

Airport Commission minutes September 21, 2016

Members present: Gary Schwartz, Gary Schulz, Joe Malsack, Lyle Banser, and Ryan Schwartzman, Airport MGR Rich McCullough

Also present: Rich and Marlene Lussow, Steve Krueger.

1. Gary called meeting to order at 7 pm.
2. A motion was made by Ryan S. and seconded by Joe M. to approve the minutes as printed. Motion passed.
3. Vouchers were discussed and passed around for inspection. A motion was made by Joe M. and seconded by Lyle B. to approve the vouchers to be paid. Motion passed. Budget is still on track for the year.
4. Terminal project status. - Nothing new at this point.
5. Brown property - The State has most of the paper work done and will be contacting Joe Brown shortly to start bringing the purchase to a close.
6. Runway 16/34 Project status: Gary was contacted by Stacy Miller from the State and they are taking the funds on credit to help pay for the project. Kathy Unertal will still be sending the \$25,000 we owe for the Phase 1 ramp construction for our share. Hopefully this will reverse the money they took away. We have received the final approval from the Governor for the 1st phase of the project. The project so far today we have found 2 soft spots that will need to be dug back up and repaired. Black topping has been delayed due to this problem. After digging up to inspect we found water being held in the sub grade from years ago. Discussing this with the engineer it was recommended to dig up and repair this sub grade. The original bid was about \$500,000, this upgrade to correct this condition will cost approximately \$48,000. This is part of the rehab project. The State figured this was going to pass. But we will have to rebuild a portion of the ramp. Gary asked for a consensus due to not being on the agenda in case he has to make a quick decision with the State on adjusting the contract. Joe M. then asked the question on what the city's portion of this repairs will be. Approximately \$2,500 to the city, the rest will be covered by State and Federal funds. All members agreed to spend the extra money if needed to get the project done correctly.
7. Budget for 2017 - Insurance reimbursement always seems to come back to us in the following year, causing us to be over budget the last few years. We received \$8000 this year from insurance on claims filed and paid by the airport budget last year. This looks like it will happen again this year. Natural gas and electric seems high at \$14000. Covers everything on the airport except maintenance hangar. With the new project we would like LED lights to help reduce costs. Crack filling budget raised to \$15000. Looking at the budget we recommended to raise the maintenance on the old terminal to \$1500. A motion was made by Joe M. and seconded by Ryan S. to approve the 2017 budget. Motion passed.
8. Airport Signage: Working with Tom O'Neal will make the signs and get costs to produce.

9. Discussion/Decision Draft Ordinance: A motion was made by Ryan S. to accept the ordinance change(where by a second commission member can live outside the city limits but must have a hangar or airplane based at Merrill), seconded by Joe M. Motion passed.

10. Managers Report: Fuel farm inspection and we received an award for quality assurance. We passed with no exceptions. We received a quote on crack fill for \$13993.00 on 7/25 and parallel taxiway. Motion by Joe M. to accept the bid and get the crack filling done prior to the end of this year. Seconded by Lyle B. Motion passed. Fuel sales, the city has recognized we are increasing volume and showing a return on investment. Fire inspection we passed with only a few minor exceptions/adjustments. Gary reported that we currently have 7 phone lines being charged to the airport. We are looking at turning 2 lines off and seeing if we can consolidate the others to reduce costs. The house on Taylor Street is knocked down. The garage is set up for bids to be removed prior to the end of the year. Rich Lussow updated us on his status on flight instruction. He has to work with Minneapolis FSDO to get his license reinstated. Fire Dept wants to store fire retardant at the airport if ever needed.

11. Airport General Maintenance: UL 94 fuel, we have the capability to add addition fuel but will need \$40,000 to install another pumping station. We should wait for a full fleet fuel replacement to help save costs.

12. Chairman's report: Into Plane Phillips Program. Gary went over the program. This program is designed to stabilize costs to companies flying. There is no cost to us. We need to review and come back next meeting and vote on. Joe M. will review and bring back next meeting. Gary is having the credit card processing fees reviewed. The Phillips 66 card, has no fee for using at the airport. The fire department is looking to do an emergency crash drill on the airport next year.

13. Aviation happenings, no report.

14. Public comments. None.

15. Agenda items for next meeting. Signage, flight instruction, into plane Philips 66 refueling program, fire department drill, and approval on extra money needed for ramp repairs.

16. A motion was made by Joe M. and seconded by Lyle B. to adjourn, motion passed