

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

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

Public Present: Larry Wenning, Draco Fink (Cameraman)

1. Call to Order – Meeting called to order at 19:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from August 16, 2023. Motion by Weix; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – No new information. Schwartz will be attending the State Airport Managers Association Meeting and meeting with FAA on September 21.
5. Update Entitlement Projects 2022/2023 – Some additional sealing will need to be done by new tie down anchors and gas pumps. McCullough will check on a missing cover on light pedestal.
6. Discussion/Decision Acquisition of Garage for Airport Residence – The City has a garage we can move to a foundation by the Airport residence. Schutte Movers will move it for \$7000. Schwartz explained that all FAA projects require the contractor to have an office at the airport. The contractor agreed to use Merrill's Terminal Commission meeting room for the required office space. This fee will go towards the garage project, which will cover the garage move and cement pad expenses. In addition, we will also need to install new garage doors.
7. Discussion/Decision Airport Manager/FBO Contract Update – Motion to accept Airport Manager Contract. Motion by Weix; second by Malsack. All Ayes. Motion carried. Contract will include seven-day-a-week self serv fuel services.
8. Discussion/Decision Land Lease 100 x 100 Hangar South of Terminal – Ed Livingston Jr. proposed building a hangar south of new Terminal. Motion by Schulz to approve preconstruction of 100 x 100 hangar south of Terminal; second by Banser. All ayes. Motion carried.
9. Update Airport Signage –Malsack filled Commission in on upcoming sign installation. Suggestion was made to include FBO/maintenance sign under the new sign for Airport Maintenance Facility.
10. Update F-84 Monument – The Manager for the National Guard Unit in charge of maintenance

and retrieval is deployed until mid-November. Nothing new until then.

- Airport General Maintenance – McCullough explained maintenance on lights around the Airport and circuit board costs. Tractor mower has a broken shaft and is on order. Checking on newer fuel farm monitoring system and showed information on Pro Gauge Monitor. Schulz noted that the delay of work on Runway 16/34 is potentially causing a safety issue because the age of equipment feeding the lights on the east side of the Airport, all the lighting equipment was to be updated when construction on 16/34 is done, which has been delayed by FAA.
- McCullough reported sewer replacement is done and a nice job was done. Also, has the dishwasher but needs to be installed. Getting a quote to fix fence in areas where it has heaved. Also, McCullough got an estimate on replacing all fueling hoses in the 10K range and questioned the status of the Jet A truck. He reported there are currently 46 planes on the field that FAA recognize.
- AWOS – AWOS was working but had a problem just recently. McCullough will make contact for repairs.

11. Chairman's Report – Schwartz noted a meeting with Representative Callahan on Friday, October 6th, at 3:30, at the Merrill FBO. Please attend if able. He reported Airport Road will be rebuilt in 2024 by Town of Merrill. Banser's new term was approved by Mayor Hass.

12. Aviation Happenings – Schulz reported Mark Whitaker was nominated for FAA Administrator.

13. Public Comment – Wenning brought up the subject of possibly having a large blade snow box blade to help in snow removal and moving snow in early Winter before ground is frozen. Question was raised about the value of blacktop in north end of T-Hangars to facilitate snow plowing in early winter, before ground is frozen

14. Agenda Items for Next Meeting -

Lease rates for next year.

Winter Meetings will be moved back to 6:00PM.

Discuss fuel farm hoses update and future of Jet A truck.

Discussion to find/purchase a snow blade for tractor.

15. Adjournment – Motion by Weix to adjourn; second by Malsack. All ayes. Motion carried.

Minutes prepared by Lyle Banser