

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, July 19 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 June 21, 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022/23
6. Discussion/Decision RFP Current FBO Hangar
7. Update Airport Signage
8. Update F-84 Monument
9. Airport General Maintenance
 - a. Status house sewer service improvement
10. Chairman's Report
11. Aviation Happenings
12. Discussion EAA Cup Race
13. Public Comment
14. Agenda Items for Next Meeting
15. The Committee may convene in closed session pursuant to Wis. Stat 198.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to consider an offer and potential sale/purchase agreement of airport property.
16. The Commission may reconvene in Open Session to take action on Closed Session item(s).

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 21, 2023
Merrill Airport Terminal

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

Public Present: Luke Lazar, Steve Krueger

1. Call to Order – Meeting called to order at 19:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from May 24, 2023. Motion by Banser; 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 – Schwartz reported on the re-authorization bill going through Congress; and for the first time in the history of the Federal Aviation Administration (FAA), General Aviation (GA) had a separate funding source which was increased from \$650,000,000 to \$1,000,000,000 to be dedicated to GA. Things that the FAA is looking at doing with the increase in funding is hangar space and that FAA address current issues with runway projects, which is encouraging. Both are issues that Merrill Airport is facing. Schwartz sent an email to Andy Trimble at Bureau of Aeronautics (BOA), asking if he has any information on Merrill's project regarding the 16/34 runway, which will also give the FAA a notice that Merrill Airport is still working toward the restoration of our 16/34 runway and we aren't going away.
5. Update Entitlement Projects 2022/2023 – The T-hangar drainage/blacktop project is blacktopped on both side if the City T Hangars, and will be finished this week.
6. Discussion/Decision RFP Current FBO Hanger – Nothing new.
7. Update Airport Signage – Malsack is applying for permits for new signs.
8. Update F-84 Monument – Nothing new.
9. Airport General Maintenance – No lights have arrived yet. Nothing new on Airport house sewer improvement. Will be lowering 100 LL fuel price to \$4.99 to draw aircraft planning their trip to Oshkosh. Schulz asked how long should we wait to operate on the new blacktop; a couple days is preferred with no tires turning or stopping on the new blacktop. Pulling straight across it shouldn't be a problem.

10. Chairman's Report – Schwartz reported he contacted Bureau of Aeronautics on Merrill's AWOS System that has been putting out a weak signal. They will be looking into the problem
11. Aviation Happenings – Schulz reported that Congress is supporting hangars up to 5,000 square feet and, also, expanded basic medical parameters, allowing heavier airplanes and more passengers. No word yet on action taken on light sport. Also, some U.S. Senators have stated they would like to see a program to support future airline pilots.
12. Discussion EAA Cup Race – Merrill Municipal Airport is the finish line on July 23, 2023. It should be publicized in Foto News so public is aware and can watch the finish.
13. Public Comment – None.
14. Agenda Items for Next Meeting – T-Hangar policies and lease agreement.
15. Adjournment – Motion by Schulz to adjourn; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	2,265.00	16,045.66	61.71	9,954.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	2,265.00	16,045.66	61.71	9,954.34
<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	2,265.00	16,045.66	61.71	9,954.34
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	108.75	496.33	50.59	484.67
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	981.00	108.75	496.33	50.59	484.67
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	29,420.04	50.00	29,419.96
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	1,421.55	1,421.55	18.95	6,078.45
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	0.00	262.36	20.99	987.64
53510-02-22000 Electric and Natural Gas	15,000.00	1,362.23	11,041.76	73.61	3,958.24
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	14.70	182.70	7.31	2,317.30
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	0.00	150.00	20.00	600.00
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	925.00	71.15	375.00
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	5.34	0.71	744.66

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	7,852.67	66,000.53	55.62	52,668.47
<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	703.36	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
53510-03-42500 Support - Gates/Cameras	3,500.00	945.00	945.00	27.00	2,555.00
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	0.00	38.82	3.88	961.18
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	308.03	930.78	18.62	4,069.22
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	732.37	2,957.11	53.77	2,542.89
TOTAL Supplies & Expenses	22,825.00	2,988.76	8,542.25	37.42	14,282.75
TOTAL EXPENDITURES	142,475.00	10,950.18	75,039.11	52.67	67,435.89
REVENUES OVER/ (UNDER) EXPENDITURES	(116,475.00)	(8,685.18)	(58,993.45)	0.00	(57,481.55)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	1,244.12	3,059.56	19.74	12,440.44
43515-46457 100LL Fuel Sales	60,500.00	4,062.78	13,702.72	22.65	46,797.28
TOTAL Public Charges-Services	76,000.00	5,306.90	16,762.28	22.06	59,237.72
<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	5,306.90	16,762.28	22.06	59,237.72
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	126.00	283.50	8.10	3,216.50
53515-02-25022 Telephone-Fuel Pumps	500.00	117.94	589.28	117.86	(89.28)
53515-02-25028 Telephone-CC Line	925.00	110.27	664.32	71.82	260.68
TOTAL Contractual Services	4,925.00	354.21	1,537.10	31.21	3,387.90
<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	178.08	552.20	27.61	1,447.80
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	0.00	0.00	0.00	60,000.00
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	78,000.00	178.08	552.20	0.71	77,447.80
<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: JUNE 30TH, 2023

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	88,550.00	532.29	2,851.80	3.22	85,698.20
REVENUES OVER/ (UNDER) EXPENDITURES	(12,550.00)	4,774.61	13,910.48	0.00	(26,460.48)
FUND TOTAL REVENUES	76,000.00	5,306.90	16,762.28	22.06	59,237.72
FUND TOTAL EXPENDITURES	88,550.00	532.29	2,851.80	3.22	85,698.20
REVENUES OVER/ (UNDER) EXPENDITURES	(12,550.00)	4,774.61	13,910.48	0.00	(26,460.48)
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