

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, May 24, 2023 at 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 from April 19, 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
11. Chairman's Report
12. Aviation Happenings
13. Public Comment
14. Agenda Items for Next Meeting
15. The Committee may convene in closed session pursuant to Wis. Stat 198.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to consider an offer and potential sale/purchase agreement of airport property.
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 Minutes

Wednesday, April 19, 2023 at 18:00 hours

Merrill Airport

Voting Members: Joe Malsack (Acting Chairman), Lyle Banser, Gary Schulz (via phone), Mark Weix Jr. (Alderman)

Public Present: Larry Wenning, Luke Lazar, Steve Krueger

1. Call to Order- Meeting called to order at 18:00 hours by Acting Chairman Malsack.
2. Approval of Meeting Minutes from March 15, 2023 - Motion by Weix; second by Banser. All Ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Weix. All ayes. Motion carried.
4. Runway 16/34 Project Status – No new information. Waiting for FAA.
5. Update Entitlement Projects 2022/23 – Spring projects may be pushed back, depending on how quickly it dries up.
6. Discussion/Decision RFP Current FBO Hangar – No report. Nothing new.
7. Update Airport Signage – Malsack reported he will be working with Merrill's Marketing Department and has a meeting on the 20th. Displayed a sample of King Color Core signage and will keep looking for other products that may be able to incorporate the City's new logo. Discussion followed. Malsack also reported selling the Friends of the Airport parade model plane and trailer for \$800.00; and the proceeds will be used on the Airport signage project.
8. Update F-84 Monument – Banser reported estimate costs of pedestal support beam and the prep and painting of F-84. The costs are prohibitive. Discussion followed on priorities of the Airport. It was decided that McCullough/Banser will contact the Air Force to see what options are available to use.

9. Airport General Maintenance –Have been working on the Precision Approach Path Indicator (PAPI) light issues related to the Spring thaw and ground heaving.
10. (On Agenda is listed as 9A) Status House Sewer Service Improvement - McCullough reported he had been in contact with the City Water Department on the job coming up when conditions dry out this Spring.
11. Chairman's Report - None
12. Aviation Happenings – Schulz reported on a pilot making a low pass at a friend's short airstrip to evaluate the possibility of landing there. An adjacent neighbor considered his passes dangerous and reported him to the FAA which determined him to be operating dangerously and suspended his license for 120 days. He appealed the ruling and lost. The ruling may have had contributing circumstances of what the FAA considered dangerous or reckless operation prior to this incident. Planes that are considered Light Sport and others typically land on grass strips and pilots are obligated to fly the runway to inspect and determine if a runway is suitable to land; so these operations are being called into question. We question the FAA's decision and wait for clarification of low passes over possible landing sites.
13. Public Comment – Weix reported the Airport received a compliment from a visitor that flew into a local business, saying he appreciated such a nice facility. Weix suggested we make a list of activities at the Airport to promote the Airport and possibly get favorable press in the local papers. Malsack reported the AirCup Race will use Merrill for the finish line, just prior to EAA AirVenture. Schulz reported on posting an EAA add for considering Merrill for traffic to and from Oshkosh AirVenture. McCullough reported the Humane Society used the Airport for transfer of animals to other facilities. Wenning reported on the Merrill Township Meeting on April 18. There were a number of issues they are working through with new management; and they are committed to resurfacing/rebuilding Airport Road, hopefully this Season 2023.
14. Agenda Items for Next Meeting – AirCup Race
15. Adjournment – Motion for meeting to adjourn by Weix; second by Baner. All ayes. Motion carried.

Minutes prepared by Lyle Baner

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	2,940.00	13,105.66	50.41	12,894.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	2,940.00	13,105.66	50.41	12,894.34
<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	2,940.00	13,105.66	50.41	12,894.34
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	17.66	330.89	33.73	650.11
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	981.00	17.66	330.89	33.73	650.11
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	19,613.36	33.33	39,226.64
53510-02-15500 Snow Removal Services	7,500.00	461.85	5,303.61	70.71	2,196.39
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	7,924.46	7,924.46	132.07	(1,924.46)
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	1,699.71	8,067.54	53.78	6,932.46
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	73.50	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	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,300.00	225.00	625.00	48.08	675.00
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	0.87	3.64	0.49	746.36

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	15,288.73	42,957.67	36.20	75,711.33
<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	217.50	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	1,200.00	33.33	2,400.00
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	38.82	38.82	3.88	961.18
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	128.84	8.59	1,371.16
53510-03-51000 Vehicle Repair/Maint	5,000.00	322.04	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	878.36	4,961.89	21.74	17,863.11
TOTAL EXPENDITURES	142,475.00	16,184.75	48,250.45	33.87	94,224.55
REVENUES OVER/(UNDER) EXPENDITURES	(116,475.00)	(13,244.75)	(35,144.79)	0.00	(81,330.21)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	360.00	810.00	5.23	14,690.00
43515-46457 100LL Fuel Sales	60,500.00	1,593.51	6,011.84	9.94	54,488.16
TOTAL Public Charges-Services	76,000.00	1,953.51	6,821.84	8.98	69,178.16
 <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	1,953.51	6,821.84	8.98	69,178.16
 EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	52.50	157.50	4.50	3,342.50
53515-02-25022 Telephone-Fuel Pumps	500.00	118.05	354.15	70.83	145.85
53515-02-25028 Telephone-CC Line	925.00	109.52	443.78	47.98	481.22
TOTAL Contractual Services	4,925.00	280.07	955.43	19.40	3,969.57
 <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	62.82	220.89	11.04	1,779.11
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	62.82	220.89	0.28	77,779.11
 <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: APRIL 30TH, 2023

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Capital Outlay					
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	342.89	1,938.82	2.19	86,611.18
REVENUES OVER/ (UNDER) EXPENDITURES	(12,550.00)	1,610.62	4,883.02	0.00	(17,433.02)
FUND TOTAL REVENUES	76,000.00	1,953.51	6,821.84	8.98	69,178.16
FUND TOTAL EXPENDITURES	88,550.00	342.89	1,938.82	2.19	86,611.18
REVENUES OVER/ (UNDER) EXPENDITURES	(12,550.00)	1,610.62	4,883.02	0.00	(17,433.02)
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