**Cable Union Airport Commission Meeting**

**Tuesday, July 8, 2020 – 4:30 p.m.**

**Virtual Meeting Minutes**

**Call to Order**

Chairman Rowe called the meeting to order at

**Attending:** Chairman Rowe; Commissioners Fredericks, Nelson, Rogers, Rasmussen, Thurn; Airport Manager Mike Nichols; and Secretary Deanne Allen; BOA representative, Matt Messina; Public representatives, Elizabeth Holland, Mike Choate, Gary and Jan Parmen.

**Approval of Agenda**

Commissioner Thurn requested a brief discussion of brushing be added to the agenda.

MOTION by Commissioner Rogers, seconded by Commissioner Rasmussen to approve the amended agenda. MOTION carried.

**Approval of June 9, 2020 Meeting Minutes**

MOTION by Commissioner Kelly, seconded by Commissioner Thurn to approve the skeletal minutes of June 9, 2020. MOTION carried.

**Treasurer’s Report**

Treasurer Kelly Rauch was absent. There had been no treasurer’s report for 2 months. Commissioner Fredericks stated that he continues to have access to the bank account and will check on the balance.

**Manager’s Report**

Airport Manager Mike Nichols reported that the QTPOD system is working. The mower is not working. He has tried some repairs but has been unsuccessful. He plans to take it to Al Kolve, a local mechanic to look at it by the end of the week.

Commissioner Thurn stated that she has been in contact with Cable Road Foreman Jason Swanson and Road Supervisor Jack Radecki who have both indicated that Mike would be able to train to learn the Cable equipment to use when needed. Use of the equipment represents a value of $50/hour that would not be charged to the Commission. Commissioners Fredericks and Rasmussen stated that Drummond and Namakagon would be willing to contribute use of their equipment also.

It was the consensus of the Commission to pursue repair of the mower before following up on the use of town equipment.

**Correspondence**

Chairman Rowe reported receipt of a letter from Ben Popp, American Birkiebeiner Ski Foundation, asking for support for their current demolition plan. Commissioner Rasmussen stated that the plan is only to tear down the motel units, not the main lobby because of the huge expense. The main lodge will remain, and it is the lodge that is a height obstruction to the airport.

It was the consensus of the Commission that the demolition plan cannot be supported because it does not remove the airspace obstruction.

Commissioner Thurn noted that any development at Telemark is a long-term investment in the community and in the airport. The Commission can support the Idle Sites Grant for long-term impacts on the community.

Commissioner Nelson stated that when Mr. Popp requested a letter of support from the Airport Commission, it was with the understanding that the lodge obstruction would be removed. Chairman Rowe agreed to send Mr. Popp an email.

On another issue, Deanne will draft a letter regarding the airport’s permanent beacon easement on Telemark property to send to Mr. Popp.

**Public Comment**

Elizabeth Holland stated that she and Mike Choate of Startline Inn met with Brad Cooper of Cooper Engineering and learned about the airport issues. Their property is the closest to the Birkie Start Line at the end of McNaught Road. At this time she expressed appreciation for listening to see if anything will impact property owners.

Gary and Jan Parmen also listened into the meeting.

**OLD BUSINESS**

**Update from BOA**

Matt Messina reported receipt of the CARES Act grant. The BOA is in the process of submitting paperwork to the state to administer the grant. He requested invoices for reimbursement after March 24, 2020. Chairman Rowe stated that invoices will be submitted for operational expenses, including mower repair.

The QTPOD reimbursement has been submitted. There is also the pavement and blacktop reimbursement due. He asked if contractors were used for the work. Commissioner Rasmussen explained that the Towns of Cable and Namakagon did the prep work. Then contractors were used for the concrete and blacktop work. Reimbursement for the towns will also be requested. Matt stated that

the contractor work is definitely eligible for reimbursement.

Mr. Messina requested updated quotes for a mower. The BOA is still working on Ashland’s equipment but has not forgotten the request from Cable to possibly get Ashland’s old equipment.

He asked about work on the beacon and if it is working.

Mr. Nichols responded that the beacon is working, but the tower is unstable. The tower is located on a permanent easement on Telemark property. The beacon needs to remain on the hill where it can be seen. Otherwise Mt. Telemark blocks sight of the beacon. Mr. Messina agreed to develop tower plans and specifications for bid early next year.

**NEW BUSINESS**

**Update on Public Information Meetings by Cooper Engineering**

Chairman Rowe reported that Cooper Engineering has had correspondence with Cliff Lewis who expects a closing with the Birkie Foundation to purchase Telemark in August. Cooper has been in contact with property owners of neighboring properties.

**Discussion w/Karl Kastrosky re: Cable Rod and Gun Club Land Contract and Future Birkie Parking on Airport and Gun Club Property**

Karl Kastrosky was not able to attend the meeting but has been talking to Jay Anders. Commissioner Nelson reported that Mr. Anders has been exploring transportation options that might be offered to Birkie participants for parking.

**Discussion and Possible Action Related to Cable Town Ordinances**

It was the consensus of the Commission that no action is needed on town ordinances at this time.

**Discussion and Establishment of Ironwood East/West MOA**

Commissioner Nelson reported review of an airspace study that would establish an air space. It would somewhat impact Cable air traffic. The airspace would be set up for two weeks, Monday through Friday for 2.5 hours in the morning and afternoon. The airspace would be from 8000 feet to 18,000 feet. Air traffic to Cable, Ashland or locations in this area could fly below the 8000 feet. It may be a precursor to the award of the F35 to a company in Madison. This airspace may become permanent.

**Discussion of CARES Act $1000 Entitlement**

This was discussed under the BOA Update.

**Discussion Related to EA Study**

Mr. Messina stated that the next steps are for Cooper Engineering to develop alternative proposals associated with the runway and National Park Service. The proposals will be presented to the Commission to determine the best one.

**Discussion of Seal Coating Runway and Blacktop of Airport**

Mike Nichols asked if the runway will be re-marked when the micro-sealing is done. Mr. Messina responded that typically only the portion that is micro-sealed is re-marked. There is a re-marking program that can be done through the BOA without cost to the Commission. He will put the Cable Airport on the list whenever the Commission makes the request.

**Discussion Regarding New Terminal Building**

Commissioner Rasmussen reported taking pictures of the new Solon Springs Terminal and received the floor plans for it. Commissioner Nelson added that the Solon Springs Terminal has two pilot lounges, briefing areas, and long corridor to a small mechanical room. For Cable, he suggested one briefing room, a mechanical room in a basement. The footprint could be smaller. A meeting room, restrooms with shower, a mechanical room downstairs, and an office for Mike. Commissioner Rasmussen will bring a draft plan to the next meeting.

Commissioner Thurn reported a review of statutes regarding building a new terminal. There is a 50-page booklet on the process for building a new terminal. The website link will be sent to Commissioners.

There are three items to consider:

* S. 114.33 Wisconsin Statutes requires a public hearing in the area impacted by building of a new terminal.

Commissioner Fredericks asked if funds for the terminal would come from BOA. Matt responded that it was his understanding that the Commission would handle this project on its own. Commissioner Rasmussen stated that he would build the terminal and lease it back to the Airport Commission.

Chairman Rowe asked if there would be a legal liability if Commissioner Rasmussen built the terminal and leased it back to the Commission while he is a Commissioner. He suggested seeking an opinion from an attorney.

Commissioner Rogers stated that he would like to know that the FAA will buy it out from Commissioner Rasmussen. Chairman Rowe explained that the Commission would be buying the terminal back over time with a rent/purchase arrangement. There is documentation he received from the BOA regarding that process.

Commissioner Fredericks asked if a portion of property were leased to Bob to build a terminal and then leased by the Commission, there would be no conflict issues. Commissioners Nelson and Rogers are Commissioners are leasing property for their hangars. It is the same thing.

Commissioner Rasmussen stated that the cost needs to be estimated to find out if the Commission can afford to build a terminal.

Commissioner Rogers asked if bids would be needed. Commissioner Thurn explained that because the airport is publicly owned, the bidding process would have to be followed regardless of who builds it.

* S. 60.47, Wisconsin Statutes explains the process for public contracts and competitive bidding.
* S. 19.59, Wisconsin Statutes explains the Code of Ethics and Conflict of Interest for local government officials, employees and candidates.

All of this information is available when the Commission gets to the point of making these decisions.

Commissioner Thurn asked if FAA funds can be used for the Commission to purchase the terminal. Matt stated that it would be difficult to purchase something that is already built. When the BOA builds terminals, they are new and bid out. If the Commission wants to use FAA funding sometime in the future, then that process should be used from the beginning. The FAA process would mean re-evaluating entitlement funds and first funding the projects that are listed. The time frame would probably be 6 to 10 years to build up entitlement funds to include a new terminal. Only entitlement funds can be used to build a terminal. The Commission receives $150,000 each year; the cost of a terminal is approximately $600,000.

It was the consensus of the Commission to seek legal advice through the Wisconsin Towns Association (WTA) Commissioner Rasmussen will report from the WTA.

Commissioner Rasmussen noted a 4-Towns Meeting on Monday, July 13, 2020, and stated he will add Airport Commission request to the municipalities to contribute for building a terminal.

**Cable Annual Meeting**

Secretary Allen stated that an annual report is requested from the Airport Commission to present at the Cable Annual Meeting on July 22, 2020. Chairman Rowe will write a report and send to Deanne.

**Items for Next Meeting Agenda:**

* Discussion with Karl Kastrosky regarding Birkie Parking on Gun Club and Airport property
* Quotes for lawn mower
* New Terminal process
* CARES Act Update
* EA Study Update

Set Date for Next Meeting: The next Airport Commission meeting will be Wednesday, August 12, 2020, at 4:30 p.m.

There was a brief discussion about meeting in person at the Cable Community Centre or the Drummond Community Center, or at the Town Park. That decision will be made closer to the meeting.

**Adjournment**

Chairman Rowe declared the meeting adjourned at 6:35 p.m.