

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday December 21, 2022, 6:00 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 November 16, 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Update Airport Signage
7. Discussion/Decision Airport Labor Rate.
8. Update F-84 Monument
9. Airport General Maintenance
10. Chairman's Report
11. Aviation Happenings
12. 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 Committee may reconvene in open session
17. 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.

Minutes Merrill Airport Commission

Wednesday November 16, 2022

Present: Joe Malsack, Gary Schwartz, Lyle Banser via phone, Rich McCullough (Airport Manager), Mark Weix Jr (Alderman). Also present: Larry Wenning, Bev Schulz, and Draco Fink (Cameraman).

1. Gary Schwartz called the meeting to order at 6:00 pm.
2. October 2022 minutes were reviewed. Item 8 correction found for Kraig spelling wrong. Joe M. made a motion to approve the minutes, Mark W. seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe M. made a motion to approve paying the vouchers, Lyle B. seconded, Motion passed. We are currently under budget.
4. Runway 16/34 project: Gary Schwartz stated David Greene Director of the Bureau of Aeronautics DOT sent a letter to the FAA Great Lakes ADO requesting that FAA ADO reverse its previous denial of our request to reconstruct 16/34 based on the wind analysis performed by Becker Hoppe Associates. We are now waiting on the answer. The wind coverage of 7/25 is currently at 94.8% which meets funding levels without wind gusts. If we add the gust factor in, we are at 86%. We are the tip of the spear on this nationwide crosswind runway issue. There are potentially 30 other crosswind runways in Wisconsin that may need replacement in the future. Nationwide there could be as many as 1000 runways in the same position as Merrill. Merrill is at the forefront of this huge nationwide FAA issue.
5. Update Entitlement Projects 2022: Crack filling for the whole airport is done with the exception of runway 16/34. All the other approved projects will continue next spring.
6. Update airport signage: Joe M. reported that he has had discussions with Karl Kemper at BHA that signs could be rolled into the 16/34 project so we should hold off for a while. Signs on 7/25 show taxiway A -Term (Terminal). He will be working on the signs for outside of airport. Fuel signs will run approx. \$1500-2000 per sign.

7. Repairs to runway 16/34: The County and City finished the mastic patching, crack filling, and repainting of the center line. They will have the billing done for December Meeting. The Commission is grateful for the County and City support on this issue.
8. Discussion/Decision of sale of RRL/FBO Hangar: There was a lot of discussion about selling this hangar. Rich does not have enough room to get all the aircraft in for maintenance. We are looking at an 80x100 ft building to replace it. We would use the proceeds to provide the match required by the FAA and the State for airport projects over the next few years. We are just looking to even see if it is possible, this is not a decision here tonight to sell. Schwartz will need to get thru all the city, state and federal levels to make this proposition work. For every \$100,000 we get for the building we can support \$2,000,000 of projects. So, the idea is to help fund the new FBO hangar, 16/34 reconstruction, and a new t-hangar. We currently have 46 aircraft based on the field and have 18 on the hangar waiting list. Rich checked on FBO rents and, found that all other airports do not charge rent for FBO hangars. Rich states helping people at the new terminal side of the airport is a problem, it would be more convenient being next to the terminal and fuel farm. There are only 5-6 repair shops within 100 miles. Most are getting ready to retire. Only 1 other shop is full time at CWA. Six other airports have contacted Rich to move to their airport. Rich has added staff and needs to grow. Building is too small. Bathrooms for east side of the airport will be the biggest issue for the east side tenants. Costs of heating new building and rent will be looked at. Advancing the city forward is the main goal of this new building. We are seeing more corporate planes fly in. They will not tell us who they are visiting, or why they are in Merrill, but most corporations locate within 10 miles of a business class airport such as Merrill for ease of access. Joe M. made a motion to move forward and look into the possible sale of the FBO hangar. Mark W. seconded. Motion passed.
9. Update F-84 Monument: Rich has been in contact with Merrill Iron and Steel for getting estimates.
10. Manager's Report: They have all the equipment ready for snow removal.
11. Chairman's Report: Gary stated the Bureau of Aeronautics DOT has now agreed to do a Master Plan, and ALP. Two firms submitted bids. Coffman and Assoc. was selected. They will also be providing an economic impact study for

the City of Merrill. The BOA is funding the master plan and studies, which means no or minimal cost to the city. Approximate cost of the plan project is \$200,000.

12. Aviation Happenings: No report.

13. Public Comment: Bathroom availability for the east side of the Airport if the FBO building sold.

14. Agenda Items for Next Meeting:

15. A motion to adjourn was made by Joe M., seconded by Mark W. Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 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	545.00	21,930.66	86.00	3,569.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	545.00	21,930.66	86.00	3,569.34
<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	545.00	21,930.66	86.00	3,569.34
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	736.48	736.48	0.00	(736.48)
53510-01-23000 Longevity	0.00	242.50	242.50	0.00	(242.50)
53510-01-51000 Social Security	985.00	129.00	910.04	92.39	74.96
53510-01-52000 Retirement (WRS)	0.00	47.88	47.88	0.00	(47.88)
TOTAL Personnel Services	985.00	1,155.86	1,936.90	196.64	(951.90)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	52,621.14	91.67	4,783.86
53510-02-15500 Snow Removal Services	7,500.00	92.92	3,231.62	43.09	4,268.38
53510-02-15550 Mowing Services	7,500.00	69.69	6,443.86	85.92	1,056.14
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	6,777.15	112.95	(777.15)
53510-02-21000 Water and Sewer	1,000.00	0.00	775.61	77.56	224.39
53510-02-22000 Electric and Natural Gas	15,000.00	1,218.23	14,889.05	99.26	110.95
53510-02-24000 Black Top Maintenance	15,149.00	325.22	495.22	3.27	14,653.78
53510-02-24250 Electrical Maint/Repair	4,000.00	9.00	1,898.79	47.47	2,101.21
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	81.96	557.47	74.33	192.53
53510-02-24700 Terminal Maint/Repair	0.00	18.00	159.99	0.00	(159.99)
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	150.00	559.96	74.66	190.04
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	1,100.00	88.00	150.00
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	0.85	18.35	2.45	731.65

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

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	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
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	118,434.00	6,749.61	89,693.26	75.73	28,740.74
<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	486.09	3,485.60	174.28	(1,485.60)
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	2,976.24	85.04	523.76
53510-03-42575 Fiber - Spectrum	3,600.00	347.95	3,346.95	92.97	253.05
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	3.13	388.17	38.82	611.83
53510-03-50750 Equipment Maint/Repair	4,750.00	220.69	730.49	15.38	4,019.51
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	7,610.45	507.36	(6,110.45)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	0.00	3,050.31	55.46	2,449.69
TOTAL Supplies & Expenses	25,575.00	1,057.86	22,257.21	87.03	3,317.79
TOTAL EXPENDITURES	144,994.00	8,963.33	113,887.37	78.55	31,106.63
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(8,418.33)	(91,956.71)	0.00	(27,537.29)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 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	0.00	13,356.78	56.84	10,143.22
43515-46457 100LL Fuel Sales	56,500.00	2,135.44	46,727.74	82.70	9,772.26
TOTAL Public Charges-Services	80,000.00	2,135.44	60,084.52	75.11	19,915.48
<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	80,000.00	2,135.44	60,084.52	75.11	19,915.48
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	36.00	2,606.90	74.48	893.10
53515-02-25022 Telephone-Fuel Pumps	500.00	116.47	1,148.19	229.64	(648.19)
53515-02-25028 Telephone-CC Line	925.00	0.00	892.02	96.43	32.98
TOTAL Contractual Services	4,925.00	152.47	4,647.11	94.36	277.89
<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	71.81	1,952.98	97.65	47.02
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	13,348.63	66.74	6,651.37
53515-04-53250 100LL Fuel Purchases	48,000.00	0.00	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	71.81	62,255.48	87.68	8,744.52
<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: NOVEMBER 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	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	 77,550.00	 224.28	 66,902.59	 86.27	 10,647.41
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	1,911.16	(6,818.07)	0.00	9,268.07
 FUND TOTAL REVENUES	 80,000.00	 2,135.44	 60,084.52	 75.11	 19,915.48
FUND TOTAL EXPENDITURES	77,550.00	224.28	66,902.59	86.27	10,647.41
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	1,911.16	(6,818.07)	0.00	9,268.07

*** END OF REPORT ***