

Minutes Merrill Airport Commission

Wednesday May 18, 2022

Present: Joe Malsack, Gary Schwartz, Gary Schulz, Lyle Baner via phone, Rich McCullough (Airport Manager), Mark Weix Jr (Alderman). Also present: Larry Wenning, Steve Krueger and Steve Haas (Mayor).

1. Gary Schwartz called the meeting to order at 7:00 pm.
2. April 2022 minutes were reviewed. Gary Schulz made a motion to approve the minutes, Mark W. seconded. Motion passed.
3. Vouchers were passed around and discussed. Lyle B. made a motion to approve paying the vouchers, Joe M. seconded, Motion passed.
4. Runway 16/34 project: Gary Schwartz stated that the FAA has changed the wording and removed gusting from the calculation in determining crosswind runways. Gary sent the information to David Green in Madison and Kyle Lewis with AOPA. Gary has a meeting set with Kyle but has not heard from David at this point.
5. Update Entitlement Projects 2022: FAA has not released the money to the states yet. This has caused major delays to the point we may not get any work done until next year.
6. Discussion/Decision edits to update T-Hangar Lease, and ground lease: Gary Schwartz sent out an email for us to review. Comments were sent back and edits and additions were made. Review the new contract. Gary Schulz made a motion to increase rent \$5.00 per month starting January 1, 2023 and damage deposit raised to \$150.00. Joe M. seconded. Motion passed. \$135.00 for 6 center units, \$140.00 for 2 end units smaller, \$145.00 for 2 end units large. Review lease agreement again next month, need to add compliance language. Will begin review of ground lease now.
7. Discussion/Decision bulk aviation fuel sale: With fuel prices climbing people are asking to prepurchase fuel. After discussion found Rich still does not have cards to do this for QT Pod. When he did it prior, he had to go in and make lots of adjustments. The system was not working correctly. Joe M. made a motion to not sell prepaid bulk fuel. Mark W. seconded; motion passed.

8. Manager's Report: Dustin brought out the street sweeper and cleaned up taxi way Bravo, north and south ramp, fuel farm ramp from debris due to plowing snow. Spraying is being worked on and we need more weed spray for the fence. Steve Krueger will try to get another 55-gallon barrel which usually lasts 2 years. Equipment all working ok and getting maintained with City Garage. One hangar has part of the roof missing. Building inspector will be called to inspect and advise owner repairs needed. North gate sticking at times.
9. Chairman's Report: Gary Schwartz stated we need to consider doing some repairs to 16/34 before FAA shuts runway down or an aircraft is damaged.
10. Aviation Happenings: FAA working the drones, useful and dangerous. Electric self-flying aircraft. China had a 737 possible deliberate crash killed all on board. Stunts with flying aircraft, losing their license. Non pilot landed Cessna after pilot passed out. Can you land at a non-designated airport? What are the rules with the new stol aircraft?
11. Public Comment: Move meeting time to 7 PM due to Wednesday night burger fly ins for June, July, and August.
12. Agenda Items for Next Meeting: T- Hangar lease and ground lease with compliance language added. 16/34 repairs. Entrance Systems annual service for the entrance gates.
13. 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: MAY 31ST, 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	1,075.00	11,915.66	46.73	13,584.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	1,075.00	11,915.66	46.73	13,584.34
<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	1,075.00	11,915.66	46.73	13,584.34
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	985.00	29.77	264.68	26.87	720.32
TOTAL Personnel Services	985.00	29.77	264.68	26.87	720.32
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	23,918.70	41.67	33,486.30
53510-02-15500 Snow Removal Services	7,500.00	90.00	3,138.70	41.85	4,361.30
53510-02-15550 Mowing Services	7,500.00	182.00	182.00	2.43	7,318.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	138.00	6,261.35	104.36	(261.35)
53510-02-21000 Water and Sewer	1,000.00	0.00	225.71	22.57	774.29
53510-02-22000 Electric and Natural Gas	15,000.00	1,226.32	7,985.45	53.24	7,014.55
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	588.50	1,544.64	38.62	2,455.36
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	163.75	209.07	27.88	540.93
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	35.05	7.01	464.95
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	14.40	1.92	735.60
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	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)	750.00	3.06	10.28	1.37	739.72
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

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AS OF: MAY 31ST, 2022

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	118,434.00	7,275.37	44,075.35	37.22	74,358.65
<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	234.63	506.53	25.33	1,493.47
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	240.00	669.00	133.80	(169.00)
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	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	4,750.00	87.00	259.50	5.46	4,490.50
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	2,277.19	151.81	(777.19)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	510.36	1,694.96	30.82	3,805.04
TOTAL Supplies & Expenses	25,575.00	1,371.99	6,907.18	27.01	18,667.82
TOTAL EXPENDITURES	144,994.00	8,677.13	51,247.21	35.34	93,746.79
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(7,602.13)	(39,331.55)	0.00	(80,162.45)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 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	923.90	4,547.16	19.35	18,952.84
43515-46457 100LL Fuel Sales	56,500.00	3,589.05	11,817.95	20.92	44,682.05
TOTAL Public Charges-Services	80,000.00	4,512.95	16,365.11	20.46	63,634.89
<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>					
43515-53025 Donations (Non-Lapsing)	0.00	0.00	0.00	0.00	0.00
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	4,512.95	16,365.11	20.46	63,634.89
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	1,035.00	1,446.95	41.34	2,053.05
53515-02-25022 Telephone-Fuel Pumps	500.00	115.49	462.92	92.58	37.08
53515-02-25028 Telephone-CC Line	925.00	85.24	416.42	45.02	508.58
TOTAL Contractual Services	4,925.00	1,235.73	2,326.29	47.23	2,598.71
<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	148.20	505.11	25.26	1,494.89
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	0.00	0.00	48,000.00
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	148.20	505.11	0.71	70,494.89
<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

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27 -Merrill Airport Fuel
Aviation Fuel

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<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	 1,383.93	 2,831.40	 3.65	 74,718.60
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	3,129.02	13,533.71	0.00	(11,083.71)
 FUND TOTAL REVENUES	 80,000.00	 4,512.95	 16,365.11	 20.46	 63,634.89
FUND TOTAL EXPENDITURES	77,550.00	1,383.93	2,831.40	3.65	74,718.60
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	3,129.02	13,533.71	0.00	(11,083.71)
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