

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, July 20 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 June 15 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. Discussion/Decision Entrance Gate Annual Inspection
8. Discussion/Decision Repairs to Runway 16/34
8. Airport General Maintenance
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.

City of Merrill
Airport Commission Meeting Minutes
Wednesday, June 15, 2022
Merrill Airport Terminal

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

Public Present: Larry Wenning, Anthony Kromire, Ben Hoerstromm

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00. Kromire and Hoerstromm were allowed to have the floor at the beginning of the meeting so they could leave afterwards. They asked for Merrill Airport cooperation to do a promotional and community video. Commission signaled that we would be in favor of this video but requested a preview before release. Wiex suggested they talk to the City's Marketing and Communication Department to get involved, and will facilitate getting their request on the City's Agenda.
2. Approval of May 2022 Minutes – Motion by Malsack; second by Banser to approve minutes. 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 – Schwartz reported Kyle Lewis is the Great Lakes Aircraft Owners and Pilots Association (AOPA) representative. Lewis informed him of an informal meeting with representatives of the Airport District Office (ADO) and staff. At that meeting, the suggestion was made that Lewis should contact Gary Schwartz, as a Merrill Airport representative, and suggest he ask the Bureau of Aeronautics (BOA) to submit a request for a review of their denial of the crosswind runway. Hopefully, there will be a meeting between BOA, ADO and AOPA to move the Merrill crosswind runway issue forward.

Malsack reported he took County personnel to look at cracks in Runway 16/34 that need filling and sealing to extend the runway life until a more permanent fix is available. He will be getting an estimate for next meeting. We will try to get an estimate on paint markings from the City.

5. Update Entitlement Projects 2022 – No news on entitlements being released.
6. Discussion – Edits to Update T-hangar Lease and Ground Lease – To discuss next month.
7. Discussion/Decision Entrance Gate Annual Inspection – McCullough reported on gate maintenance for three gates. A list of checks and maintenance was discussed. Schulz motioned to have entrance system maintained on a once-a-year basis for under \$800.00 per year; second by Malsack. All ayes. Motion carried.

8. Airport General Maintenance – Manager McCullough reported we need new brakes on the courtesy car; and it will be repaired promptly. All other equipment has been running good with regular maintenance. Replaced blades on zero turn mower. Replaced U.S. Flag. Reported electrical contractor fixed contactor on T-hangar door. McCullough reported Central Wisconsin Airport (CWA) has a Gulf Stream facility being built.
9. Chairman's Report – Schwartz reported that about one to one-half years ago, Town of Merrill asked for help to obtain a grant for Airport road reconstruction. The Town of Merrill was passed over on the first round but was notified they received the grant in the second round. Road construction/rebuild will possibly be over a two-year period. Also reported that Craig and Hugh Hannig will be getting a 1% raise.
10. Aviation Happenings – Schulz reported a new hangar was built at Wisconsin Rapids Airport. It was partially funded by a State tourism grant. It was questioned if we really need Emergency Location Transponder (ELT) and thought that probably not with cell phone technology. Two California airports are not selling 100LL fuel. A study was done to determine the lead in the air at 6" and 18" around the airport. It was substantially below limits. Checks were made by a local highway and lead was just below the limit, but six times more than the Airport. FAA is making a lot of arbitrary decisions from propeller approvals to landing strips to crosswind runway decisions. FAA is being lobbied by drone operators to include drones having the right of way over General Aviation, which sounds crazy to General Aviation (GA) pilots.
11. Public Comment – Wenning reported on towers possibly being suitable for Merrill's airport beacon. Schwartz will check on these possible availabilities. Just received a full load of 100LL fuel priced at \$5.99.
12. Agenda Items for Next Meeting -Discussion/Decision edits to update T-hangar Lease and Ground Lease.
13. Adjournment – Motion to adjourn by Wiex; second by Malsack. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

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	2,265.00	14,180.66	55.61	11,319.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	2,265.00	14,180.66	55.61	11,319.34
<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	25,500.00	2,265.00	14,180.66	55.61	11,319.34
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	985.00	136.44	401.12	40.72	583.88
TOTAL Personnel Services	985.00	136.44	401.12	40.72	583.88
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	28,702.44	50.00	28,702.56
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	1,783.50	1,965.50	26.21	5,534.50
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	6,261.35	104.36	(261.35)
53510-02-21000 Water and Sewer	1,000.00	0.00	225.71	22.57	774.29
53510-02-22000 Electric and Natural Gas	15,000.00	1,134.88	9,120.33	60.80	5,879.67
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	9.00	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	266.44	475.51	63.40	274.49
53510-02-24700 Terminal Maint/Repair	0.00	140.00	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	0.00	14.40	1.92	735.60
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)	750.00	0.92	11.20	1.49	738.80
53510-02-30000 Regulatory Fees/Permits	130.00	130.00	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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

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	8,348.48	52,423.83	44.26	66,010.17
<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	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	1,692.88	2,199.41	109.97	(199.41)
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	300.00	1,800.00	50.00	1,800.00
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	124.64	124.64	12.46	875.36
53510-03-50750 Equipment Maint/Repair	4,750.00	0.00	259.50	5.46	4,490.50
53510-03-51000 Vehicle Repair/Maint	1,500.00	975.49	3,252.68	216.85	(1,752.68)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	527.37	2,222.33	40.41	3,277.67
TOTAL Supplies & Expenses	25,575.00	3,620.38	10,527.56	41.16	15,047.44
TOTAL EXPENDITURES	144,994.00	12,105.30	63,352.51	43.69	81,641.49
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(9,840.30)	(49,171.85)	0.00	(70,322.15)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

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	23,500.00	3,176.13	7,723.29	32.87	15,776.71
43515-46457 100LL Fuel Sales	56,500.00	6,142.11	17,960.06	31.79	38,539.94
TOTAL Public Charges-Services	80,000.00	9,318.24	25,683.35	32.10	54,316.65
<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>					
43515-53025 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	9,318.24	25,683.35	32.10	54,316.65
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	36.00	1,482.95	42.37	2,017.05
53515-02-25022 Telephone-Fuel Pumps	500.00	125.99	588.91	117.78	(88.91)
53515-02-25028 Telephone-CC Line	925.00	85.24	501.66	54.23	423.34
TOTAL Contractual Services	4,925.00	247.23	2,573.52	52.25	2,351.48
<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	308.90	814.01	40.70	1,185.99
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	46,953.87	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	47,262.77	47,767.88	67.28	23,232.12
<u>Fixed Charges</u>					
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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2022

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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	77,550.00	47,510.00	50,341.40	64.91	27,208.60
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	(38,191.76)	(24,658.05)	0.00	27,108.05
FUND TOTAL REVENUES	80,000.00	9,318.24	25,683.35	32.10	54,316.65
FUND TOTAL EXPENDITURES	<u>77,550.00</u>	<u>47,510.00</u>	<u>50,341.40</u>	<u>64.91</u>	<u>27,208.60</u>
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	(38,191.76)	(24,658.05)	0.00	27,108.05
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