

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, August 16, 2023 at 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 19, 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022/23
6. Discussion/Decision Acquisition of Garage for Airport Residence
7. Discussion/Decision Airport Manager/FBO Contract Update
8. Discussion/Decision T-Hangar Use Policy
9. Update Airport Signage
10. Update F-84 Monument
11. Airport General Maintenance
 - a. Status house sewer service replacement
 - b. AWOS
12. Chairman's Report
13. Aviation Happenings
14. Discussion EAA Cup Race
15. Public Comment
16. Agenda Items for Next Meeting
15. 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, July 19, 2023
Merrill Airport Terminal

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

Public Present: Draco Fink (Cameraman)

1. Call to Order – Meeting called to order at 19:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from June 21, 2023. Motion by Malsack; second by Weix. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Schulz. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz reported we are waiting for Congress to move on re-authorization bill.
5. Update Entitlement Projects 2022/2023 – Some finishing work on landscaping and seal coating needs to be done. Waiting for contractors to schedule. New blacktop by T-hangars is sloped perfectly.
6. Discussion/Decision RFP Current FBO Hanger – Nothing new. Will be taken off Agenda.
7. Update Airport Signage – Malsack reported signs are being made now. Have the permits; so when they are done, they will be installed.
8. Update F-84 Monument – McCullough reported he tried to contact the Reserve Unit tasked with display maintenance. The person responsible is on deployment now and will make contact when back from deployment.
9. Airport General Maintenance – McCullough is having electrical contractor RTL work on lighting outages/issues. He will talk to the City Carpenter for replacement of Maintenance Shop walk-in door replacement.

Status House Sewer Service Improvement - Should be started in a week for locates; and measurements and construction to start in August. FAA surveyed the Airport for obstructions and reported to McCullough for corrections.

10. Chairman's Report – Schwartz has a meeting scheduled with David Green, the head of the Bureau of Aeronautics (BOA), Mark Grazskavic, Head of Financing, Andy Trimmel and Matt

Maleki, on August 14 to discuss the future of Merrill Airport regarding the Maintenance Hangar, T-Hangar and Runway Project. A company installing solar panels expressed interest in Merrill Airport. We will follow up with them. BOA was contacted about the weak signal/poor reception pilots are getting on the Merrill AWOS (Automatic Weather Observation System). Diagnosis of the problem is underway. Two T-Hangar rents are behind. One tenant is waiting for the Lease Agreement; and the other will be contacted to bring rent up to date.

11. Aviation Happenings – Schulz reported a United 767 on approach lost its emergency inflatable slide four miles from O'Hare Airport. It fell into a backyard. Luckily, no injuries. FAA has issued an Advisory Circular regarding straight in approaches at non-controlled airports when other planes are in the traffic pattern. The straight-in traffic should fly a traffic pattern when other aircraft are in the pattern. Discussed initial call to enter traffic patterning using number and subsequent call can include plane model/type. FAA has been without an administrator and is potentially moving to install Mike Whitaker in that vacant position. FAA announced two new grant programs to encourage pilot training and maintenance mechanics, called Workforce Development Programs. Garmin has a new instrument intended for Instrument Flight Rules (IFR). It tells pilots how close to the ground they are in poor visibility conditions, with all the instruments giving the pilots a great variety of information, including weather. Pilots must focus more attention outside the plane to watch for and avoid other planes and obstacles.
12. Discussion EAA Cup Race – Malsack reported everything is ready and he will be helping set up. Merrill Fire Department, Merrill PD and County PD will be notified. Also, Foto News has been notified that the finish for the fastest planes will be about 9:30a.m. and continuing on.
13. Public Comment – None.
14. Agenda Items for Next Meeting – T-hangar Lease Agreement Terms
15. Closed Session – Schwartz asked for motion to go into Closed session and informed members that he would be seeking a roll call vote to do so. Schulz motioned to go into closed Session; second by Banser. All members by roll call vote were aye. Motion carried. Camera staff were excused and Commission went into closed session. Closed session ended with motion and approval to close session with out going back into open session.
16. Adjournment – Motion by Malsack to adjourn; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Intergovernmental</u>					
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
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	26,000.00	5,070.00	21,115.66	81.21	4,884.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	5,070.00	21,115.66	81.21	4,884.34
<u>Miscellaneous Revenues</u>					
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	26,000.00	5,070.00	21,115.66	81.21	4,884.34
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	0.00	0.00	0.00	0.00
53510-01-23000 Longevity	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	981.00	66.92	563.25	57.42	417.75
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	981.00	66.92	563.25	57.42	417.75
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	34,323.38	58.33	24,516.62
53510-02-15500 Snow Removal Services	7,500.00	0.00	5,704.56	76.06	1,795.44
53510-02-15550 Mowing Services	7,500.00	874.80	2,296.35	30.62	5,203.65
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	15,897.52	264.96	(9,897.52)
53510-02-21000 Water and Sewer	1,250.00	270.53	532.89	42.63	717.11
53510-02-22000 Electric and Natural Gas	15,000.00	1,156.89	12,198.65	81.32	2,801.35
53510-02-24000 Black Top Maintenance	15,149.00	0.00	0.00	0.00	15,149.00
53510-02-24250 Electrical Maint/Repair	2,500.00	10.50	193.20	7.73	2,306.80
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	0.00	0.00	750.00
53510-02-24700 Terminal Maint/Repair	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	500.00
53510-02-24733 New Terminal - Maint/Imp.	750.00	46.39	196.39	26.19	553.61
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	1,075.00	82.69	225.00
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	989.70	131.96	(239.70)
53510-02-25000 Telephone (9-1-1 Backup)	750.00	0.85	6.19	0.83	743.81

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
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
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	118,669.00	7,413.30	73,413.83	61.86	45,255.17
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	0.00	0.00	125.00
53510-03-32000 Education & Conference	100.00	0.00	100.00	100.00	0.00
53510-03-40000 Operating Supplies	2,000.00	0.00	1,060.10	53.01	939.90
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	500.00	0.00	290.00	58.00	210.00
53510-03-41523 Airport Signage	0.00	0.00	0.00	0.00	0.00
53510-03-42500 Support - Gates/Cameras	3,500.00	2,976.24	3,921.24	112.04	(421.24)
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	2,100.00	58.33	1,500.00
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	31.76	70.58	7.06	929.42
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	420.44	28.03	1,079.56
53510-03-51000 Vehicle Repair/Maint	5,000.00	778.69	1,709.47	34.19	3,290.53
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	88.70	3,045.81	55.38	2,454.19
TOTAL Supplies & Expenses	22,825.00	4,175.39	12,717.64	55.72	10,107.36
TOTAL EXPENDITURES	142,475.00	11,655.61	86,694.72	60.85	55,780.28
REVENUES OVER/(UNDER) EXPENDITURES	(116,475.00)	(6,585.61)	(65,579.06)	0.00	(50,895.94)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Taxes (or Utility Rev.)</u>					
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
<u>Public Charges-Services</u>					
43515-46340 Airport Revenue 2020	0.00	0.00	0.00	0.00	0.00
43515-46450 Jet-A Fuel Sales	15,500.00	4,233.99	7,293.55	47.06	8,206.45
43515-46457 100LL Fuel Sales	60,500.00	11,210.74	24,913.46	41.18	35,586.54
TOTAL Public Charges-Services	76,000.00	15,444.73	32,207.01	42.38	43,792.99
<u>Miscellaneous Revenues</u>					
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
<u>Other Financing Sources</u>					
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	76,000.00	15,444.73	32,207.01	42.38	43,792.99
EXPENDITURES =====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	42.00	325.50	9.30	3,174.50
53515-02-25022 Telephone-Fuel Pumps	500.00	117.94	707.22	141.44	(207.22)
53515-02-25028 Telephone-CC Line	925.00	109.02	773.34	83.60	151.66
TOTAL Contractual Services	4,925.00	268.96	1,806.06	36.67	3,118.94
<u>Special Services</u>					
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	530.14	1,082.34	54.12	917.66
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	0.00	0.00	15,000.00
53515-04-53250 100LL Fuel Purchases	60,000.00	38,419.12	38,419.12	64.03	21,580.88
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	78,000.00	38,949.26	39,501.46	50.64	38,498.54
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	5,625.00	0.00	762.50	13.56	4,862.50
TOTAL Fixed Charges	5,625.00	0.00	762.50	13.56	4,862.50

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
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	88,550.00	39,218.22	42,070.02	47.51	46,479.98
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	(23,773.49)	(9,863.01)	0.00	(2,686.99)
 FUND TOTAL REVENUES	76,000.00	15,444.73	32,207.01	42.38	43,792.99
FUND TOTAL EXPENDITURES	88,550.00	39,218.22	42,070.02	47.51	46,479.98
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	(23,773.49)	(9,863.01)	0.00	(2,686.99)
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