

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, June 17, 2020
7:00 p.m.
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 20, 2020
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Entitlement Projects
6. Fuel System Credit Card Reader
7. Manager's Report
8. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
 - Fiber Optic Project
9. Chairman's Report
10. Aviation Happenings
11. Public Comment
12. Agenda Items for Next Meeting
13. 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.

Minutes Merrill Airport Commission

Wednesday May 20, 2020

Present: Gary Schwartz (Chairman), Joe Malsack, Gary Schulz , Lyle Banser via phone and Mark Weix (Alderman).

Also: Larry Wenning

1. Gary called the meeting to order at 7 pm.
2. April minutes were reviewed. Gary Schulz made a motion to approve the minutes, Joe Malsack seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe Malsack made a motion to approve paying the vouchers, Gary Schulz seconded, Motion passed.
4. Runway 16/34 project: Gary contacted BOA and was working on getting someone to call back. Was not having any success until sent another email and someone called back within 2 hours. He asked for Lucas to work as our engineer. They are currently short one. Gary asked Mark to discuss with Matt to take Medford and Antigo's AWOS data and combining to come up with numbers for Merrill. This info should be sent to FAA in regards to rebuilding the north south runway. There was found an 8-10-degree error in our unit. They are supposed to be here in mid-May to retest operation. There are no thresholds of runway operations in the regulations. We showed over 1600 operations just in local pilots.
5. Entitlement Projects: Gary Schwartz received info on our AWOS PT3, they are just going to replace the thunderstorm part only. The rest is already up to date. All eight entitlement items sent down to the State have been approved for fixing and updating airport.
6. Discussion/Decision fuel system credit card reader: Rich not here and no information. Gary Schulz talked to Rich earlier in the day and could possibly cost \$8500. No service will be available after June 1 to repair current unit if it fails.
7. Managers' Report: 1 deer and 3 cranes on airport property and working with the DNR to remove from airport. Chasing cranes off with bang gun. We bought a load of 100LL and reset price to be competitive, we are making a fair

margin for the city. Utilities, WPS has been contacted to run electric to new hangers being built.

8. Airport General Maintenance: no report
9. Chairman's Report: We have received a notice from the FAA to receive \$30,000 under the CARES program. Gary filled out paper work and asked the Mayor sign. We are getting the money to pay for wages, salaries, rent, and utilities.
10. Aviation Happenings: Garmin's auto land was granted approval to Piper by FAA. FCC granted research for 5g cell phone. The signal is very close to GPS signal. This has come back alive and Congress is looking at to make sure no interference with aviation GPS signals. 3 military aircraft crashed this last week. Cessna flew new aircraft 2 hours, twin engine high wing, hopefully to replace the aging Beaver fleet. Most fly ins canceled for the year.
11. Public Comment: None.
12. Agenda Items for Next Meeting: Roundup on taxi ways, jet mount tilting.
13. A motion to adjourn was made by Joe Malsack, seconded by Gary Schulz. Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43510-46340 Airport Revenue	25,500.00	2,160.00	15,820.86	62.04	9,679.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	2,160.00	15,820.86	62.04	9,679.14
Miscellaneous Revenues					
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	2,160.00	15,820.86	62.04	9,679.14
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	90.89	249.95	20.00	1,000.05
TOTAL Personnel Services	1,250.00	90.89	249.95	20.00	1,000.05
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	22,766.10	41.67	31,872.90
53510-02-15500 Snow Removal Services	8,000.00	108.00	2,944.80	36.81	5,055.20
53510-02-15550 Mowing Services	8,000.00	729.00	729.00	9.11	7,271.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	43.20	0.72	5,956.80
53510-02-21000 Water and Sewer	1,000.00	0.00	218.76	21.88	781.24
53510-02-22000 Electric and Natural Gas	13,500.00	938.96	6,272.06	46.46	7,227.94
53510-02-24000 Crack Filling	0.00	0.00	0.00	0.00	0.00
53510-02-24250 Electrical Maint/Repair	4,000.00	0.00	877.83	21.95	3,122.17
53510-02-24271 Electric to New Hangar	0.00	393.48	393.48	0.00	(393.48)
53510-02-24277 Lightning Damage Repairs	0.00	36.00	36.00	0.00	(36.00)
53510-02-24600 T-Hangar Repair/Maint.	750.00	41.40	516.81	68.91	233.19
53510-02-24700 Terminal Maint/Repair	16,250.00	0.00	18.00	0.11	16,232.00
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	55.50	11.10	444.50
53510-02-24733 New Terminal - Maint	750.00	0.00	922.12	122.95	(172.12)
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	0.00	0.00	1,250.00
53510-02-24750 House Maintenance/Repair	750.00	18.00	18.00	2.40	732.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	44.78	210.04	23.34	689.96
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	116,419.00	6,862.84	36,021.70	30.94	80,397.30

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	500.00	0.00	0.00	0.00	500.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	0.00	200.75	10.04	1,799.25
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	280.00	56.00	220.00
53510-03-42500 Support - Gates/Cameras	3,250.00	64.67	64.67	1.99	3,185.33
53510-03-42575 Fiber - Charter	5,225.00	917.00	4,585.00	87.75	640.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	876.88	0.00	(876.88)
53510-03-50000 Repair/Maint Supplies	1,000.00	81.62	187.12	18.71	812.88
53510-03-50750 Equipment Maint/Repair	4,500.00	315.00	324.00	7.20	4,176.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	25.20	242.38	16.16	1,257.62
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	595.28	1,711.93	29.77	4,038.07
TOTAL Supplies & Expenses	27,325.00	1,998.77	8,472.73	31.01	18,852.27
TOTAL EXPENDITURES	144,994.00	8,952.50	44,744.38	30.86	100,249.62
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(6,792.50)	(28,923.52)	0.00	(90,570.48)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2020

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43515-46450 Jet-A Fuel Sales	33,900.00	1,565.37	6,907.20	20.38	26,992.80
43515-46457 100LL Fuel Sales	55,000.00	3,850.96	11,410.25	20.75	43,589.75
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	5,416.33	18,317.45	20.60	70,582.55
Miscellaneous Revenues					
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
Other Financing Sources					
43515-53025 Donations/Door Sales	0.00	0.00	150.00	0.00	(150.00)
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	150.00	150.00	(50.00)
TOTAL REVENUES	89,000.00	5,416.33	18,467.45	20.75	70,532.55
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	106.20	1,051.35	42.05	1,448.65
53515-02-25022 Telephone-Fuel Pumps	0.00	110.46	566.04	0.00	(566.04)
53515-02-25028 Telephone-CC Line	925.00	77.27	387.85	41.93	537.15
TOTAL Contractual Services	3,425.00	293.93	2,005.24	58.55	1,419.76
Special Services					
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	98.81	469.82	23.49	1,530.18
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	18,155.03	90.78	1,844.97
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	100.00	0.00	0.00	0.00	100.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,250.00	98.81	18,624.85	22.37	64,625.15
Fixed Charges					
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
Capital Outlay					
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

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27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	89,000.00	5,416.33	18,467.45	20.75	70,532.55
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>392.74</u>	<u>20,630.09</u>	<u>23.36</u>	<u>67,669.91</u>
REVENUES OVER/(UNDER) EXPENDITURES	700.00	5,023.59	(2,162.64)	0.00	2,862.64
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*** END OF REPORT ***