CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, August 17, 2022, 7:00 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 from July, 20, 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Discussion/Decision Hangar Ground Lease, Commercial Hangar
7. Repairs to Runway 16/34
8. Airport General Maintenance
    a. Maintenance hangar door
    b. Airport singes
9. Chairman's Report
10. Aviation Happenings
11. Public Comment
12. Agenda Items for Next Meeting
13. 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.

Minutes Merrill Airport Commission

Wednesday July 20, 2022

Present: Joe Malsack, Gary Schwartz, Gary Schulz, Rich McCullough (Airport Manager), Mark Weix Jr (Alderman). Also present: Draco Fink (Camera Man), Stan Pophal.

1. Gary Schwartz called the meeting to order at 7:00 pm.
2. June 2022 minutes were reviewed, and correction needed on Line 9. Kraig is spelled with a K and Hanig is the correct last name spelling. Gary Schulz made a motion to approve the minutes with the corrections, Mark W. seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe M. made a motion to approve paying the vouchers, Mark W. seconded, Motion passed. Gary mentioned we are currently at 43% of our budget and we are at 50% of the year. We are holding expenses in line.
4. Runway 16/34 project: Gary Schwartz stated that he appealed the FAA denial for reconstruction of 16/34 per their request (FAA). Gary had a meeting with a representatives from AOPA, Great Lakes Region, and Great Lakes ADO. We have an error in the AWOS and will investigate the use of this error to get us below the 95% threshold for crosswind runway need. FAA stated they reviewed 20 years of data. We have only had the AWOS for 10 years. DBT is contracted with the state to maintain the AWOS and they are not giving us all the correct information. Joe M. contacted Lincoln County highway department and received a bid of $8724.80 to mastic patch the major cracks and center line. Joe M. made a motion to approve the LCHD to repair 16/34 runway. Gary Schulz seconded; motion passed.
5. Update Entitlement Projects 2022: FAA has not released the money to the states yet for our approved projects
6. Discussion/Decision edits to update T-Hangar Lease, and ground lease: Stan Pophal has left a $500.00 deposit to build a 80x100 ft hanger. The money is refunded once the project is completed. Good for 1 year. Joe M. made a motion to approve Stan to build a hanger. Mark W. seconded. Motion passed.

7. Discussion/Decision entrance gate annual inspection: Rich signed the agreement and sent back to them.
8. Discussion/Decision Repairs to Runway 16/34. Approved in discussion of Agenda item 4.
9. Airport General Maintenance: Weeds have been sprayed, and the park department allowed us to use their equipment with seasonal weed killer. NTSB still has not looked at the airplane. We may have to move it to the back side of the hanger to remove from public view. We are borrowing the cities equipment to cut grass due to drivetrain failure in the big tractor and blade being changed in the mower deck. They are waiting on a part to repair the tractor. Dream Flight was here on Sunday. It was a successful event with Bell Tower. EAA Air Cup race finish line is Merrill on the 24th. All paperwork is done and copies received by Rich. Joe M. contacted the Fire Department so they know. Rich will contact the Sherriff's Dept just for update. Deadline for Lyman's hanger to be repaired was today. Repairs not done may cause fines, Rich will contact Lyman. Fuel farm calibration errors and alarms with software. We will need the update for the monitoring system before anything can be done. Rich is getting it set up. He could not turn alarms off. Jet A, World Fuel asked when we are getting more fuel. Gary and Rich will discuss and contact them. All tests pass. 1750 gallons in the ground, 1100 gallons is unusable. Option is to put 2000 gallons in or sell to farmers. No one is currently purchasing.
10. Chairman's Report: Gary Schwartz stated we need to form a committee on the F84 project to repair and repaint, and construct a display. Rich will call and ask for a quote. We are under contract from the U.S. Air Force Museum, and we are responsible to maintain it. Congress passed the infrastructure funds of $159000 per year for 7 years. Gary will look at what the money can be spent on. Gary Schwartz has been discussing with Kraig on a small utility tractor. Mark K. states now is the time for budgeting for next year's purchases.
11. Aviation Happenings: FAA administrator is from Denver Airport Manager waiting on approval from congress. American Airlines has put money down on 50 EVT aircraft. Airbus looking at hydrogen power. 2 aircraft crashed in midair over North Las Vegas airport. 2 aircraft landing on left and right runways at the same time. 1 aircraft overshot runway and collided with the other. 4 people died in this tragedy. Brian Krueger will be going for training in November for

the 787 Dreamliner. He likes the flexibility of first officer. He will be flying overseas long hauls.

12. Public Comment: none.
13. Agenda Items for Next Meeting: Airport signs, Door for maintenance hangar.
14. A motion to adjourn was made by Gary Schulz, seconded by Mark W. Motion passed.

Minutes submitted by Joe Malsack

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
43510-43510 CARES - COVID19 Reimb	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental	0.00	0.00	0.00	0.00	0.00
Public Charges-Services					
43510-46340 Airport Revenue	25,500.00	675.00	14,855.66	58.26	10,644.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	675.00	14,855.66	58.26	10,644.34
Miscellaneous Revenues					
43510-48445 Ins Recovery-Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	25,500.00	675.00	14,855.66	58.26	10,644.34
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	985.00	145.15	546.27	55.46	438.73
TOTAL Personnel Services	985.00	145.15	546.27	55.46	438.73
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	33,486.18	58.33	23,918.82
53510-02-15500 Snow Removal Services	7,500.00	0.00	3,138.70	41.85	4,361.30
53510-02-15550 Mowing Services	7,500.00	1,572.07	3,537.57	47.17	3,962.43
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	325.22	6,586.57	109.78	(586.57)
53510-02-21000 Water and Sewer	1,000.00	260.63	486.34	48.63	513.66
53510-02-22000 Electric and Natural Gas	15,000.00	1,170.04	10,290.37	68.60	4,709.63
53510-02-24000 Black Top Maintenance	15,149.00	0.00	0.00	0.00	15,149.00
53510-02-24250 Electrical Maint/Repair	4,000.00	0.00	1,553.64	38.84	2,446.36
53510-02-24271 Electric to New Hangar	0.00	0.00	0.00	0.00	0.00
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	475.51	63.40	274.49
53510-02-24700 Terminal Maint/Repair	0.00	0.00	140.00	0.00	(140.00)
53510-02-24703 LED Lighting Improvements	0.00	0.00	0.00	0.00	0.00
53510-02-24711 SRE Building	0.00	0.00	0.00	0.00	0.00
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	35.05	7.01	464.95
53510-02-24733 New Terminal - Maint/Imp.	750.00	33.96	48.36	6.45	701.64
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	750.00	60.00	500.00
53510-02-24739 Parking Lots-Painting/Rep	0.00	0.00	0.00	0.00	0.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	750.00	0.95	12.15	1.62	737.85
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00
53510-02-31117 Compass Rose Project	0.00	0.00	0.00	0.00	0.00
53510-02-31777 Legal Notice-Public Heari	0.00	0.00	0.00	0.00	0.00

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	118,434.00	8,246.61	60,670.44	51.23	57,763.56
Supplies & Expenses					
53510-03-10000 Office Supplies	125.00	0.00	0.00	0.00	125.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	222.05	2,421.46	121.07	(421.46)
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	0.00	0.00	3,000.00
53510-03-41500 Airport Promotion	500.00	0.00	669.00	133.80	(169.00)
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	0.00	0.00	3,500.00
53510-03-42575 Fiber - Spectrum	3,600.00	299.00	2,099.00	58.31	1,501.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	1,000.00	38.03	162.67	16.27	837.33
53510-03-50750 Equipment Maint/Repair	4,750.00	18.00	277.50	5.84	4,472.50
53510-03-51000 Vehicle Repair/Maint	1,500.00	755.83	4,008.51	267.23	(2,508.51)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	114.55	2,336.88	42.49	3,163.12
TOTAL Supplies & Expenses	25,575.00	1,447.46	11,975.02	46.82	13,599.98
TOTAL EXPENDITURES	144,994.00	9,839.22	73,191.73	50.48	71,802.27
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(9,164.22)	(58,336.07)	0.00	(61,157.93)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2022

27 -Merrill Airport Fuel

Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
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Taxes (or Utility Rev.)					
43515-41110 Tax Levy - Airport 2020	0.00	0.00	0.00	0.00	0.00
TOTAL Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Public Charges-Services					
43515-46340 Airport Revenue 2020	0.00	0.00	0.00	0.00	0.00
43515-46450 Jet-A Fuel Sales	23,500.00	1,922.30	9,645.59	41.05	13,854.41
43515-46457 100LL Fuel Sales	56,500.00	4,785.55	22,745.61	40.26	33,754.39
TOTAL Public Charges-Services	80,000.00	6,707.85	32,391.20	40.49	47,608.80
Miscellaneous Revenues					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	0.00	0.00	0.00
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
Other Financing Sources					
43515-53025 Donations (Non-Lapsing)	0.00	0.00	0.00	0.00	0.00
43515-53333 CC - Car Rentals	0.00	0.00	0.00	0.00	0.00
TOTAL Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	80,000.00	6,707.85	32,391.20	40.49	47,608.80
EXPENDITURES					
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Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	510.00	1,992.95	56.94	1,507.05
53515-02-25022 Telephone-Fuel Pumps	500.00	88.72	677.63	135.53	(177.63)
53515-02-25028 Telephone-CC Line	925.00	115.49	617.15	66.72	307.85
TOTAL Contractual Services	4,925.00	714.21	3,287.73	66.76	1,637.27
Special Services					
53515-04-51000 Jet-A Truck Repair/Maint	1,000.00	0.00	0.00	0.00	1,000.00
53515-04-52666 Fuel Credit Card Fees	2,000.00	225.08	1,039.09	51.95	960.91
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	0.00	0.00	20,000.00
53515-04-53250 100LL Fuel Purchases	48,000.00	0.00	46,953.87	97.82	1,046.13
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	225.08	47,992.96	67.60	23,007.04
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	0.00	0.00	1,625.00
TOTAL Fixed Charges	1,625.00	0.00	0.00	0.00	1,625.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2022

27 -Merrill Airport Fuel

Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Capital Outlay					
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	77,550.00	939.29	51,280.69	66.13	26,269.31
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	5,768.56	(18,889.49)	0.00	21,339.49
FUND TOTAL REVENUES	80,000.00	6,707.85	32,391.20	40.49	47,608.80
FUND TOTAL EXPENDITURES	77,550.00	939.29	51,280.69	66.13	26,269.31
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	5,768.56	(18,889.49)	0.00	21,339.49

*** END OF REPORT ***