

# Minutes

## Airport Commission Meeting

### Wednesday, September 18, 2013

Present: Gary Schwartz, Joe Malsack, Gary Schulz and Chris Malm, Lyle Banser and Airport Manager John Miller.

Also Present: Larry Wenning & Steve Krueger

(1) Call to Order: Gary Schwartz called the meeting to order at 7:00 PM.

(2) Approval of the August 27, 2013 Minutes: Lyle Banser commented he was listed as attending the August meeting but was not present. John Miller said he would correct the August Minutes. Joe Malsack made a motion to ratify the minutes, with the correction, of the August 27, 2013 meeting. The motion was seconded by Gary Schulz. The motion passed.

(3) Approval of Vouchers: The vouchers were reviewed and signed by all. Joe Malsack made a motion to approve the vouchers. The motion was seconded by Chris Malm. The motion passed.

(4) Update on 2006 Project: Gary Schwartz said that there will be a meeting Tuesday, September 24th regarding the punch list to close the project. Gary said as of yet Steve Opatik from Becher Hoppe does not have the final figures for the project. Gary said we still do not know if there will be enough money left in the project to move the beacon.

John Miller said that he did some research on the correct way the signs should read to mark the runways. John said according to the FAA the numbers painted on the runway should only be the single digit. John said it has been decided by Becher Hoppe that they are going to replace the signs changing the 07 to a 7 to match the painted numbers on the runway on three signs.

John Miller said Per Mar has not set up the gate as of yet. John said after some phone calls Becher Hoppe has told Per Mar the gate has to be operational by the meeting on Tuesday.

(5) Discussion/Decision Entitlement Loan from Tomahawk: Gary Schwartz said that the entitlement available from Tomahawk is from 2009 and therefore the sponsor share is 2 ½%. The money available is \$157,895.00. Gary Schwartz reviewed with the commission as to how the entitlement from Tomahawk would work. Gary said our 2014 entitlement will have to go to Tomahawk.

John Miller said he has spoken with Eric Johnson and was informed that a contract, written and controlled by the Bureau of Aeronautics (BOA), between Tomahawk and Merrill was on his desk. Gary Schwartz said that with the 2009 Tomahawk money added to our 2012 and 2013 entitlement money, we should have enough for both the tractor and the terminal. Gary said by the end of the year we should have a very good idea as to how much the terminal will cost.

Joe Malsack made a motion to work with Tomahawk to receive the entitlement money. Lyle Banser seconded. The motion carried.

(6) Discussion/Decision Tractor Purchase and Tractor Equipment Purchase: John Miller said that he has been informed by Eric Johnson from the BOA that New Holland will

be able to put a change order in for this year and we would be able to purchase the tractor at this year's prices. Eric told John that he will be able to put a finding in this month that will lock the money in for this year but we will have to commit by tomorrow morning. John recommended that we purchase the tractor and a two stage blower for \$121,490.00 and leave the balance as backup for the terminal. John said if we don't need it for the terminal we can order the broom attachment in the coming years.

Chris Malm asked what is going to happen to the old tractor. John Miller said that he met with Kathy Unertl, Mayor Bialecki, Dave Johnson and Tom Hayden to discuss the disposition of the tractor. John said \$12,165.00 remains on the loan from the tractor purchase and there are two other departments that would be interested in the tractor. John said it would be in the best interest of the City to have the tractor go to another department that has a need for it.

A long discussion was held as to what pieces of snow removal equipment would work best for our airport, and what we could put off and purchase in the future under the same program.

Joe Malsack made a motion that we purchase a tractor, a two stage blower and bucket loader for \$129,740.00 with the remainder to be put toward the terminal building. Lyle Banser seconded. Motion carried.

(7) Airport Day 2013 De-brief: John Miller said that he thought Airport Day went exceptionally well and wanted to thank all the volunteers who helped. John said special thanks need to go to Joe and Jody Malsack, Jay and Mary Jo Schnur, Larry and Julie Wenning, Steve and Karen Krueger, Gary Schulz, Bobby Kulp and Rich McCullough. John said without them none of the good things coming out of Airport Day could happen.

John Miller said the Lions and Relay for Life had a very good day with their food concessions. John said that there were 38 airplanes that flew in and with the planes based on the field there were about 50 airplanes on display. John said the Spirit of Marshfield, a T-6 World War II Warbird, a Birddog Observation Plane and a Stearman all came in. John said it was a good mixture of aircraft that included some of his customers, ultralights, light sport aircraft and others.

John Miller also said John Lumley, who provides the aircraft rides, had a successful day. Gary Schulz said John Lumley told him he really enjoyed working with our organization. John Miller said the sky divers did an excellent job, along with the pilot of the jump plane. John said he heard many favorable comments throughout the day

Joe Malsack said the Flea Market went well. Joe also said the Boy Scouts had a good day with the Balloon Bounces. John Miller said the money earned from the Flea Market increases each year and does a great job getting more people to the Airport.

Steve Krueger mentioned that he could see planes really bouncing on the field that we park the planes on and we should be giving some thought to smoothing out the field. John Miller said that we do not have the money in the budget to do that right now but maybe next spring, with our new equipment, we could do something.

John Miller said his wife Jane works for a couple of months to put all the details together for Airport Day and he wanted to thank her for her efforts.

(8) Manager's Report: John Miller reported the lighting at the fuel system, parking lot and the ramp is complete. John said there are two lights that are on at night at all times and the others are on motion sensors.

Gary Schulz asked about the circuit boards for the gates and John said he has one new one left after replacing one in June for lightening damage. John said it has been about 2 ½ years since the last board was replaced.

John said that the fuel system is giving him error messages. John said he believes it is a programming error that Northwest Petroleum will need to fix.

Gary Schulz said that there are covers that will stop the sun fade on the screen on our self-serve fuel unit and he thought we should consider purchasing one.

(9) Chairman's Report: Gary Schwartz questioned as to when the desk from the McMahons would be picked up. Joe Malsack said that he has the trailer but has not had the time to get guys together to go get it. All agreed it should be done soon.

Lyle Banser said that an old pole from Wisconsin Public Service has been placed across the driveway at the Mutz property. John Miller said he has looked at it and looks very good.

(10) Aviation Happenings: None for tonight

(11) Public Comment: None for tonight

(12) Agenda Items for Next Meeting: Terminal Building

(13) Adjournment: Chris Malm made a motion to adjourn. Joe Malsack seconded. Motion passed.

These Minutes were recorded by John Miller, the Airport Manager and were ratified at the October 9, 2013 Airport Commission Meeting.