

Minutes

Airport Commission Meeting

Wednesday, January 15, 2014

Present: Gary Schwartz, Lyle Banser, Joe Malsack 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 November 20, 2013 Minutes: John Miller stated that a mistake was made regarding the fuel cart. It is a 100 gallon cart for \$500 instead of a 150 gallon cart for \$150.00. Joe Malsack made a motion to ratify the corrected minutes of the November 20, 2013 meeting. The motion was seconded by Gary Schwartz. 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: Nothing until spring.

(5) Terminal Project Update: Gary Schwartz had the current plans for the new terminal and a discussion followed reviewing these plans.

Gary Schwartz explained that the FAA will not fund the conference room. Gary said the Bureau has it figured at about 13% of the building and they will fund 50% of that 13%. The other 50% will be paid by the City and the rest of the building will cost them between 10 to 20%. Gary said enough money is already budgeted with the reimbursement for the lights from the Bureau of Aeronautics.

Gary Schwartz said the terminal exterior should be as maintenance free as possible with aluminum clad windows and a metal roof and maybe some wood siding for looks.

Gary Schwartz said that he has received a bid schedule from the state and that if we get everything to them by February 7th the bid opening would be March 20th. The next schedule is to have everything to the state by March 7th with an opening then in April. Gary said he would like to get this started as soon as possible. Gary said all contract information would be given to the state by MTS (the architect). MTS will give us an estimate of costs and then we can make changes if need be.

(6) Manager's Report: John Miller said that we still have an empty T-hanger. John said he sent out letters advertising the T-hanger and did not get much of a response. John did hear from someone from Stevens Points and sent him the paper work on December 19th but as of yet he has not returned it.

John Miller said that he received petition Paperwork from Mary Strait and asked the Commission which ones he should turn in. They decided that he should turn in the ones for the wildlife assessment and runway clearance.

John Miller said the new tractor has arrived. John said everyone is very pleased with how it works and how much more it can do than the old tractor. John said in summer it should be very efficient with the mowing because of the site clearance to see the mower. John said the Street Department now has the old tractor.

John Miller stated that he purchased a fuel cart for \$500.00 from Bev Corneilus. John said this fuel cart will be used to transfer diesel fuel from the city garage for the snow plow and tractor. John explained these pieces of equipment cannot be driven on city streets since the tractor is not licensed and no one has a CDL to drive the plow truck. John said this makes it impossible to be insured to drive these vehicles on the road. John asked the Commission for a consensus for the purchase of this piece of equipment. All agreed it was a necessary purchase.

John Miller told the Commission that he would like to retire on Sept 15th, 2014. John said he picked this date to allow him to see through the finish of the new terminal building and run Airport Day one more time. John said he would like to stay in the area and work for the new FBO. John said he would like to see the Cessna Service Facility remain in Merrill.

John said he is going to start marketing John Miller Aviation for sale and he thought he and the Commission should work together on a plan for finding a new Airport Manager and a new FBO for Merrill.

John said his contract does not expire till 2/1/2015 but according to the contract he can give the Commission six months' notice if he wants to leave sooner. John said he will get a letter of his intentions to Gary Schwartz before the next Commission Meeting.

(7) Chairman's Report: None for tonight.

(8) Aviation Happenings: None for tonight.

(9) Public Comment: Larry Wenning said that we need to move forward quickly with the FBO/Airport Manager replacement.

Joe Malsack asked about the old snow blower. John said it will need about \$300.00 worth of repairs. Gary Schwartz said John Miller should put an ad in the Foto News for sale as-is and see what response we get.

(10) Agenda Items for Next Meeting: Airport Manager.

(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 were ratified at the February 19, 2014 Airport Commission Meeting.