

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, December 20 2023, 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 – November 15 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. WIFI on the airport
6. Discussion/Decision Acquisition Fuel Farm Maintenance, issues/parts
7. Sign Updated Airport Manager/FBO Contract
8. Discussion/Decision Jet A fuel truck
9. STOL Competition at Merrill
10. Update F-84 Monument
11. Airport General Maintenance
 - a. Acquire used box snow blade for our tractor
 - b. AWOS
12. Chairman's Report
 - a. Master Plan
 - b. Economic Impact Study
 - c. Garage update
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

Airport Commission Meeting at Merrill Airport Terminal

Wednesday, November 15, 2023 at 6:00 PM

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

Public Present: Larry Wenning, Steve Krueger.

1. Gary Schwartz called the meeting to order at 6:00 PM.
2. Approval of Minutes: No meeting in October due to not enough voting members present. No minutes to approve.
3. Approval of Vouchers: Reviewed, and Joe Malsack made a motion to pay vouchers. Mark Wiex seconded. Motion passed.
4. Runway 16/34 Project status: Gary Schwartz had a meeting with FAA and BOA in Appleton at the WAMA Convention. FAA working on justification process for crosswind runways. FAA is thinking of using operations counts on runways by using ADSB. Gary asked how many aircraft have ADSB, only 50% FAA responded. So how can they justify usage of a runway with only 50% data. They are changing regulations as they are going along. Fifteen airports in Wisconsin are on the list of losing funding on crosswind runways.
5. Update Entitlement Projects 2022/23: Grass planting did not get done and will be finished in spring. Final payment will be made after work completed in spring.
6. Discussion/Decision Acquisition Fuel Farm Maintenance, issues/parts: Gary talked with Shannon from M&M and they will rebid repairs. Waiting on estimate.
7. Discussion/Decision Airport Manager/FBO Contract Update: Not sure if anyone signed the contract yet.
8. Discussion/Decision Jet A fuel truck: Rich not present to discuss.
9. Update Airport Signage: Joe M. no report, been sick and did not work on.
10. Update F-84 Monument: No update due to Rich's absence. Allen Haus has been deployed for 3 months. Coming home soon, possibly next meeting will have more information.

11. Airport General Maintenance: Quote for garage doors and openers. Rich is looking into. Moving the garage cost is approx. \$8000, concrete work approx. \$7000. We were reimbursed \$15000 for the use of the terminal as an office for the entitlement projects this summer. This will help offset the cost of the garage. Garage doors cost installed rough estimate \$2500. We sold rock to Interstate Landscaping for the hangar project and estimated refund to us is approximately \$4000-6000 to help with that expense. Garage will need some repair work next year so we will need to budget for it. AWOS not working. White light on beacon not working.

12. Chairman's Report: BOA asked Gary to be a part of the selection process for the engineering firm for the new t hangar and maintenance building. Becher Hoppe was awarded the contract. If everything works, we may have the foundations in place by fall of next year. We have another aircraft coming to Merrill from Minn. Rep. Callahan met with Mayor Hass along with City and airport representatives at the Terminal. Rep. Callahan may attempt to get a 1-time State Economic Grant for improvements to the Merrill Airport. Coffman Associates are working on the Master Plan, and the second meeting will be held in January. BOA is conducting an economic impact study of the airport, which is what Rep. Callahan needs for the grant. This project is scheduled to be completed in the spring of 24.

13. Aviation Happenings: We have a new FAA administrator finally. New aircraft company from New Zealand coming to US and manufacturing here due to larger market. Similar aircraft to Icon and with better safety.

14. Public Comment: WIFI north end not working, talking with Dustin at the city.

15. Agenda Items for Next Meeting: WIFI on south side of airport. T-Hangar Use Policy.

16. Adjournment: Joe M. made a motion to adjourn, Mark W. seconded. Motion passed.

Minutes prepared by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

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	545.00	24,615.66	94.68	1,384.34
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	545.00	24,615.66	94.68	1,384.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	17,171.04	17,171.04	0.00	(17,171.04)
TOTAL Miscellaneous Revenues	0.00	17,171.04	17,171.04	0.00	(17,171.04)
TOTAL REVENUES	26,000.00	17,716.04	41,786.70	160.72	(15,786.70)
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	0.00	664.06	0.00	(664.06)
53510-01-23000 Longevity	0.00	272.50	272.50	0.00	(272.50)
53510-01-51000 Social Security	981.00	49.66	962.53	98.12	18.47
53510-01-52000 Retirement (WRS)	0.00	0.00	45.15	0.00	(45.15)
53510-01-55000 Life Insurance	0.00	0.00	3.24	0.00	(3.24)
TOTAL Personnel Services	981.00	322.16	1,947.48	198.52	(966.48)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	53,936.74	91.67	4,903.26
53510-02-15500 Snow Removal Services	7,500.00	48.60	5,753.16	76.71	1,746.84
53510-02-15550 Mowing Services	7,500.00	0.00	5,079.45	67.73	2,420.55
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	15,897.52	264.96	(9,897.52)
53510-02-21000 Water and Sewer	1,250.00	0.00	817.94	65.44	432.06
53510-02-22000 Electric and Natural Gas	15,000.00	1,105.62	17,026.61	113.51	(2,026.61)
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	349.05	1,232.10	49.28	1,267.90
53510-02-24277 Lightning Damage Repairs	0.00	9,903.00	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	10.50	0.00	(10.50)
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	69.95	13.99	430.05
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	530.97	70.80	219.03
53510-02-24735 Cleaning - New Terminal	1,300.00	0.00	1,600.00	123.08	(300.00)
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	3,215.89	428.79	(2,465.89)
53510-02-25000 Telephone (9-1-1 Backup)	750.00	0.00	8.89	1.19	741.11
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	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	16,309.61	105,309.72	88.74	13,359.28

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

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	125.00	0.00	0.00	0.00	125.00
53510-03-32000 Education & Conference	100.00	200.90	300.90	300.90	(200.90)
53510-03-40000 Operating Supplies	2,000.00	490.34	3,356.11	167.81	(1,356.11)
53510-03-41000 Promotion - Airport Day	0.00	0.00	55.30	0.00	(55.30)
53510-03-41500 Airport Promotion	500.00	0.00	362.90	72.58	137.10
53510-03-41523 Airport Signage	0.00	0.00	3,498.09	0.00	(3,498.09)
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	3,921.24	112.04	(421.24)
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	3,300.00	91.67	300.00
53510-03-42600 UPS-Computer Equipment	0.00	419.10	419.10	0.00	(419.10)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	144.42	14.44	855.58
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	2,302.22	153.48	(802.22)
53510-03-51000 Vehicle Repair/Maint	5,000.00	1,728.83	3,584.10	71.68	1,415.90
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	125.05	5,834.48	106.08	(334.48)
TOTAL Supplies & Expenses	22,825.00	3,264.22	27,078.86	118.64	(4,253.86)
TOTAL EXPENDITURES	142,475.00	19,895.99	134,336.06	94.29	8,138.94
REVENUES OVER/(UNDER) EXPENDITURES	(116,475.00)	(2,179.95)	(92,549.36)	0.00	(23,925.64)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

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	45,000.00	45,000.00	0.00	(45,000.00)
TOTAL Intergovernmental	0.00	45,000.00	45,000.00	0.00	(45,000.00)
<u>Public Charges-Services</u>					
43515-46450 Jet-A Fuel Sales	15,500.00	1,506.08	22,226.56	143.40	(6,726.56)
43515-46457 100LL Fuel Sales	60,500.00	4,102.27	70,832.29	117.08	(10,332.29)
TOTAL Public Charges-Services	76,000.00	5,608.35	93,058.85	122.45	(17,058.85)
<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	15,000.00	0.00	(15,000.00)
TOTAL Miscellaneous Revenues	0.00	0.00	15,000.00	0.00	(15,000.00)
TOTAL REVENUES	76,000.00	50,608.35	153,058.85	201.39	(77,058.85)
EXPENDITURES =====					
<u>Personnel Services</u>					
53515-01-21000 Streets - Wages	0.00	0.00	839.96	0.00	(839.96)
53515-01-51000 SS/Medicare	0.00	0.00	62.47	0.00	(62.47)
53515-01-52000 WRS - Retirement	0.00	0.00	57.12	0.00	(57.12)
53515-01-54000 Health Insurance	0.00	0.00	0.00	0.00	0.00
53515-01-55000 Life Insurance	0.00	0.00	0.25	0.00	(0.25)
TOTAL Personnel Services	0.00	0.00	959.80	0.00	(959.80)
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	63.00	1,744.50	49.84	1,755.50
53515-02-25022 Telephone-Fuel Pumps	500.00	119.76	1,284.42	256.88	(784.42)
53515-02-25028 Telephone-CC Line	925.00	118.25	1,117.75	120.84	(192.75)
TOTAL Contractual Services	4,925.00	301.01	4,146.67	84.20	778.33
<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	187.41	3,120.66	156.03	(1,120.66)
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	15,509.63	103.40	(509.63)
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	73,631.77	122.72	(13,631.77)
TOTAL Special Services	78,000.00	187.41	92,262.06	118.28	(14,262.06)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

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	5,625.00	0.00	6,525.00	116.00	(900.00)
TOTAL Fixed Charges	5,625.00	0.00	6,525.00	116.00	(900.00)
<u>Capital Outlay</u>					
53515-08-23000 Garage Relocation Project	0.00	0.00	6,600.00	0.00	(6,600.00)
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	6,600.00	0.00	(6,600.00)
TOTAL EXPENDITURES	88,550.00	488.42	110,493.53	124.78	(21,943.53)
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	50,119.93	42,565.32	0.00	(55,115.32)
FUND TOTAL REVENUES	76,000.00	50,608.35	153,058.85	201.39	(77,058.85)
FUND TOTAL EXPENDITURES	88,550.00	488.42	110,493.53	124.78	(21,943.53)
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	50,119.93	42,565.32	0.00	(55,115.32)
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