from BOA that were paid

BOA consultant agreement for Beacon tower and Phase 2 development

Followup on paperwork for septic systems

Birkie event parking on airport and gun club property

**SET DATE FOR NEXT MEETING**

The next meeting of the Commission will be virtual by zoom, hosted by Commissioner T  
turn on Thursday, December 17, 2020 at 4:30 p.m.

As of the writing of these minutes (November 27, 2020), the meeting date for the Commission has been  
changed to Tuesday, December 15, 2020, at 4:30 p.m. The meeting will be virtual by zoom, hosted by  
Commissioner Thurn.

**ADJOURNMENT**

Chair Rowe declared the meeting adjourned at 5:14 p.m.