

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, May 20, 2020
7:00 p.m.
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,
Gary Schulz, Mike Rick Jr. (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from April 15 May 20, 2020
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Entitlement Projects
6. Discussion/Decision 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.

City of Merrill
Commission Meeting Minutes
Wednesday, April 15, 2020
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Rich McCullough (Airport Manager), Mike Rick Jr. (Alderman), Gary Schulz

Public Present: Larry Wenning, Steve Krueger

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of Meeting Minutes from February and March, 2020 – Minutes read. Motion by Banser for approval of both February and March Minutes; second by Rick. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Malsack; second by Schulz. All ayes. Motion carried.
4. Runway 16/34 Project Status – No progress. Not getting any action from Bureau of Aeronautics (BOA).
5. Discussion Entitlement Projects – Commission has held entitlements for Airport projects but have not received approval for any grant projects. We will continue to advance projects by contacting BOA Management more aggressively.
6. Discussion/Decision Electrical Infrastructure New Hangar/Sites – Service to new hangars. After discussion of Airport infrastructure, Banser made a motion to approve the extension of power to our new hangar, with a cap of \$3,000. The informal estimate was approximately \$1,500. Second by Malsack. 4 ayes, 1 nay. Motion carried.
7. Young Eagles Day Update – Malsack explained Young Eagle Day has not been canceled yet. Everyone is hoping the COVID-19 Virus threat will disappear and we continue with Young Eagles as planned. We are waiting to see if things return to normal or else we will cancel for the year.
8. Manager's Report – Airport Manager McCullough reported runway maintenance is needed ASAP. Discussed the procedure of putting down the product GEE. 88 and friction testing. We need to get on the contractor's schedule very soon for the 2020 season. McCullough reported on the Care Act which would include airports of Merrill's size. Discussion followed for possible use of the \$30,000 grant money. Schulz commented that tree trimming will need to happen on Runway 34 approach.

9. Airport General Maintenance – McCullough reported we have a deer on the field. He contacted DNR agent who will take care of the deer.

Airport Lighting Outside – Exterior lighting is waiting for warranty response.

Airport Lighting Inside – Lights for FBO great room are to be replaced when they come in.

Airport Signage – Nothing new to report.

Fiber Optic Project – Fiber optic is complete except for last segment which should be done soon. We are trying to get it completed before spring storm season so we have some additional lightning protection.

10. Chairman's Report – Schwartz reported having trouble with BOA answering his phone calls. Will continue to try to establish contact up the chain of management at the BOA so we can move runway maintenance project forward. The Commission is worried about the inaction of the BOA. Some entitlements intended for use on maintenance projects are going to be past the time limit for use and lost if we don't get action.
11. Aviation Happenings – No report.
12. Public Comment – Larry Wenning reported the rotating beacon is not effective in its current location during dusk/evening operations. Asked when the beacon will be moved to a more central location; it will be a future project.
12. Agenda Items for Next Meeting – Discussion for \$30,000 grant money. Move beacon.
13. Adjournment – Motion by Malsack to adjourn; second by Rick. All ayes. Motion carried.

Minutes prepared by Lyle Baner

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	775.00	13,660.86	53.57	11,839.14
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	13,660.86	53.57	11,839.14
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	775.00	13,660.86	53.57	11,839.14
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	1.38	159.06	12.72	1,090.94
TOTAL Personnel Services	1,250.00	1.38	159.06	12.72	1,090.94
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	18,212.88	33.33	36,426.12
53510-02-15500 Snow Removal Services	8,000.00	72.00	2,836.80	35.46	5,163.20
53510-02-15550 Mowing Services	8,000.00	0.00	0.00	0.00	8,000.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	43.20	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	1,205.82	5,333.10	39.50	8,166.90
53510-02-24000 Crack Filling	0.00	0.00	0.00	0.00	0.00
53510-02-24250 Electrical Maint/Repair	4,000.00	18.00	877.83	21.95	3,122.17
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hanger Repair/Maint.	750.00	0.00	475.41	63.39	274.59
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	1.50	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	0.00	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	43.25	165.26	18.36	734.74
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	5,936.99	29,158.86	25.05	87,260.14

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	200.75	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	0.00	0.00	0.00	3,250.00
53510-03-42575 Fiber - Charter	5,225.00	917.00	3,668.00	70.20	1,557.00
53510-03-42600 UPS-Computer Equipment	0.00	586.06	876.88	0.00	(876.88)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	105.50	10.55	894.50
53510-03-50750 Equipment Maint/Repair	4,500.00	9.00	9.00	0.20	4,491.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	217.18	14.48	1,282.82
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	0.00	1,116.65	19.42	4,633.35
TOTAL Supplies & Expenses	27,325.00	1,712.81	6,473.96	23.69	20,851.04
TOTAL EXPENDITURES	144,994.00	7,651.18	35,791.88	24.69	109,202.12
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(6,876.18)	(22,131.02)	0.00	(97,362.98)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	671.30	5,341.83	15.76	28,558.17
43515-46457 100LL Fuel Sales	55,000.00	1,815.09	7,559.29	13.74	47,440.71
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	2,486.39	12,901.12	14.51	75,998.88
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	2,486.39	13,051.12	14.66	75,948.88
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	61.20	945.15	37.81	1,554.85
53515-02-25022 Telephone-Fuel Pumps	0.00	113.66	455.58	0.00	(455.58)
53515-02-25028 Telephone-CC Line	925.00	77.27	310.58	33.58	614.42
TOTAL Contractual Services	3,425.00	252.13	1,711.31	49.97	1,713.69
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	79.89	371.01	18.55	1,628.99
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	79.89	18,526.04	22.25	64,723.96
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	2,486.39	13,051.12	14.66	75,948.88
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>332.02</u>	<u>20,237.35</u>	<u>22.92</u>	<u>68,062.65</u>
REVENUES OVER/ (UNDER) EXPENDITURES	<u>700.00</u>	<u>2,154.37</u>	<u>(7,186.23)</u>	<u>0.00</u>	<u>7,886.23</u>

*** END OF REPORT ***