

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, July 21, 2021, 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 June 16, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion/Decision Young Eagles Flight 2021
6. ARPA Grant from BOA
7. Discussion F-84 Display and Mounting
8. Update Entitlement Projects 2021
9. Update EAA Race
10. Manager's Report
11. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Signage
12. Chairman's Report
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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
Commission Meeting Minutes
Wednesday, June 16, 2021
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Baner, Joe Malsack, Gary Schulz, Rich McCullough (Airport Manager)

Public Present: Draco Fink (Cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of Meeting Minutes from May 2021 – Motion by Malsack; second by Baner to approve minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Malsack; second by Baner. All ayes. Motion carried.
4. Runway 16/34 Project Status – Reviewed a letter sent to Chairman Schwartz from Gary Wilson, Chicago ADO. Airport Commission does not agree with his opinion that Merrill Airport has not met criteria in the design manual; so, we will procure other means to come to resolution.
5. Discussion Flight Training – Schwartz reported on the Sundowner (flight training plane). It was beyond repair after an a forced off airport landing. Park City Flight Training has proven local training is feasible and is looking for persons interested in continuing flight training at Merrill Airport.
6. Update Fuel System Credit Card Reader – Schulz reports the new card reader system works great. It is easier to use and read and is fast. It will be a great improvement. McCullough is working with QT Pod to gain access on computer.
7. Discussion F-84 Display and Mounting – McCullough is working with Master Sargent Mike Schmidt. He will be available to help after February 2022. Also, McCullough is hoping to get a local company to design a stand and we will keep working on the display stand.
8. Update Entitlement Projects 2021 – Schwartz circulated a map showing the pavement to be coated with the GEE pavement restoration product. We are hoping to start the project by August.
9. Update EAA Race – No report. Will have information next meeting.
10. Manager's Report – McCullough reported the New Holland tractor air conditioner was not working properly, so they charged it and will see how it works. The zero-turn mower will

be getting a new seal so the Airport is temporarily using a smaller mower. McCullough reported we needed a new push mower. Schulz offered a mower he has. Problem solved. Thanks Gary. Malsack made a motion for a local farmer to use 18 acres of tillable land in exchange for maintaining weed spraying on Airport gravel road bases/taxiways. Second by Banser. All ayes. Motion carried.

11. Airport General Maintenance – Contractor is looking for a different supplier for the walk-in door on the Mechanics Shop and try to make it a standard size. Wind sock will be replaced. Wednesday, June 23 will be the Merrill Fly-In Hamburger Night. It's great to get fly-ins going again. Peterson Construction is going to try to push the wooden fence posts down next week.

Airport Lighting Outside – Nothing new.

Airport Signage – Nothing new.

12. Chairman's Report – Schwartz explained about a grant that saved the City over \$15,000 for charge card equipment recently installed because old system was obsolete. Cost to the City would have been over \$18,000 without the grant, now approximately 3,000.
13. Aviation Happenings – Schulz reported an article about how fast, unmanned aerial vehicles are being conceived and designed. There is interest in making these planes work Uber rides to pick up and deliver passengers to their destinations utilizing smaller airports like Merrill for the drop off points.

Schulz reported that the FAA is changing their stance on special training for different types of planes (i.e., War Birds). They are suggesting trainers are not allowed to charge (make a profit) for special training done on these types of planes, which makes it almost impossible for pilots to learn to fly different types of planes, some of which are WWII vintage.

Development is happening for supersonic transport planes. A company called Boom has partnered with Boeing for production of short- and long-range planes and have already received orders for 15 planes.

14. Public Comment – None
15. Agenda Items for Next Meeting – Young Eagles Event
16. Adjournment – Motion to adjourn by Schulz; second by Malsack. All ayes. Motion carried.

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	25,500.00	2,640.00	18,755.84	73.55	6,744.16
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	2,640.00	18,755.84	73.55	6,744.16
<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	25,500.00	2,640.00	18,755.84	73.55	6,744.16
EXPENDITURES					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,101.00	89.00	249.06	22.62	851.94
TOTAL Personnel Services	1,101.00	89.00	249.06	22.62	851.94
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	28,002.36	49.88	28,136.64
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,327.40	29.09	5,672.60
53510-02-15550 Mowing Services	8,000.00	1,093.50	1,673.50	20.92	6,326.50
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	52.00	3,898.81	64.98	2,101.19
53510-02-21000 Water and Sewer	1,000.00	130.00	403.76	40.38	596.24
53510-02-22000 Electric and Natural Gas	15,000.00	997.28	7,802.64	52.02	7,197.36
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	81.00	325.69	8.14	3,674.31
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	27.00	3.60	723.00
53510-02-24700 Terminal Maint/Repair	0.00	130.00	229.09	0.00	(229.09)
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	35.07	35.07	7.01	464.93
53510-02-24733 New Terminal - Maint	750.00	0.00	9.98	1.33	740.02
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	650.00	52.00	600.00
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)	900.00	8.88	34.62	3.85	865.38
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	758.00	0.00	(758.00)

CITY OF MERRILL
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AS OF: JUNE 30TH, 2021

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	118,318.00	7,294.79	46,177.92	39.03	72,140.08
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	122.96	98.37	2.04
53510-03-32000 Education & Conference	100.00	0.00	100.00	100.00	0.00
53510-03-40000 Operating Supplies	2,000.00	135.00	270.00	13.50	1,730.00
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	240.00	48.00	260.00
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	141.12	4.03	3,358.88
53510-03-42575 Fiber - Charter	3,600.00	300.00	1,800.00	50.00	1,800.00
53510-03-42600 UPS-Computer Equipment	0.00	(90.98)	90.98	0.00	(90.98)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	4,750.00	18.00	851.83	17.93	3,898.17
53510-03-51000 Vehicle Repair/Maint	1,500.00	373.60	1,047.18	69.81	452.82
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	730.84	1,440.76	26.20	4,059.24
TOTAL Supplies & Expenses	25,575.00	1,466.46	6,104.83	23.87	19,470.17
TOTAL EXPENDITURES	144,994.00	8,850.25	52,531.81	36.23	92,462.19
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(6,210.25)	(33,775.97)	0.00	(85,718.03)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
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	32,500.00	2,002.97	2,841.59	8.74	29,658.41
43515-46457 100LL Fuel Sales	47,500.00	5,646.88	16,197.20	34.10	31,302.80
TOTAL Public Charges-Services	80,000.00	7,649.85	19,038.79	23.80	60,961.21
Miscellaneous Revenues					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	464.60	0.00	(464.60)
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	464.60	0.00	(464.60)
Other Financing Sources					
43515-53025 Donations (Non-Lapsing)	0.00	0.00	0.00	0.00	0.00
43515-53333 CC - Car Rentals	100.00	0.00	0.00	0.00	100.00
TOTAL Other Financing Sources	100.00	0.00	0.00	0.00	100.00
TOTAL REVENUES	80,100.00	7,649.85	19,503.39	24.35	60,596.61
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	1,017.00	4,730.43	135.16	(1,230.43)
53515-02-25022 Telephone-Fuel Pumps	500.00	118.94	593.50	118.70	(93.50)
53515-02-25028 Telephone-CC Line	925.00	85.13	506.83	54.79	418.17
TOTAL Contractual Services	4,925.00	1,221.07	5,830.76	118.39	(905.76)
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	243.58	534.18	26.71	1,465.82
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	15,483.40	32.26	32,516.60
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	0.00	0.00	100.00
TOTAL Special Services	71,100.00	243.58	16,017.58	22.53	55,082.42
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	812.50	50.00	812.50
TOTAL Fixed Charges	1,625.00	0.00	812.50	50.00	812.50

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2021

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	 77,650.00	 1,464.65	 22,660.84	 29.18	 54,989.16
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	6,185.20	(3,157.45)	0.00	5,607.45
 FUND TOTAL REVENUES	 80,100.00	 7,649.85	 19,503.39	 24.35	 60,596.61
FUND TOTAL EXPENDITURES	77,650.00	1,464.65	22,660.84	29.18	54,989.16
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	6,185.20	(3,157.45)	0.00	5,607.45
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