

CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Wednesday, January 17, 2024 6:00 PM  
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,  
Gary Schulz, Mark Weix Jr. (Alderman)

1. Call to Order
2. Approval of Meeting Minutes – December 20 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Recap Discussion/Decision Fuel Farm Maintenance
6. Discussion/Decision Jet A fuel truck
7. STOL Competition at Merrill
8. Update F-84 Monument
9. Airport General Maintenance
  - a. Acquire used box snow blade for our tractor
  - b. AWOS
  - c. Beacon
10. Chairman's Report
  - a. Master Plan
  - b. Economic Impact Study
  - c. Aviation
  - d. Maintenance Hangar
11. Aviation Happenings
12. Public Comment
13. Agenda Items for Next Meeting
14. Adjournment.

Gary Schwartz, Chairman

Merrill Municipal Airport Commission

The Merrill Airport is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill Airport at 715-536-2024.

City of Merrill  
Airport Commission Meeting Minutes  
Wednesday, December 20, 2023  
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Gary Schulz, Mark Weix Jr. (Alderman), Rich McCullough (Manager)

Public Present: Steve Krueger, Larry Wenning

1. Call to Order – Meeting called to order at 18:00 hours by Chairman Schwartz.

Meeting Agenda was amended to allow Malsack to present topics that he was involved in first as he had to leave the meeting early.

5. WIFI on the Airport – Malsack explained that WIFI is available if the user provides their own equipment. Schwartz showed a map with City installed fiber optic for the North and South gates. Schwartz explained that no City or Airport monies had been used to set up WIFI on the north end of the airport, and that the same could be done on the south side. The cost of the equipment and set up would be at the expense of those who wanted to use the system.

7. Sign Update Airport Manager/FBO Contract – Contract was passed and signed by all members. Malsack also explained what was happening with the Merrill Airport Sign Project. Signs will be installed on Champagne and Taylor with arrows. Should be done this next week.

July, 9. STOL Competition at Merrill – Malsack was contacted about having a National STOL Competition at Merrill Airport. Merrill airport would have to provide volunteers to help during the two-day event and be able to raise funds to initiate the event. Transportation/busing, parking, bathroom facilities, food, etc. are all details to be considered. The event would be in tentatively between the 4<sup>th</sup> and Oshkosh AirVenture 2025. All members gave approval to continue investigating the event. Malsack will contact airports that have hosted this event in the past. This could be a great opportunity to promote the Merrill Area for tourism through the Merrill Airport.

Agenda was resumed in remaining order.

2. Approval of Meeting Minutes – Minutes from November 15, 2023 were read. Motion to approve Minutes by Banser; second by Weix. All ayes. Motion carried.

3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Weix. At this point in the year, we are about \$25,000 under budget, with brush cutting bill outstanding. Schwartz also explained the new garage expenses of the move and cement and garage doors. Also talked about the AWOS System and the Commission is asking for the AWOS System to be aligned for True North to make the wind reported data accurate.

4. Runway 16/34 Project Status – Schwartz handed out an Operation Log developed by Schulz to record all operations on runway 16/34 in Merrill, with columns for Date, Aircraft #, Aircraft Type, Runway Used; and wind speed and direction should be recorded so we can compile the operations necessary on 16/34 Runways for justification of our crosswind runway. Looking to involve all pilots and transient aircraft to justify the maintenance of 16/34. A recent visit by Wisconsin Governor Evers had them using 16/34 runways due to winds that favored 16/34. Wausau and Oshkosh crosswinds runways are also being questioned so the issue is expanding. The FAA is planning to use ADSB (Automatic Dependent Surveillance Broadcast) to track data for use on crosswind runways. However approximately less than 50% of planes flying have ADSB installed. So over 50% of operations won't be recorded if we don't keep record of them. Currently from 8:00AM to 4:30 PM office secretary Brandi is recording operations/wind direction/speed.

6. Discussion/Decision Acquisition Fuel Farm Maintenance, Issues/Parts – Discussed fuel prices. Schwartz talked to Northwest Petroleum and they thought the previous estimate was too high. Hoses and related equipment in the fuel farm are due. Motion by Banser to replace hoses and related equipment for Fuel Farm maintenance to be billed in 2023 fiscal year budget at under the estimated cost of \$8,000; second by Schulz. All ayes. Motion carried.

8. Discussion/Decision Jet A Fuel Truck – McCullough reported there is some maintenance due and there is some interest in it from other airports. McCullough asked Kathy Unertl for the record of purchase of the truck. It was purchased in 2008 for \$66,774 and internal loan was paid off in 2013.

10. Update F-84 Monument – McCullough talked to Alan Hughes who is in charge of maintenance and moving of Air Force display planes. He asked if the Airport management would consider keeping the jet if he could get a grant to repaint and mount the jet on a base. We all agreed we would like to pursue renovating and displaying it at Merrill. More information will follow.

11. Airport General Maintenance – Reported meetings for format changes to Agenda and Minutes.

Acquire used box blade for snow removal for tractor- McCullough reported on a used blade that may be for sale. More information will follow.

AWOS – AWOS discussed earlier in meeting.

Brush cutting is taking place.

Repairs were just made on rear brakes on Ford truck. Snow equipment is ready.

12. Chairman's Report –

Master Plan – Schwartz reported that the BOA Hangar Petition has been amended to include plans for a T- Hangar if the opportunity presents. Discussed the Maintenance Hangar and related features of future Hangar/Shop.

Economic Impact Study – Schwartz reported on Economic Impact Study is being done for all airports in Wisconsin. More work is being done to keep the Impact Study

moving through Bureau of Aeronautics. Current study is necessary to have a possibility of grant by the State.

Garage Update was discussed earlier.

13. Aviation Happenings –

Schulz reported on Van's RV Aircraft reorganization currently underway. There will be adjustments to pricing and processes within the Company.

14. Public Comment – None

15. Agenda Items for Next Meeting – Nothing

16. Adjournment – Weix motioned to adjourn; second by Schulz. All ayes. Motion carried.

Minutes prepared by Lyle Baner