



CITY OF MERRILL

AIRPORT COMMISSION

AGENDA • WEDNESDAY, MARCH 20, 2024

Regular Meeting

Merrill Airport Terminal

6:00 PM

I. Call to Order

II. Consider approving minutes from the previous meeting - February 21, 2024 meeting

III. Approval of Vouchers - Budget Discussion

1. February vouchers

IV. General Agenda Items for Consideration

1. Runway 16/34 Project Status
2. Fuel Farm Maintenance
3. Jet A fuel truck
4. STOL Competition at Merrill
5. Update on the F-84 Monument
6. Airport General Maintenance
 - a. Update on acquiring a used box snow blade for the tractor
 - b. AWOS
 - c. Beacon

V. Chairman's Report

1. Master Plan
2. Economic Impact Study Jviation
3. Maintenance Hangar
4. RRL Fuels P&L
5. Telephone Service

VI. Aviation Happenings

VII. Public Comment

VIII. Agenda Items for Next Meeting - April 17 at 6:00 PM

IX. Adjournment

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
WEDNESDAY, FEBRUARY 21, 2024 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

I. Call to Order:

- 1. Voting Members: Gary Schwartz (Chairman), Lyle Baner, Joseph Malsack, Gary Schulz, Mark Weix Jr. (Alderman) - Roll Call:**
Present: Schwartz, Schulz, Alderperson Weix Jr., Malsack, Baner
Public Present: Mark Gracykowski BOA, Larry Wenning, Craig Hanig

II. Consider approving minutes from the previous meeting: January 17, 2024: Malsack made a motion to approve the minutes from the January 17, 2024 meeting. Alderperson Weix Jr. seconded and the motion carried.

III. Approval of Vouchers - budget discussion: Schulz made a motion to pay the vouchers. Malsack seconded and the motion carried.

IV. General Agenda Items for Consideration:

- 1. Runway 16/34 Project Status** - Chairman Schwartz reported no changes but has been talking with staff from two Senators and three House members. In talks with these staffers, there was some surprise about the issue of crosswind runway approval, and people expressed interest in the issue. They are also planning to contact more Senate offices, including Maria Cantwell, the Senate Transportation Committee Chairperson. Many organizations are involved. AOPA (Aircraft Owners and Pilots Association), EAA (Experimental Aircraft Association), WAMA (Wisconsin Airport Managers Association), and others are involved and talking about the crosswind runway issue.
- 2. Discussion/Decision Fuel Farm Maintenance** - Chairman Schwartz explained the expenditure for fuel hoses to replace outdated hoses on 100LL and Jet A pumps. The was previously approved.
- 3. Jet A Fuel Truck** - There may be some interest in our fuel truck from other airports, which will be followed up on.
- 4. STOL Competition at Merrill** - Malsack spoke to personnel at the four airports that have hosted the STOL (Short Take Off and Landing) Competition. They reported it was hard to break even on the two-day event. Several people from Merrill will attend the 2024 STOL events to evaluate the feasibility of the event in 2024.
- 5. Update F-84 Monument** - Nothing new with the grant from the Air National Guard yet.
- 6. Airport General Maintenance** -

- a. **Acquire used box snow blade for our tractor** - Checking used snow blade equipment. Brush cutting is about over for the spring and it looks good along 16/34. Also, we discussed the upcoming replacement of the large tractor, the possibility of a compact tractor, and the time of the tractor purchase.
- b. **AWOS** - No report
- c. **Beacon** - No report

V. Chairman's Report:

- 1. **Master Plan** - Chairman Schwartz reported that the Master Plan is being worked on. The next update is at March's meeting.
- 2. **Economic Impact Study Aviation** - Aviation is producing the study. They are using different criteria to determine what operations are being counted for the Economic Impact Study.
- 3. **Maintenance Hangar** - Chair Schwartz is working to get the funding for projects done ASAP to try to get an earlier start on the Maintenance Hangar. Chair Schwartz, thanked the Mayor for his help in this regard. We are hoping to start the Maintenance Hangar construction in late 2024. Mark Gracykowski came to the meeting from the BOA (Bureau of Aeronautics) and explained the process of prioritizing projects around the airport and how entitlements can be combined over several years for big projects and will have the flexibility to change to other projects when they are approved. Discussed AWOS (Automated Weather Observation System) and will do some checking into the age of AWOS components to determine whether they can be replaced at a later date. Also, we discussed the delay in correcting the approximate 4-degree error in the alignment of the system. The FAA has asked Merrill to correct it numerous times.
- 4. **Balloon Fest** - Chair Schwartz reported the City was contacted about possibly hosting the Balloon Fest in Merrill. It was determined that the area around the airport was not preferred by the Balloon Fest promoters (too many trees in the Merrill area). The start-up cost was high, so Balloon Fest will not be in Merrill. Chair Schwartz also reported that 100LL is getting down to the point that we could buy a full load of fuel. It is a good point with current pricing to keep selling fuel in Merrill at a competitive price.

VI. Aviation Happenings: deferred to the March meeting

VII. Public Comment: There was no public comment

VIII. Agenda Items for Next Meeting:

IX. Date and Time of Next Meeting: Wednesday, March 20th at 6:00 PM:

- X. Adjournment:** Malsack made a motion to adjourn. Alderperson Weix Jr. seconded and the motion carried.
Minutes prepared by Lyle Baner and published by City Clerk Anderson-Malm

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	26,000.00	840.00	11,705.66	45.02	14,294.34
43510-46341 Airport Hangar Lease Int.	0.00	0.00	0.00	0.00	0.00
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	840.00	11,705.66	45.02	14,294.34
<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	840.00	11,705.66	45.02	14,294.34
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	1,000.00	0.00	58.66	5.87	941.34
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
53510-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	1,000.00	0.00	58.66	5.87	941.34
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,310.96	7,538.88	10,051.84	16.67	50,259.12
53510-02-15500 Snow Removal Services	7,500.00	0.00	925.68	12.34	6,574.32
53510-02-15550 Mowing Services	7,500.00	0.00	0.00	0.00	7,500.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	0.00	0.00	6,000.00
53510-02-21000 Water and Sewer	1,250.00	0.00	0.00	0.00	1,250.00
53510-02-22000 Electric and Natural Gas	15,000.00	1,566.19	3,370.88	22.47	11,629.12
53510-02-24000 Black Top Maintenance	15,000.00	0.00	0.00	0.00	15,000.00
53510-02-24250 Electrical Maint/Repair	2,500.00	0.00	0.00	0.00	2,500.00
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	250.00	21.00	21.00	8.40	229.00
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	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	300.00	23.08	1,000.00
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	63.00	63.00	8.40	687.00
53510-02-24753 Garage-Repairs/Maintenance	0.00	2,348.96	2,641.40	0.00	(2,641.40)
53510-02-25000 Telephone (9-1-1 Backup)	50.00	0.93	1.86	3.72	48.14
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
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: FEBRUARY 29TH, 2024

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	119,540.96	11,688.96	17,375.66	14.54	102,165.30
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	116.48	116.48	93.18	8.52
53510-03-32000 Education & Conference	100.00	0.00	150.00	150.00	(50.00)
53510-03-40000 Operating Supplies	2,000.00	0.00	0.00	0.00	2,000.00
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	500.00	599.00	599.00	119.80	(99.00)
53510-03-41523 Airport Signage	0.00	0.00	0.00	0.00	0.00
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	0.00	0.00	3,500.00
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	600.00	16.67	3,000.00
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	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	0.00	0.00	1,500.00
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	0.01	0.00	4,999.99
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	58.78	357.62	7.15	4,642.38
TOTAL Supplies & Expenses	22,325.00	1,074.26	1,823.11	8.17	20,501.89
TOTAL EXPENDITURES	142,865.96	12,763.22	19,257.43	13.48	123,608.53
REVENUES OVER/(UNDER) EXPENDITURES	(116,865.96)	(11,923.22)	(7,551.77)	0.00	(109,314.19)

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
43515-43523 Federal CRRSAA O&M	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>					
43515-46450 Jet-A Fuel Sales	15,500.00	0.00	0.00	0.00	15,500.00
43515-46457 100LL Fuel Sales	60,500.00	1,006.27	1,393.35	2.30	59,106.65
TOTAL Public Charges-Services	76,000.00	1,006.27	1,393.35	1.83	74,606.65
<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
43515-48523 Field Office Usage	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	76,000.00	1,006.27	1,393.35	1.83	74,606.65
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53515-01-21000 Streets - Wages	0.00	0.00	0.00	0.00	0.00
53515-01-51000 SS/Medicare	0.00	0.00	0.00	0.00	0.00
53515-01-52000 WRS - Retirement	0.00	0.00	0.00	0.00	0.00
53515-01-54000 Health Insurance	0.00	0.00	0.00	0.00	0.00
53515-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	0.00	0.00	0.00	0.00	0.00
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	2,646.51	2,646.51	105.86	(146.51)
53515-02-25022 Telephone-Fuel Pumps	1,400.00	122.46	244.24	17.45	1,155.76
53515-02-25028 Telephone-CC Line	1,200.00	117.51	235.02	19.59	964.98
TOTAL Contractual Services	5,100.00	2,886.48	3,125.77	61.29	1,974.23
<u>Special Services</u>					
53515-04-51000 Jet-A Truck Repair/Maint	1,000.00	0.00	206.50	20.65	793.50
53515-04-52666 Fuel Credit Card Fees	3,000.00	33.84	46.89	1.56	2,953.11
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
TOTAL Special Services	79,000.00	33.84	253.39	0.32	78,746.61

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 29TH, 2024

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	6,425.00	0.00	0.00	0.00	6,425.00
TOTAL Fixed Charges	6,425.00	0.00	0.00	0.00	6,425.00
<u>Capital Outlay</u>					
53515-08-23000 Garage Relocation Project	0.00	29.98	29.98	0.00	(29.98)
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	29.98	29.98	0.00	(29.98)
TOTAL EXPENDITURES	90,525.00	2,950.30	3,409.14	3.77	87,115.86
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	(1,944.03)	(2,015.79)	0.00	(12,509.21)
FUND TOTAL REVENUES	76,000.00	1,006.27	1,393.35	1.83	74,606.65
FUND TOTAL EXPENDITURES	90,525.00	2,950.30	3,409.14	3.77	87,115.86
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	(1,944.03)	(2,015.79)	0.00	(12,509.21)
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*** END OF REPORT ***