

**CABLE UNION AIRPORT
AIRPORT COMMISSION MEETING
JUNE 18, 2024 – 4:30 PM
CABLE COMMUNITY CENTRE**

MINUTES

Call to Order

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

Attendance: Chairman Doug Rowe, Commissioners Ray Ebert, Joe Garceau, Jeff Hurula, Bob Rasmussen, Susan Thurn, Airport Manager Mike Nichols, Treasurer Dale Kruse, Secretary Holly Holly.

Guests

Mark Graczykowski - BOA
Karl Kastrosky - Cable Rod & Gun Club
Sue Rosa - County Commissioner
Rich Boley - Hangar Owner
Steve Bruss - Prospective Hangar Owner

Approval of Agenda

Motion by Commissioner Ebert to approve as presented, seconded by Commissioner Garceau.
Motion carried unanimously.

Public Comments

None

Approval of Minutes – May 21, 2024

Motion by Commissioner Rasmussen to approve minutes as presented, seconded by Commissioner Garceau. Motion carried unanimously.

Treasurer's Report

Expenditures were \$1,371.71. Receipts were \$472.92 (\$483.76, 79.93 gallons gas, 2 fuel sale).
Balance on 05/31//24 was \$109,569.41.

An invoice was received and paid from the DNR for annual environmental fees.

Chairman Rowe was contacted by Bayfield County requesting input for the annual county contribution to the Airport's working budget. He reported the county has pledged to match what each town contributes annually (currently \$10,000 to the working budget and \$5,000 to a contingency fund held by each town); however, Bayfield County contributes annually to the

working budget, but has only once to the contingency fund. Sue Rosa was asked to confirm what the county is currently contributing to the Ashland Airport, which they do support despite it not being located in Bayfield County. There was agreement among the commissioners to increase the request of the annual contribution from each town and the county from \$10,000 to \$12,000 and maintain the current contribution of \$5,000 to the contingency fund.

Commissioner Rasmussen made a motion to request \$12,000 for the working budget and \$5,000 for the contingency fund from Bayfield County for the 2025 budget, seconded by Commissioner Hurula. Motion carried unanimously.

Cary Conrad, a visiting pilot from Massachusetts, left a donation of \$150 for the airport after utilizing Joe Hickey's hangar. Mr. Conrad was very impressed with the airport. A thank you note will be sent for the donation.

Motion by Commissioner Ebert to accept the treasurer's report and file it for audit, seconded by Commissioner Garceau. Motion carried unanimously.

Manager's Report

Mr. Nichols asked Mr. Graczykowski how often the aircraft snapshot is taken and he verified the count would need to be at nine or ten in December 2025, and when the count is lower it is used in determining eligibility for funding purposes.

Rocks have been put in place by Joe Connelly, Town of Cable Road Department, so driving on the grass should no longer be an issue.

Chris Brinker will begin working on terminal restoration on Wednesday, June 19th. He will be available for two to three weeks.

Mr. Nichols has been contacted by Morton Buildings again in regards to new hangars waiting to be built. Mike Wagner is especially anxious to start building as he will not be able to utilize the Hayward airport next spring as it will be closed for approximately two months for scheduled improvements. At this time, it is not certain if construction on the new hangars will be able to be started in 2024 as the FAA has not yet signed the pen and ink despite the FAA having the document for over 45 days.

Mr. Nichols is dealing with health issues and expressed his gratitude for assistance with mowing from Chairman Rowe and Commissioner Garceau.

OLD BUSINESS

Update BOA/EA – Matt Brynick, Brad Volker

Mr. Volker reported the EA is awaiting FAA comment and he is currently working on cost estimating. It is possible for the public hearing to take place yet this fall as long as FAA comment is received in a timely manner with appropriate responses.

SRE Building Update - Cooper Engineering Update - Brad Volker

Mr. Volker explained the addition of the well for washing equipment, it will not require a septic system, but it will require additional permitting with the DNR for a Statewide Low Impact Discharge Permit in order to include the floor drain which will drain into a dry well. Mr. Volker and Mr. Nichols will submit the application to the DNR and work with Bayfield County Zoning to satisfy necessary requirements at this point with the DNR & DSPS. Mr. Graczykowski verified the addition of water fits the scope of the building and should qualify for funding.

Phase 2 Hangar

Mr. Graczykowski explained funds are available with the BOA, so access to the money will not cause a delay in the project getting started; it will depend on the contractor having a signed contract. Mr. Volker reiterated the new hangar owners are anxious to start building, especially with the Hayward Airport temporary closure next spring. Mr. Brynick verified the FAA has not signed the pen and ink, but it is on their priority list despite having it more than 45 days. The commission's request is that the pen and ink be approved by the FAA so that bids can be posted on July 18, 2024. Mr. Messina requested Cooper Engineering have an accurate cost estimate prior to July 18, as the build is scheduled to take 40 work days to complete and if bids are posted on July 18, it would be feasible to complete yet in 2024.

Chairman Rowe and Commissioner Garceau will visit several other airports for hangar layout and report back.

NEW BUSINESS

BOA Funding Update - Mark Graczykowski

Mr. Graczykowski gave an overview of available funding. Airports are funded through Federal Entitlements such as the AIP (Airport Improvement Program), the BIL AIG (infrastructure projects), and a state fund available for all airports at the discretion of the BOA.

The Airport Improvement Program (AIP) requires a minimum number of aircraft be based at the airport. Entitlements are applied to projects related to the main runway (EA, crack seal). These funds need to be used in the allotted amount of time or given to another airport in need. The funds are managed by the BOA and distributed when requested by the airport. A small portion of funds from 2019-2020 were not used (less than \$10,000).

AIG (Airport Improvement Grant) differs from an entitlement in that if it is not used it reverts to the federal government. AIG funds are allocated for the SRE building with the 2022 money not expiring until September 1, 2025. The funds can be used the same as entitlement type projects, transferred to a grant so they are available for four years, and the process for receiving funds is to provide estimates and/or bids.

ACIP Report will be updated by Mr. Graczykowski as the SRE Building is not currently reflected; however, 90% of the project will be covered by these funds at approximately \$450,000 which has been set aside from state apportionment. The exact match amount for the airport to contribute will be calculated once bids are received. He also explained projects listed are all functions of the EA as there will either be a land acquisition with the National Park Service or a money transfer making it critical that the EA is completed as soon as possible. It is also possible for projects to be added prior to the completion of the EA.

Chairman Rowe expressed his appreciation for Mr. Graczykowski's attention in tracking when funds are expiring, how to best utilize funding, and generally being an advocate for Cable Union Airport. He also expressed to Ms. Rosa the importance of annual funding contributions from each town and Bayfield County as they are used as matching funds for capital improvement projects primarily funded through grants and entitlements. Mr. Graczykowski verified there are no concerns with current projects qualifying for available funds and is hopeful the Phase 2 Hangar project goes to bid soon so available funds do not expire.

Mr. Nichols asked why the ALP (Airport Layout Plan) has not been signed by the FAA and Mr. Graczykowski said we are not the only airport with this issue and he is hopeful it will be signed soon.

Cable Rod & Gun Club - Signage, Berm

Mr. Kastroski reported the design for signage provided by Chairman Rowe & Treasurer Krause was used to make signs at the gun club to be posted to ensure safety.

Mr. Kastroski reported the club would like to build an earthen safety and noise abatement berm at the rifle range on the south boundary of the airport. They are requesting permission to build part of the berm on airport property (approximately 10 feet beyond their boundary) as there is not quite enough space on gun club property and the airport land being requested to build has standing trees. The club is pursuing a grant through the DNR for constructing the berm which means there will be no cost to the airport and will not create any obstacles as the berm will be no more than ten feet high.

Commissioner Ebert made a motion to allow the gun club to build a safety and noise abatement berm running east and west on the airport property boundary at no cost to the airport, seconded by Commissioner Rasmussen, motion carried unanimously.

Future Airport Events

None at this time.

Hamburger Fly In Social - Tuesday, June 25, 2024

Kerri Nelson, Kay Rowe, and Deanne Allen are organizing the social. Commissioner Rasmussen has ordered burgers and buns from Lakewoods and has arranged for the canopy, tables, and grill to be available. Mr. Nichols reported the donation box is in the terminal and he will provide Heather Ludzack with information for advertising purposes through the Cable Area Chamber of Commerce. All who are available to help put up the canopy will meet at the terminal on Monday, June 24th, at 1:00 p.m.

,Terminal Restoration Update

June 11, 2024, meeting held to determine terminal projects for this summer. Chris Brinker is available to work for 2-3 weeks and the focus will be on the entryway, pilot room, and bathroom.

2024 Projects will include:

- Removal of chimney and door.
- Ceiling covered in plywood with stripping.
- Possibly cover exposed water lines.
- Commissioner Rasmussen has a counter that will replace the entry counter, the desk will be moved to the manager's office if still needed.
- Bathroom beadboard will be used for walls and siding reused in other places, determine if 32" or 36" door for accessibility, open up the bathroom and add grab bars.
- Meeting room - likely shorten the bar and replace it closer to the current wall for the kitchen area, eliminate the stove, and move the refrigerator against the wall.

Future projects will include:

- Accessible exterior door on the east entry.
- Updating the bathroom sink, fixtures and an addition of a shower.

Commissioner Rasmussen will deliver a dumpster Wednesday, June 19th to be used for clearing out the terminal. All who are available to help clear debris from the terminal should meet on Monday, June 24th at 1:00 p.m. after the canopy is set up for the Hamburger Fly In. Commissioner Garceau graciously offered to store building materials in his hangar on a short term basis.

Chairman Rowe inquired about the status of electric/wiring being updated. Commissioner Hurula will verify what is live/connected and Commissioner Thurn will forward last year's invoice from Parker Electric so he will know specifically what work was completed.

Kerri Nelson has offered to purchase a griddle and the consensus was to purchase gas rather than electric to allow for more flexibility in where it can be used.

Tree Clearing

Commissioner Hurula verified the cutting crew from the Gordon Correctional Facility is scheduled for the last week of July through the first week of August. Commissioner Thurn will ask the Town of Cable to have road crew staff available to help supervise the chipper.

Update Lease Agreement - Personal Property Tax

Commissioner Garceau called several airports and learned many are filing a BFI form, which requires a survey to get a legal description for each hangar and assigns a pin number to the property. A lawyer would do this for approximately \$7,800 (\$975/hangar which is a discounted rate based on multiple properties). This would give the hangar owner a document showing ownership of their hangar which is a benefit for the owner when they wish to sell the hangar. Mr. Graczykowski suggested reaching out to the Wisconsin Airport Managers Association to see what other small airports are doing and if a precedent has been set. Commissioner Garceau will also call the tax assessor to see if this documentation would be adequate for tax purposes.

Items for Next Agenda:

Bayfield County Board
Future Airport Event
Hayward Airport 2025 Temporary Closing
Terminal Renovations
Tree Clearing
Update Lease Agreement - Personal Property Tax

Next Meeting:

Tuesday, July 16, 2024, at the Cable Community Centre at 4:30 p.m.

Adjournment

Chairman Rowe declared the meeting adjourned at 6:22 p.m.