

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, June 21, 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 May 24, 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. 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.

NOTE TIME CHANGE TO 7PM

City of Merrill

Airport Commission Meeting at Merrill Airport

Wednesday, May 24, 2023 at 6:00 PM

Voting Members present: Joe Malsack, Gary Schulz, Gary Schwartz, Lyle Banser (via phone), Mark Wiex Jr (Alderman).

Public Present: Larry Wenning, Steve Krueger.

1. Gary Schwartz called the meeting to order at 6:00 PM.
2. Approval of Minutes: Reviewed and Mark W. made a motion to approve. Joe M. seconded. Motion passed.
3. Approval of Vouchers: Reviewed and Joe M. made a motion to pay vouchers. Mark W. seconded. Motion passed.
4. Runway 16/34 Project status: It is still being held and reviewed at the Federal level.
5. Update Entitlement Projects 2022/23: Phase 1 started, Phase 2 drainage for T-hangars starting June 5th and should take 7 days weather permitting. Finishing Phase 1 and repainting of lines will be about 6 weeks. They will paint over the rose compass and the 99 Group will come back next year to repaint. Gary Schwartz and the BOA are talking to the contractors to see if they will donate the paint for the Rose Compass.
6. Discussion/Decision RFP Current FBO Hangar: No current talks, still open and may close next meeting.
7. Update Airport Signage: Joe M. presented sign and costs and layout. Discussion followed about location and height. Joe M. made a motion to purchase a sign for the intersection of Airport Rd. and Taylor St. Approximate cost \$3000.00 with cement, Mark W. seconded. Motion passed. Other signs Joe M. will work on for arrows and the Street Dept. after this sign done.
8. Update F-84 Monument: Rich contacted Allen Haus and there is a possibility to have Fort McCoy take it for training. Due to the cost of renovation being over \$100,000 we have to get permission from the US aircraft museum before anything can be done with the unit.

9. Airport General Maintenance: Mowing started, weed spraying within the next week. Rolled the grass runway, borrowed the roller from Larry Wenning. Thank you, Larry. They were able to roll out the ruts left by the grader. Rich is getting quotes for new fuel hoses; we are overdue to replace.

11. Chairman's Report: Kurk Zastrow will be storing a king air in Agra's hangar. He asked for a discount on fuel due to the fact he does Angel flights. Rich and Gary Schwartz will discuss. Damaged aircraft sitting by hangars need to be moved. Rich and Gary Schwartz will contact the FAA and Insurance Company to see when they can get them moved out.

12. Aviation Happenings: Registration of aircraft is supposed to be returned from the FAA within 90 days. It has been almost 6 months currently due to staffing concerns and backlogs. The FAA will be starting a test bed for on line registration for general aviation. If this works like it is suppose to, they may open it up to corporate aircraft.

13. Public Comment: Fuel pricing seems high currently compared to other airports in the area. Gary Schwartz and Rich will look into it and see if we can purchase more fuel to lower cost.

14. Agenda Items for Next Meeting: Start meeting at 7:00 PM for summer, Air Cup Race.

15. The Committee convened into a closed session. Gary Schulz made a motion to go into closed session, Mark W. seconded. Committee went into closed session and guests were excused. Discussion was held on closed session agenda matter. No action taken. Gary Schulz made a motion to adjourn closed session, Mark W. seconded.

16. Adjournment: Gary Schulz made a motion to adjourn, Mark W. seconded. Motion passed.

Minutes prepared by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	675.00	13,780.66	53.00	12,219.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	675.00	13,780.66	53.00	12,219.34
<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	675.00	13,780.66	53.00	12,219.34
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	56.69	387.58	39.51	593.42
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	981.00	56.69	387.58	39.51	593.42
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	24,516.70	41.67	34,323.30
53510-02-15500 Snow Removal Services	7,500.00	400.95	5,704.56	76.06	1,795.44
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	7,973.06	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	1,611.99	9,679.53	64.53	5,320.47
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	0.00	168.00	6.72	2,332.00
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	150.00	150.00	20.00	600.00
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	775.00	59.62	525.00
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	4.49	0.60	745.51

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	15,190.19	58,147.86	49.00	60,521.14
<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	0.00	356.74	17.84	1,643.26
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	0.00	0.00	0.00	3,500.00
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	1,500.00	41.67	2,100.00
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	291.60	420.44	28.03	1,079.56
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	622.75	12.46	4,377.25
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	0.00	2,224.74	40.45	3,275.26
TOTAL Supplies & Expenses	22,825.00	591.60	5,553.49	24.33	17,271.51
TOTAL EXPENDITURES	142,475.00	15,838.48	64,088.93	44.98	78,386.07
REVENUES OVER/ (UNDER) EXPENDITURES	(116,475.00)	(15,163.48)	(50,308.27)	0.00	(66,166.73)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	1,005.44	1,815.44	11.71	13,684.56
43515-46457 100LL Fuel Sales	60,500.00	3,628.10	9,639.94	15.93	50,860.06
TOTAL Public Charges-Services	76,000.00	4,633.54	11,455.38	15.07	64,544.62
<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	4,633.54	11,455.38	15.07	64,544.62
EXPENDITURES =====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	0.00	157.50	4.50	3,342.50
53515-02-25022 Telephone-Fuel Pumps	500.00	117.19	471.34	94.27	28.66
53515-02-25028 Telephone-CC Line	925.00	110.27	554.05	59.90	370.95
TOTAL Contractual Services	4,925.00	227.46	1,182.89	24.02	3,742.11
<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	153.23	374.12	18.71	1,625.88
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	153.23	374.12	0.48	77,625.88
<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: MAY 31ST, 2023

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	88,550.00	380.69	2,319.51	2.62	86,230.49
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	4,252.85	9,135.87	0.00	(21,685.87)
FUND TOTAL REVENUES	76,000.00	4,633.54	11,455.38	15.07	64,544.62
FUND TOTAL EXPENDITURES	88,550.00	380.69	2,319.51	2.62	86,230.49
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	4,252.85	9,135.87	0.00	(21,685.87)
	=====	=====	=====	=====	=====

*** END OF REPORT ***