

**Minutes**  
**Airport Commission Meeting**  
**Wednesday, February 19, 2014**

**Present:** Gary Schwartz, Lyle Banser, Joe Malsack, Chris Malm 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 January 15, 2014 Minutes:** Joe Malsack made a motion to ratify the minutes of the January 15, 2014 meeting. The motion was seconded by Chris Malm. 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 Lyle Banser. The motion passed.

**(4) Update on 2006 Project:** Gary Schwartz said that there is some money left from the 2006 project but not sure of the exact amount and will not know until May or so. The Bureau of Aeronautics (BOA) said there are still some bills to pay but it is not clear what those are. Gary said he would monitor those and report back.

**(5) Terminal Project Update:** The architect from MTS, Pat Vanderwerf gave a presentation on the updated plans for the new terminal. A discussion was held regarding additions and changes to the plans.

Gary Schwartz said the bid process was ready to go to BOA. Gary said that they would make some minor changes to the plans, get a schedule with BOA for their review and approval and coordinate on the bidding cycle with the BOA.

Pat said that he would need a check for \$700.00 to submit the plans to the State. Gary Schwartz said that he would handle that.

Gary Schwartz said that originally the terminal project was 80/20 split with Merrill paying 20%. Gary said he has negotiated for an 87/13 split with the BOA with Merrill paying 13%. Gary said that we have \$500,900.00 for the terminal project. This total includes a \$38,000.00 credit for the hangar area and parking lot lights, \$50,000.00 from the City, two Entitlements, and \$26,000 left from the Tomahawk Entitlement.

Gary Schwartz said that Tomahawk will be receiving our 2014 Entitlement, so we will receive no Entitlement this year.

Pat Vanderwerf left the meeting at this time.

**(6) Manager's Report:** John Miller said that an AWOS Screen for the new terminal will cost around \$5,000.00. John said Dan Brugman, our Project Manager from the BOA, says we should be able to work that into the cost of the terminal building. John said he will speak to Pat Vanderwerf about getting this into the project.

John said that we have been having trouble with the pin pad on the north gate. The first time it happened Per Mar came out and reset it just by turning it off and then on again. John said he was told if we need to do this very often, we will need to replace the pin pad. John said this is the second pin pad on the North Gate and he has reset it twice this week.

John Miller said that Dan Brugman told him in order to get a Weather Computer at the new terminal, we would have to buy a computer and then we can get a subscription through him.

John Miller said that he has received only one call from the snow blower ad and that guy's tractor was too small for the blower.

John Miller said Delta Heating has been out to work on the three furnaces in the shop. The front heater just needed a fan belt. One back heater needed a fan motor and the other just needed pilot light system cleaning.

**(7) Chairman's Report:** Gary Schwartz said he left the Airport Manager/FBO off the agenda. Gary said he wanted to form a Search Committee to look for John Miller Aviation's replacement.

Gary Schwartz said he wanted one person from the airport users. Larry Wenning volunteered to serve on the committee.

Gary said he thought John Miller could serve well on this committee because of his firsthand experience and knowledge in running the airport and a FBO. Gary said John has agreed to serve on the committee.

Gary Schwartz said he would also like two Commission Members to serve. Joe Malsack and Chris Malm volunteered to serve on the committee.

At this time Gary Schwartz appointed John Miller, Chris Malm, Larry Wenning and Joe Malsack to serve on the Airport Manager/FBO Operator Search Committee.

Gary said he would like the committee to come up with a process on how to go about finding candidates for the Airport Manager/FBO contract. Gary said the committee was to keep him informed of the progress, and in the email loop.

John Miller said that he has sent out letters to all the Airport Managers in the state. John also attended an AI renewal seminar and received the e-mail addresses of all in attendance and has sent all of them a letter. He said that in his letters he was marketing his own company and also the airport.

Gary Schwartz said the City does not want to hire a separate employee as Airport Manager but wants to keep the setup we now have. Gary stressed that the City does not want the liability or put out a benefit package for Airport Manager. Gary also said that once the Search Committee comes up with some candidates and one is chosen by the Commission, that contract still needs to be approved by the City Council.

After some discussion the meeting moved on.

**(8) Aviation Happenings:** None for tonight.

**(9) Public Comment:** None

**(10) Agenda Items for Next Meeting:** Airport Manager/FBO Operator.

**(11) Adjournment:** Lyle Banser made a motion to adjourn. Joe Malsack seconded. Motion passed.

**These Minutes were recorded by John Miller, the Airport Manager and will be ratified at the March 19, 2014 Airport Commission Meeting.**