

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, June 16, 2021, 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 19, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Flight Training
6. Update Fuel System Credit Card Reader
7. Discussion F-84 Display and Mounting
8. Update Entitlement Projects 2021
9. Update EAA Race
10. Manager's Report
11. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Signage
12. Chairman's Report
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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.

City of Merrill
Commission Meeting Minutes
Wednesday, May 19, 2021
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Mark Weix, Jr. (Alderman), Gary Schulz (via phone), Rich McCullough (Airport Manager)

Public Present: Larry Wenning, Steve Kureger, Ian Morgan (Cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of Meeting Minutes from April 2021 – Motion by Malsack; second by Banser to approve minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Banser; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz reported he did not get a response from FAA by 05/05/21 so he emailed parties involved, Gary Wilson from the FAA and Matt Melicki from BOA, and asked them what is going on. Gary Wilson responded and said he was working on it and would get back to him (Schwartz), and that was two weeks ago. The Commission agreed to make political contacts along with a contact to AOPA in the future if FAA does not respond to this third attempt. The Airport has met FAA guidelines for crosswind runways.
5. Update T-Hangar Project – Schwartz had a scoping meeting with BOA engineer Andy Trimblae, Rich McCullough, and Karl Kemper of Beecher-Hoppe. Kemper is planning for bids by 08/01/21. Also planning for the AWOS update. Apron expansion project west of current apron may be pushed back.
6. Update Fuel System Credit Card Reader – A hold up on QT Pod's part backed up the project to Monday, 05/24/21, installation.
7. Discussion F-84 Display and Mounting – McCullough reported he contacted Allen Hughes with the 115 Fighter Group, which helped to move the Corsair in Wausau. He spoke with Master Sergeant Mike Schmidt who expressed interest in the F84 Project; and he will contact McCullough next week.
8. Update Entitlement Projects 2021 – Discussed T-Hangar project, pavement repair, AWOS project and possible apron expansion project.
9. Update EAA Race – Malsack reported Merrill is the finish line for the Air Cup Race. No other news on race.

10. Manager's Report – Zero turn mower is down with hydraulic seal leak. City Garage is repairing it. Spraying and brush clearing is underway. Fence fixing is started. Trying to figure a way to pound the fence posts down; and Peterson Construction will push the wooden posts down. Motion by Malsack to have Peterson Construction push the wooden posts down with a budget up to \$3,000; second by Banser. All ayes. Motion carried. McCullough reported we are selling Jet A for \$3.10 per gallon to move the fuel.
11. Airport General Maintenance – Nothing new to report.

Airport Lighting Outside – No discussion.

Airport Signage – No discussion.
12. Chairman's Report – No report.
13. Aviation Happenings – Schultz reported there is starting to be talk of improvements to infrastructure coupled with an electric air taxi vehicle and may help small airports be supported. AWOS monitor in new terminal is being repaired due to lightening strike.
14. Public Comment – None
16. Agenda Items – Young Eagles flights; tree trimming for approach.
17. Adjournment – Motion to adjourn by Malsack; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

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	775.00	16,115.84	63.20	9,384.16
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	775.00	16,115.84	63.20	9,384.16
<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	775.00	16,115.84	63.20	9,384.16
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,101.00	49.89	160.06	14.54	940.94
TOTAL Personnel Services	1,101.00	49.89	160.06	14.54	940.94
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	23,335.30	41.57	32,803.70
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,327.40	29.09	5,672.60
53510-02-15550 Mowing Services	8,000.00	580.00	580.00	7.25	7,420.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	3,846.81	64.11	2,153.19
53510-02-21000 Water and Sewer	1,000.00	0.00	273.76	27.38	726.24
53510-02-22000 Electric and Natural Gas	15,000.00	1,140.92	6,805.36	45.37	8,194.64
53510-02-24000 Black Top Maintenance	15,149.00	0.00	0.00	0.00	15,149.00
53510-02-24250 Electrical Maint/Repair	4,000.00	9.00	244.69	6.12	3,755.31
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	27.00	3.60	723.00
53510-02-24700 Terminal Maint/Repair	0.00	0.00	99.09	0.00	(99.09)
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	750.00	0.00	9.98	1.33	740.02
53510-02-24735 Cleaning - New Terminal	1,250.00	150.00	550.00	44.00	700.00
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)	900.00	5.02	25.74	2.86	874.26
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	758.00	0.00	(758.00)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

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	118,318.00	6,552.00	38,883.13	32.86	79,434.87
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	122.96	98.37	2.04
53510-03-32000 Education & Conference	100.00	0.00	100.00	100.00	0.00
53510-03-40000 Operating Supplies	2,000.00	135.00	135.00	6.75	1,865.00
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	240.00	48.00	260.00
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	141.12	4.03	3,358.88
53510-03-42575 Fiber - Charter	3,600.00	300.00	1,500.00	41.67	2,100.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	181.96	0.00	(181.96)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	4,750.00	288.68	833.83	17.55	3,916.17
53510-03-51000 Vehicle Repair/Maint	1,500.00	72.00	673.58	44.91	826.42
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	46.68	709.92	12.91	4,790.08
TOTAL Supplies & Expenses	25,575.00	842.36	4,638.37	18.14	20,936.63
TOTAL EXPENDITURES	144,994.00	7,444.25	43,681.56	30.13	101,312.44
REVENUES OVER/ (UNDER) EXPENDITURES	(119,494.00)	(6,669.25)	(27,565.72)	0.00	(91,928.28)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Taxes (or Utility Rev.)					
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
Public Charges-Services					
43515-46340 Airport Revenue 2020	0.00	0.00	0.00	0.00	0.00
43515-46450 Jet-A Fuel Sales	32,500.00	0.00	838.62	2.58	31,661.38
43515-46457 100LL Fuel Sales	47,500.00	3,375.17	10,550.32	22.21	36,949.68
TOTAL Public Charges-Services	80,000.00	3,375.17	11,388.94	14.24	68,611.06
Miscellaneous Revenues					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	464.60	0.00	(464.60)
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	464.60	0.00	(464.60)
Other Financing Sources					
43515-53025 Donations (Non-Lapsing)	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	80,100.00	3,375.17	11,853.54	14.80	68,246.46
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	54.00	3,713.43	106.10	(213.43)
53515-02-25022 Telephone-Fuel Pumps	500.00	118.94	474.56	94.91	25.44
53515-02-25028 Telephone-CC Line	925.00	85.13	421.70	45.59	503.30
TOTAL Contractual Services	4,925.00	258.07	4,609.69	93.60	315.31
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	62.52	290.60	14.53	1,709.40
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	48,000.00	0.00	15,483.40	32.26	32,516.60
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	0.00	0.00	100.00
TOTAL Special Services	71,100.00	62.52	15,774.00	22.19	55,326.00
Fixed Charges					
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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	77,650.00	320.59	21,196.19	27.30	56,453.81
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	3,054.58	(9,342.65)	0.00	11,792.65
FUND TOTAL REVENUES	80,100.00	3,375.17	11,853.54	14.80	68,246.46
FUND TOTAL EXPENDITURES	<u>77,650.00</u>	<u>320.59</u>	<u>21,196.19</u>	<u>27.30</u>	<u>56,453.81</u>
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	3,054.58	(9,342.65)	0.00	11,792.65
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