

City of Merrill  
Airport Commission Meeting Minutes  
September 19, 2018  
Merrill Airport Terminal

Members Present: Chairman Gary Schwartz, Manager Rich McCullough, Gary Schulz, Lyle Banser, Joe Malsack, Alderman Steve Osness

Public Present: Larry Wenning, Anthony Kromire (Camera Man) Karl Kemper (Project Engineer Becher- Hoppe), Mark Graczykowski – Bureau of Aeronautics (BOA)

1. Call to Order – Meeting called to order at 1900 hours. Chairman Schwartz recognized guests Karl Kemper and Mark Graczykowski and thanked them for attending.
2. Approval of Meeting Minutes from August 15, 2018 – August Minutes read and approved. Motion by Osness; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers – Motion by Malsack; second by Osness. All Ayes. Motion carried.
4. Runway 16/34 Project Status – Chairman Schwartz reported nothing definitive from FAA. Karl Kemper of Becher-Hoppe recorded all questions from FAA and compiled and answered all questions posed by FAA, even if they had been answered before. Discussion about the Project 16/34 continued with Mark Graczykowski explaining the project presented to FAA has been slowed/bogged down due to reasons unexplained by FAA officials.

Funding from FAA

Rebuild of existing runway would be 100% funded from FAA. This would shorten the length of runway from 2997' to 2797' (a 200' of safety zone is required on each end).

Rebuild and extension requested would be at 80%/20%, with several rework projects (pavement markings, runway lighting) being done separately. The Commission's concern is that by taking the 100%, for a shorter runway we will spend more to achieve the runway extension at a later date.

Karl and Mark will be working together on Merrill Airport's behalf to help advance the Commission's position of extending our runway all in one project to save costs on rework and reconstruction.

5. FAA Petition for 16/34 – Documentation of Public Hearing Meeting of September 19, 2018 which was at 6:00 p.m. will be completed.
6. Discussion 2019 Budget –

Discussion of budget. Some adjustments being made and appear reasonable.

Chairman Schwartz asked about acquiring a broom for sweeping snow from runways. Osness made a motion to get quotes for a broom; second by Malsack. All ayes. Motion carried.

Discussion of location of new T-Hangars at new FBO location.

Entitlement money is available but as of now not determined what will be used for.

7. Fuel System Issues Update – Manager McCullough reported that QT (the fuel system keypad supplier) was meeting with him tomorrow (September 20, 2018) to diagnose the problem with the key pad/charge card operations. They think it may be a wiring problem.
8. Repair of T-Hangar Doors – McCullough had a contractor (John Doering from Mechanical Inc.) give an estimate on the fix and rebuild. Banser made a motion to allow Mechanical Inc. to repair Hangar 1 to develop the best practice on repairs which would allow them to estimate additional repairs to other City hangar doors; second by Osness. All ayes. Motion carried.
9. Lightening Suppression Project Status – Fiber Optic – Osness made a motion to install fiber optic to mitigate lightening damage to gate electronics; second by Malsack. All ayes. Motion carried.
10. Discussion T-Hangar Protocol – discussed the new contract to be mailed out to all tenants and returned by January 1, 2019. Osness made a motion to approve the new T-Hangar lease document; second by Malsack. All ayes. Motion carried.
11. Discussion Courtesy Car Protocol – Discussion followed. Suggestion was made to put in place a Logbook to be signed by all courtesy car users. This would include date, signature, Driver's license no., approximate time of car check out and check back in and suggested donations. Manager McCullough will coordinate and report at October's Meeting.
12. Manager's Report – Manager McCullough reported Compass Rose was painted and looks good. An aerial picture will be taken to show to the public by submitting to local papers.

Discussion of lights being redone from motion detectors to photo cells. Four WPS lights are being removed. We will be installing LED, airport-owned lights for substantial savings.

13. Airport General Maintenance – Items were not discussed except for the LED light project (see info. under No. 12)

14. Chairman's Report –

Maintenance by City Staff – Chairman Schwartz will work with City crews to clean up sites around the Airport.

Land Lease Rates – After reviewing State land lease rates, we determined we are at an appropriate rate with our Contract of January 1, 2019.

15. Aviation Happenings – Schultz reported FAA budget will have to be passed by Congress to give some stability to airports.
16. Public Comment – Mark Graczykowski reported BOA has land use session coming up October 24 and 25, 2018 at the Holiday Inn in Stevens Point. All interested persons are invited. Check BOA website for further information.
17. Agenda Items for Next Meeting – Discuss utilities at Airport.
18. Adjournment – Osness made a motion to adjourn; second by Banser. All Ayes. Motion carried.

Minutes prepared by Lyle Banser