

Minutes  
Airport Commission Meeting  
Wednesday, August 20, 2014

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

Also Present: Larry Wenning

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

(2) Approval of the July 23, 2014 Minutes: A motion was made to approve the minutes by Joe Malsack. The motion was seconded by Lyle Banser. 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) Terminal Project Status: John Miller said construction on the terminal has started. John said the sand base, in ground plumbing and electrical is in. John said that the concrete should be poured on Monday. John said there have been a few problems, but everything is going good.

Gary Schwartz said he has been on the site and it looked like they were doing a good job so far.

(5) Update on 2006 Project: Gary Schwartz said that he has spoken with Steve Opatich from Becher-Hoppe and he did not know the final numbers from the project. Gary said that he will not sign off until he knows those figures.

(6) Update Fixed Base Operator/Airport Manager Search Process: Gary Schwartz said that he has marked up a contract from Dave Koch and he and Tom Hayden have reviewed it. Gary said the main item of concern was how the fuel was going to be purchased from John Miller Aviation. Gary Schwartz said that the City has no intention of purchasing the fuel.

John said that he and Dave have a verbal agreement for the purchase of John Miller Aviation, but will not finalize anything until the Airport Manager/FBO contract is signed.

(7) Airport Day 2014: Joe Malsack said that the Vendor spots are filling quickly. Joe also said that the FFA was looking for a community project and he has lined them up to help park cars and airplanes. Joe said that he has found a toy drivable on the ground model of a Pitts to purchase for use in the Labor Day Parade to help advertise Airport Day and was looking for help from other people to purchase it. Joe said the Bounce House and the Boy Scouts are lined up.

John Miller said that NTC will be having an Open House that day and will coordinate events with the Airport. John said the City will provide a Merrill-Go-Round to shuttle passengers between the two events. John said the parachute has been repacked.

Larry Wenning said that getting a pilot to fly the jump plane will not be a problem.

John Miller said Heinz and Mary Roth will let us use their airplane again this year. John said that the plane is legally set to fly for Airport Day. John said that John Miller Aviation will be purchasing the insurance policy for the skydivers.

Joe Malsack said signs have been placed around town to advertise Airport Day and they will get the flea market signs out this weekend.

John Miller said Ellis Wendt is on board for the Putt-Putt display. John said letters to the pilots have been mailed. John said there will be a meeting with the Lions this week and Jane is collecting donations for door prizes. John said radio ads are set along with the newspaper ads. John said NTC is sending flyers to the schools for students to bring home. John said the radio stations price has remained the same over the years but the newspaper ads keep rising. John said the \$900.00 we receive from the Chamber of Commerce helps off set that cost.

Gary Schulz said that he and Bev will host the after Airport Day wind down party.

(8) Discussion/Approval 2015 Budget: Gary Schwartz passed out copies of the 2015 budget. The cost of Charter was discussed. Joe Malsack questioned whether the amount for snowplowing and lawn mowing would be enough. Gary Schwartz said that Kathy Uertell knows that all departments went over on fuel and snow removal this year. John Miller said they will not budget for a year of heavy snow every year like we had last year but budget for a normal average cost.

After some discussion Lyle Banser made a motion to accept the 2015 Budget. Joe Malsack seconded. Motion passed.

(9) Discussion/Approval of Future Capital Budget: Gary Schwartz discussed the future Capital Budget. After some discussion all agreed it included all items that could be anticipated at this time. It was also stated that the wording was incorrect on some items. Instead of T-Hanger it should be listed as Terminal Hanger. Gary Schwartz said he will bring this to Kathy's attention.

Joe Malsack made a motion to accept the 2015-2024 Capital Budgets. Lyle Banser seconded. Motion carried.

(10) Manager's Report: John Miller gave a brief history regarding Landon Now and his rental of Hanger 7. John said Landon feels that since he could not move his plane to Merrill in January, because of the snow, he should not pay for that month's rent. John said Landon signed a contract in January that started January 1, 2014. He has given a termination notice for September 30, 2014. It was the consensus of the commission to withhold his deposit for non-payment of the January rent.

John reviewed the colors he chose for the new terminal exterior. John said there was a long delivery time for the brick, so that has been ordered.

John Miller said Fahner will be coming out to submit a bid for filling the cracks on the blacktop.

John Miller said that the oil leaked out of the new gate gear box on Champagne Street and was told by the manufacturer that they would send him a new seal and a bottle of heavier oil. John said there was no charge for that, but we have to do the labor.

(11) Chairman's Report: Nothing further to report.

(12) Aviation Happenings: Gary Schulz reviewed what was currently happening with the 3<sup>rd</sup> class pilot medical situation.

(13) Public Comment: None

(14) Agenda Items for Next Meeting: None.

(15) Discussion/Decision FOB/Airport Manager Contract. The commission may convene into closed session pursuant to Wis. Stat. section 19.85 (1)(c)-to consider employment of and compensation for Airport Fixed Base Operator candidate. A discussion was held regarding whether or not to go into closed session. It was decided another closed session meeting will be scheduled for Tuesday, August 26, 2014. Joe Malsack made a motion to go into closed session. Gary Schulz seconded. Motion carried. John Miller and Larry Wenning left the meeting at this time.

(16) Commission may convene into open session for action on closed session items: The Commission came out of the closed session but no action was taken.

(17) Adjournment: Gary Schulz made a motion to adjourn. Lyle Banser seconded. Motion passed.

These Minutes were recorded by John Miller, the Airport Manager and were ratified at the September 17, 2014 Airport Commission Meeting.