

Airport Commission
Monday, February 8, 2015
12:00 P.M.

MINUTES

PRESENT: Mae Nachman, Carl Rasmussen and Jim Cooper.

ALSO PRESENT: Joel Lemke, Jason Draheim, Gary Kuplic, Mary Klesmith, Chris Lefebvre, Jaime Zdroik, and Jenny Schmeiser.

EXCUSED ABSENCE: Paul Adamski

Index		Page
I.	ADMINISTRATION	
1.	Approval of minutes of the December 14, 2015 meeting.	2
II.	ACCOUNTING	
2.	Discussion and possible action on approval of department claims.	2
3.	Discussion and possible action on Engagement Letter with Baker Tilly.	2
III.	AIRPORT MANAGERS REPORT	
4.	Written report provided.	3
5.	Verbal report.	3
IV.	ADJOURNMENT	3

I. ADMINISTRATION

1. Approval of minutes of the December 14, 2015 meeting.

Motion made by Carl Rasmussen, seconded by Jim Cooper to approve the minutes of the December 14, 2015 Airport Commission meeting.

Ayes all. Nays none. Motion carried.

II. ACCOUNTING

2. Discussion and possible action on approval of department claims.

AIRPORT

Mae Nachman also presented the statement of claims for the Airport for December. The balance as of December 1, 2015 was \$139,334.13. The bank deposits recorded in December 2015 were \$21,330.12. Checks issued in December 2015 numbered 1411 through 1428 were in the amount of \$37,356.08. The net balance on hand December 31, 2015 was \$123,308.17.

Mae Nachman also presented the statement of claims for the Airport for January. The balance as of January 1, 2016 was \$134,743.82. The bank deposits recorded in January 2016 were \$169,038.64. Checks issued in January 2016 numbered 1429 through 1438 were in the amount of \$17,649.15. The net balance on hand January 31, 2016 was \$286,133.31.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the department claims for the months of December 2015 and January 2016 as audited and read.

Ayes all. Nays none. Motion carried.

3. Discussion and possible action on Engagement Letter with Baker Tilly.

Joel stated he forgot to add this in December when approving it for the other utilities.

Motion made by Jim Cooper, seconded by Carl Rasmussen to approve the two year contract with Baker Tilly Virchow Krause, LLP for auditing services for the Airport; 2015 - \$4,200 and 2016 - \$4,300 for a total amount of \$8,500.

Ayes all. Nays none. Motion carried.

III. AIRPORT MANAGERS REPORT

4. **Written report provided.**

Jason said they are working on standard winter operations, snow clearing on operational surfaces. Fuels sales are on track for the beginning of the year. The new Airport sign is now completed.

The monthly reports for December 2015 and January 2016 were reviewed by the Commission.

5. **Verbal report.**

Nothing to report.

The next Airport Commission meeting will be on Monday, March 14, 2016 immediately following the Board of Water & Sewerage Commission meeting.

IV. ADJOURNMENT

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:27pm

AIRPORT COMMISSION



CARL RASMUSSEN, SECRETARY