

**CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, July 17, 2019
7:00 p.m.
Merrill Airport Terminal**

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,
Gary Schulz, Steve Osness (Alderman)

NOTE- Mark Graczykowski, BOA and Karl Kemper, Becker Hoppe will be in attendance with us

1. Call to Order
2. Approval of Meeting Minutes from June 19, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Airport Day 2019
6. Discussion/Decision Ground Lease Rates
7. Discussion/Decision New Hangar Incentives
8. Discussion/Decision Components of Petition Process AWOS, SRE, Truck Port, Ramp Extension, T Hangar, Runway Preservation
9. Discussion/Decision potential new hangar
10. Manager's Report
11. Airport General Maintenance
 - T-Hangar Issues
 - FBO Roof Repairs
 - Garage
12. Chairman's Report- discussion of meeting times
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. Adjournment

Gary Schwartz, Chairman
Merrill 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
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43510-46340 Airport Revenue	25,000.00	2,740.00	18,810.86	75.24	6,189.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	2,740.00	18,810.86	75.24	6,189.14
Miscellaneous Revenues					
43510-48445 Ins Recovery-Damages	0.00	0.00	3,705.00	0.00	(3,705.00)
TOTAL Miscellaneous Revenues	0.00	0.00	3,705.00	0.00	(3,705.00)
TOTAL REVENUES	25,000.00	2,740.00	22,515.86	90.06	2,484.14
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	126.92	503.51	40.28	746.49
TOTAL Personnel Services	1,250.00	126.92	503.51	40.28	746.49
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	24,431.99	45.83	28,874.01
53510-02-15500 Snow Removal Services	7,000.00	0.00	7,869.60	112.42	(869.60)
53510-02-15550 Mowing Services	9,000.00	1,455.00	1,725.00	19.17	7,275.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	42.00	4,169.58	59.57	2,830.42
53510-02-21000 Water and Sewer	989.00	217.04	445.94	45.09	543.06
53510-02-22000 Electric and Natural Gas	13,000.00	833.12	6,960.39	53.54	6,039.61
53510-02-24000 Crack Filling	15,000.00	0.00	0.00	0.00	15,000.00
53510-02-24250 Electrical Maint/Repair	4,000.00	124.20	289.80	7.25	3,710.20
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24280 Lightening Mitigation Pro	0.00	0.00	0.00	0.00	0.00
53510-02-24333 Blacktop-Hangar Area	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	102.16	13.62	647.84
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	75.99	6.08	1,174.01
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	750.00	54.18	189.53	25.27	560.47
53510-02-24735 Cleaning - New Terminal	1,250.00	150.00	813.53	65.08	436.47
53510-02-24750 House Maintenance/Repair	750.00	103.71	151.65	20.22	598.35
53510-02-25000 Telephone	1,000.00	70.67	410.36	41.04	589.64
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
TOTAL Contractual Services	115,675.00	7,622.10	47,765.52	41.29	67,909.48

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<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	750.00	40.99	45.98	6.13	704.02
53510-03-32000 Education & Conference	350.00	0.00	0.00	0.00	350.00
53510-03-40000 Operating Supplies	1,000.00	114.56	1,396.61	139.66	(396.61)
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	271.00	54.20	229.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	0.00	0.00	3,250.00
53510-03-42575 Fiber - Charter	11,225.00	917.00	5,502.00	49.02	5,723.00
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	223.62	461.47	46.15	538.53
53510-03-50750 Equipment Maint/Repair	4,500.00	454.75	1,233.90	27.42	3,266.10
53510-03-51000 Vehicle Repair/Maint	750.00	1,404.63	1,578.89	210.52	(828.89)
53510-03-53000 Fuel & Oil-For Equipment	<u>4,750.00</u>	<u>315.22</u>	<u>3,286.45</u>	<u>69.19</u>	<u>1,463.55</u>
TOTAL Supplies & Expenses	31,075.00	3,470.77	13,776.30	44.33	17,298.70
TOTAL EXPENDITURES	148,000.00	11,219.79	62,045.33	41.92	85,954.67
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(8,479.79)	(39,529.47)	0.00	(83,470.53)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2019

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					

<u>Public Charges-Services</u>					
43515-46450 Jet-A Fuel Sales	33,500.00	4,110.57	10,968.45	32.74	22,531.55
43515-46457 100LL Fuel Sales	55,000.00	5,855.67	15,366.56	27.94	39,633.44
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	9,966.24	26,335.01	29.74	62,214.99
<u>Miscellaneous Revenues</u>					
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 Donation - Piano	0.00	0.00	0.00	0.00	0.00
43515-53027 Tax Refund-T of Merrill	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	88,650.00	9,966.24	26,335.01	29.71	62,314.99
EXPENDITURES					

<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	90.00	2,244.00	89.76	256.00
53515-02-25022 Telephone-Fuel Pumps	1,300.00	113.23	685.09	52.70	614.91
53515-02-25028 Telephone-CC Line	1,000.00	75.82	455.43	45.54	544.57
TOTAL Contractual Services	4,800.00	279.05	3,384.52	70.51	1,415.48
<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	261.25	743.67	37.18	1,256.33
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	60,000.00	0.00	26,831.91	44.72	33,168.09
53515-04-53333 Rental Car - Paid via CC	200.00	0.00	0.00	0.00	200.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,350.00	261.25	27,575.58	33.08	55,774.42
<u>Fixed Charges</u>					
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
<u>Capital Outlay</u>					
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
53515-08-85000 Property-Demo-Seed	0.00	0.00	0.00	0.00	0.00
53515-08-85111 Property Tax-Land Acq.	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	89,775.00	540.30	31,772.60	35.39	58,002.40

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FUND TOTAL REVENUES	88,650.00	9,966.24	26,335.01	29.71	62,314.99
FUND TOTAL EXPENDITURES	<u>89,775.00</u>	<u>540.30</u>	<u>31,772.60</u>	<u>35.39</u>	<u>58,002.40</u>
REVENUES OVER/(UNDER) EXPENDITURES	(1,125.00)	9,425.94	(5,437.59)	0.00	4,312.59
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*** END OF REPORT ***