

**CABLE UNION AIRPORT
AIRPORT COMMISSION MEETING
TUESDAY, DECEMBER 15, 2020
4:30 P.M. VIRTUAL MEETING**

MINUTES

Join Zoom Meeting

<https://zoom.us/j/94740192059>

Meeting ID: 947 4019 2059/No password is necessary.

CALL TO ORDER

Chairman Rowe called the meeting to order at 4:40 p.m.

ATTENDING: Chairman Doug Rowe; Commissioners Kelly Nelson, Bob Rasmussen, Sue Thurn; Airport Manager Mike Nichols; and Treasurer Kelly Rauch

Also attending:

Matt Messina, BOA Representative

Brad Volker, Cooper Engineering

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES - November 12, 2020

The Manager's Report was corrected to state that Mike met with Mark Jerome in October about brushing work. Mark Jerome was able to complete approximately 8 hours of brushing before the snowy weather interrupted. Work will be completed in spring.

MOTION by Commissioner Rasmussen, seconded by Commissioner Rasmussen, seconded by Commissioner Nelson to approve the November 12, 2020 meeting minutes as corrected. MOTION carried.

TREASURER'S REPORT

Checking Account Balance:	\$13,947.67
Savings:	\$ 4,222.12

Treasurer Rauch reported no reimbursement has been received yet for purchase of the tractor. Chairman Rowe will check on this with Matt Messina from the BOA.

MOTION by Commissioner Rasmussen, seconded by Chairman Rowe to accept the treasurer's report and file it for audit. MOTION carried.

MANAGER'S REPORT

Mike reported that he has talked to Road Foreman Jason Swanson who has agreed to plow the main runway when town roads are plowed this winter.

The BOA has posted an advertisement for consulting services for Phase 2 development and the new beacon tower. Mike has received some calls. He noted the ALP has not been signed, and the Commission does not have a signed copy. Clarification is needed to answer questions about whether the taxiway will continue south to its full length. A letter of interest must be submitted by January 15, 2021.

Also, clarification is needed on whether tree clearing is needed for the beacon tower, with will be 80 to 100 feet. Interested contractors want to know specifically what is included in the project.

Brad Volker reported seeing the advertisement on the DOT website. Cooper Engineering is interested in the projects and will submit a proposal. When federal dollars are used, bids are not submitted. The BOA makes a qualifications based selection. The Commission works with the BOA to rank the proposals and choose the best one. The BOA then negotiates with that firm. Details of the projects can be worked out after the consultant is selected. He further noted that it is not unusual to not have a signed ALP but is a good question to keep asking the BOA.

PUBLIC COMMENT

Brad Volker reported that Cooper Engineering has received the archaeology and wetlands reports needed for the Environmental Assessment (EA) study. They are still waiting for the historical and arborist reports. Once all the reports are received, Cooper will draft a report to develop viable alternatives for the EA document for review.

He noted that tree trimming may be necessary on land owned by the Birkie.

OLD BUSINESS

Update from BOA Representative Matt Messina: Invoices

Matt reported that the \$10,795 reimbursement for the QTPOD will be sent within 30 days followed by an invoice for the Commission's 20% share.

Matt agreed to follow up on invoices received from the BOA for the following:

ID 04 Environmental Assessment

ID 05 Crackseal

ID 51 ALP update

Chairman Rowe will follow up on the tractor reimbursement which has not yet been received. He will also check on the reimbursement for blacktop.

Consultant Agreement

This was discussed above in the Manager's Report.

Update on Compliance Issues

There was no new information to report.

Discussion Related to EA Study

This report was given under Public Comment.

Discussion of Building a New Terminal

There was no new information to report.

Discussion Regarding Phil Rasmussen's Lawn Mower

Commissioner Rasmussen reported that Phil Rasmussen sent a proposal for the Commission to consider purchase of the lawn mower that was rented in 2018, 2019 and 2020 for \$6,000. The proposal has not been received. Commissioner Rasmussen will follow up with Phil Rasmussen.

Mike stated that if the rented lawn mower is not kept, a new mower will be needed for trimming. He noted that the rented lawn mower will need a semi-overhaul. Not all parts for it may be available. Mike will check on costs for overhaul and possible purchase of a new mower.

Chairman Rowe expressed concern about the amount of maintenance already done on the rented mower and the amount of maintenance that will be needed moving forward.

Commissioner Rasmusen noted a state website for used equipment. He will send the link to all commissioners to check it out.

Update on Septic Systems for Hangars on Leased Property

Commissioner Nelson reported that all paperwork has been signed for permits for septic systems on leased property for hangars. Bayfield Planning and Zoning has indicated that this paperwork eliminates the need for individual permits every time a septic tank is installed.

A holding tank will be installed for the Rueger hangar in the next 10 days.

NEW BUSINESS

Discussion and Possible Actions Related to Birkie

Chairman Rowe and Mike met with Ben Popp and Christy Maki and the person who will do the prep work for Birkie parking on airport property. The exit/entry will be one-way. Permission was given to widen access points to accommodate traffic. The \$2500 fee has not yet been received. The Cable Rod and Gun Club is not involved in the Birkie parking plan this year.

Discussion/Adoption 2021 Budget

The Commission reviewed the preliminary budget presented by Treasurer Kelly Rauch. The following was noted regarding expenditures that need to be listed:

- Need line item showing QT renewal at \$900
- Salary for Commissioners Rowe and Thurn are paid for by town, not

Commission

- Secretary and Treasurer are paid by Commission
- Increase stipend for Mike Nichols
- Plowing expense will decrease - proposed \$1000 decrease

The following was noted regarding revenue:

- Line item needed for gas sales
- \$725 for terminal access as stipulated in Hangar Guide - one-time utility fee for Reuger hangar
- Event parking income of \$2500
- Refund from BOA
- QT reimbursement of \$10,795 minus 20% = \$8,636

The Commission requested the final budget show more detail with a comparison of 2019, 2020, and anticipated 2021 expenses. The budget should show a planned decrease in miscellaneous repairs and decrease of \$1000 in town plowing costs that would be added to Mike's hourly stipend. A fuel item should be shown in gas expense and gas sales.

MOTION by Commissioner Rasmussen, seconded by Commissioner Thurn to accept the temporary proposed budget. MOTION carried.

The final budget will be considered at the January meeting.

CLOSED MEETING:

Motion by Chairman Rowe, seconded by Commissioner Rasmussen for the Airport Commission to meet in closed session at 5:10 p.m. to consider staff compensation. Motion passed after a roll call vote of all in favor.

The regular meeting reconvened at 5:29 p.m. During closed session, the Commission decided on the following motions:

MOTION: by Commissioner Thurn, seconded by Commissioner Rasmussen to increase the Airport Manager's salary to \$620/month with a merit increase that raises Mike's salary to \$7,440/year, and raise his hourly rate to \$18.25/hour. MOTION carried.

MOTION by Commissioner Nelson, seconded by Commissioner Rasmussen to increase the secretary pay to \$85 per month. MOTION carried.

Items for Next Agenda:

- Final Budget

- Plug ins at tie down at airport - Mike to get estimate from Brad Parker for plug ins at four poles
- Discussion on purchase of lawn mower for trimming

NEXT MEETING DATE: The next Airport Commission meeting will be Wednesday, January 13, 2021, at 4:30 p.m., via zoom, hosted by Commissioner Thurn.

ADJOURNMENT

Chairman Rowe declared the meeting adjourned at 5:40 p.m.