

**CABLE UNION AIRPORT
AIRPORT COMMISSION MEETING
WEDNESDAY, MARCH 29, 2023 - 4:30 P.M.
CABLE COMMUNITY CENTRE**

MINUTES

Call to Order

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

Attendance: Chairman Doug Rowe; Commissioners Ray Ebert, Jeff Hurula, Kelly Nelson, Bob Rasmussen, Sue Thurn; Airport Manager Mike Nichols; Treasurer Dale Kruse; Secretary Deanne Allen

Guests:

Rich and Lora Boley, Cable Hangar Owners
Tony Erba, Cable Plan Commission Chair
Holly Holly, New Secretary
Karl Kastrofsky, Cable Rod and Gun Club President
Brad Volker, Cooper Engineering

Approval of Agenda

Allen noted that the right agenda was posted but the agenda distributed at the meeting did not include two items: 1) Airport Overlay; and 2) Emails.

Motion by Commissioner Hurula, seconded by Commissioner Nelson to approve the revised agenda.

Motion carried unanimously.

Approval of Minutes - January 17, 2023

Motion by Commissioner Rasmussen, seconded by Commissioner Hurula to approve the January 17, 2023 meeting minutes as presented.

Motion carried unanimously.

Closed Minutes January 17, 2023

Motion by Commissioner Hurula, seconded by Commissioner Ebert to approve the Closed Meeting Minutes of January 17, 2023, as presented.

Motion carried unanimously.

February 27, 2023

Motion by Commissioner Thurn, seconded by Commissioner Hurula to approve the February 27, 2023 meeting minutes as presented.

Motion carried unanimously.

Treasurer's Report

All allotments have been paid but Bayfield County. A check was received this day for \$1500 from Bayfield County. The balance of both accounts is \$121,721. This includes the insurance

checks from the collapsed hangar. The settlement from the tractor is \$27,072.95, which includes all implements.

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

Motion carried unanimously.

Kruse reported that Chippewa Bank is offering a new program to fight fraud. The program is a double check on every item that comes through bank. The bank sends a list of transactions every day for approval. The cost of the program is \$50/month. It was the consensus of the Commission that the program is not needed. Chair Rowe signed a form for the Commission to opt out of the program.

Manager's Report

The airport has been closed 4 times again since the last meeting due to snow. The taxiway is narrow and sometimes planes scrape snowbanks. He urged the Commission to keep the purchase of a snow blower as a high priority, even though it is expensive. Plowing has to go past light, around turns and 50 feet beyond thresholds. He suggested a meeting in the fall with the Cable town crew (who does the plowing) on a plowing plan for next winter.

Only 45 gallons of fuel were sold.

Volker noted that the FAA is implementing a new procedure for master planning at airports. Part of it includes tracking traffic and installation of a traffic counter. Rather than a discussions about operations with a non-towered airport manager and commissioners, the FAA will require a year's worth of traffic counts.

It was the consensus of the Commission to look into costs of a shipping container or portable premade storage shed to use as storage until the hangar can be rebuilt. Rowe will look into prices for premade sheds; Nichols will look into containers.

Public Comments

Allen stated that Cable is willing to put in a file cabinet that can be locked at the Community Centre to keep Commission files and make them centrally accessible. A key to the Community Centre will be given to Chair Rowe. Commissioners agreed a centralized location for files would be helpful.

OLD BUSINESS

Update BOA - Matt Messina was not present.

EA Update/Hangar Expansion

Volker reported that he is waiting on Matt for ALP approval. Matt is working with Becher Hoppe because part of the ALP is a property map that shows existing property interests and future interests. FAA won't spend money on projects unless they are on the ALP. Part of the reason the ALP is not signed is inclusion of the hangar area expansion. A signed ALP is needed to go out for bid on the hangar area.

The exhibits that Doug, Jeff and Kelly reviewed are being tweaked to make sure they are correct before they are made public. Hal Davis' signature is needed one more time. The schedule is dragging out, but a public hearing is anticipated within 9 months. There will be a better timeline schedule in writing soon. Tentatively, it is anticipated that there will be a draft EA without preferred alternatives by May 31, 2023 to share with stakeholders. The next public information meeting will be in July or August. A draft EA with the preferred alternative to be done by the end of September.

Nelson asked the timeline to bid the hangar expansion once the ALP is signed. Volker responded that once signed, the project can be bid. Typically, the BOA will publish a legal Request For Proposal (RFP) and make sure grading and paving companies in the area are informed of the project. It usually takes 4 weeks before bids are opened. Thurn noted that Northwoods Paving is the only paving company in this area and may be scheduled for the season.

Rowe stated that James Bolen has informed him that a lease agreement with RNW will be signed in the next week giving RNW control of the golf course property. Sale closing is expected in June. As soon as ownership of the property is finalized, Bolen will contact Volker about options on the south end of the airport property.

NEW BUSINESS

Comp Plan/Gun Club - Karl Kastrosky

Kastrosky showed a large map of the airport and gun club area taken from Bayfield County GIS. Airport property and surrounding parcels with ownership names needs to overlay the large map and be incorporated into the Comp Plan. The overlay shows the boundary of what property the airport controls in the air and on the ground. It includes the gun club. The overlay needs to be carried forward by the Commission. He will attend the Plan Commission meeting on April 5 to discuss how to incorporate the overlay into the Comp Plan.

Rowe noted that once the EA is done thresholds will change with alternatives and aviation easements. He asked the timeline for completing the revision of the Comp Plan. Erba stated the revision deadline is July. The town has signed an contract with the Northwest Regional Planning Commission. The deadline could be extended if there are substantive changes on as to how decisions would be made. If the timing does not match the EA timeline, amendments to the Comp Plan can be made. The operation of the airport has an impact on the community and people need to be informed. The proposed narrative does not identify constraints. Height restrictions should be disclosed in the Comp Plan to help elected officials make decisions.

Erba reported that Bayfield County is also in the process of updating the county comp plan. The Plan Commission recently reviewed the existing land use map the county has for Cable and corrected land uses for a number of parcels. The Plan Commission will also be working on a preferred land use plan for the county. This is an exercise of identifying preferred future land uses in Cable. This and other guidance can be used by the town board to decide proposals that come forward.

Thurn, who also serves on the Plan Commission, agreed to be a liaison between the Commissions and work on the maps. Kastrosky will send the digital version of the large map to Volker who will mark the aviation easements and most extreme runway protection zone north to south and then send it back to Rowe.

The gun club will be done in the same way. It is important for due diligence to be done for the community regarding noise and to caution people about where they buy property.

Rowe noted that there have been complaints from neighbors who have contacted the FAA about the gun club. He received an email from the FAA stating that no further action is needed but urging the Commission to keep in contact and work with the gun club. The airport is in compliance with everything.

Petition

On December 5, 2022, the Cable Union Airport Commission held a public hearing for a funding petition for the next five years. Immediately following the public hearing, the Commission voted to approve the petition, signed it and sent it with the required supporting documents to the BOA. The Commission was notified that the petition must include the items mentioned at the public hearing. The petition was revised to include those items and resubmitted. The Commission was then notified that the certification signature had to be the same date as a majority vote adoption of the revised petition. Therefore, a motion is needed with a majority vote in favor and with signatures and date the same as when the motion made.

Motion by Commissioner Ebert, seconded by Commissioner Nelson to approve the revised December 5, 2022 Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid by the Cable Union Airport Commission, Bayfield County, Wisconsin to include the items from the petition public hearing held December 5, 2022.

Motion carried unanimously.

The petition was signed again and dated this meeting March 29, 2023.

Secretary Position

Chair Rowe introduced Holly Holly who was interviewed by Chair Rowe, Commissioners Nelson and Thurn, and Secretary Allen.

It is recommended that the Commission hire Holly Holly to take the Secretary position. Deanne will work with Holly through April for a smooth transition.

Motion by Commissioner Nelson, seconded by Commissioner Hurula to hire Holly Holly to take the Secretary position for the Commission.

Motion carried unanimously.

Motion by Commissioner Nelson, seconded by Commissioner Rasmussen to offer the salary of \$100 per month to Holly Holly for the Secretary position effective April 2023, and that both Deanne and Holly will be paid through April for the transition.

Motion carried unanimously.

Emails.

Commissioner Thurn urged Commissioners to set up a separate email account for airport business. If, through the Freedom of Information Act, there was a request records, personal emails could also be exposed. It was the consensus that Commissioners would set up a separate email account for emails for airport business. A new contact list for the Commission will be drafted for the April meeting, when the new email addresses will be added.

Update to Towns

Chair Rowe reported that he sent a letter to the Town of Cable as an update of Commission activities for the Annual Meeting in April.

It was the consensus of the Commission to accept some clarifications from Commissioner Nelson and send a final letter to the Clerk/Treasurer of Cable.

Libby Hangar Update

There was no new information to report.

Tractor Repair Update

An initial estimate for the tractor repair is \$12,000 for the cab plus \$3500 in labor.

Commissioner Rasmussen reported that the damaged tractor (from the hangar collapse) was taken to Cameron for a repair estimate. He was told that a new cab is not necessary. It can be straightened and sealed. The tractor only has 104 hours of use, and the hopper can also be repaired to work perfectly. The muffler does not have to be replaced. It just has a dent. The estimate in Cameron is \$5,584.34, and does not include the brackets for the mower.

It was noted that as a trade-in, the tractor would bring approximately \$10,550; a new tractor is \$35,000.

Motion by Commissioner Hurula, seconded by Commissioner Nelson to approve the tractor repairs in Cameron with a six-month trial to make sure the tractor is working correctly.

Motion carried unanimously.

Motion by Commissioner Ebert, seconded by Commissioner Nelson to reimburse Commissioner Rasmussen \$1.00 per mile for the 75-mile round trip to Cameron, equalling \$150.00.

Motion carried unanimously.

Airport Ordinance

This item was tabled to the June 2023 meeting.

Items for Next Agenda:

Reimbursement to Karl Kastrosky for the map

Airport Overlay map
Emails
Tractor repair
Libby Hangar Update
Airport ordinance

Next Meeting: **April 27, 2023 - 4:30 Cable Community Centre**

Adjournment

Chair Rowe declared the meeting adjourned at 6:10 p.m.