

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, May 19, 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 April 21, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update T Hangar Project
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.

Minutes Merrill Airport Commission

Wednesday April 21, 2021

Present: Joe Malsack, Lyle Baner via phone, Gary Schwartz and Mark Weix (Alderman), Rich McCullough (Airport Manager).

Also: Larry Wenning, Steve Krueger, Ian Morgan (Camera Man).

1. Joe Malsack called the meeting to order at 6 pm.
2. March 2021 minutes were reviewed. Mark Weix made a motion to approve the minutes, Lyle Baner seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe Malsack made a motion to approve paying the vouchers, Mark Weix seconded, Motion passed.
4. Runway 16/34 project: Gary Schwartz stated he has had contact with the FAA, Gary Wilson, and Matt Melicki BOA, He received an email stating that FAA will be re-writing long standing policy to avoid having to fund the rebuild of our 16/34 runway. Gary sent back a formal response to the FAA email demanding the retraction of their email and allowing this project to go forward. He gave FAA a deadline of May 5, 2021 to receive an answer. We will have to wait again for their response. If they do not respond, we will then develop an action plan on which direction to proceed with from here. Congressional, AOPA, or others.
5. Discussion T Hangar Project: No Bids received due to pricing of materials going up since last fall. We were therefore not able to meet the budget demands placed on us. We are now on hold until next year. This project would have come in on budget had it been allowed to go forward last fall.
6. Discussion/Decision fuel system credit card reader: System ordered and scheduled install is set for May 12. This need would have cost the City 20,000 had the Commission not found a program within the State to help fund it. State funding will now be 80%, City funding 20% thus saving the City 16,000
7. Discussion F-84 Display and Mounting: Rich contacted a Twin Cities National Guard unit, and they are trying to get info on mounting the jet onto a pedestal, and to be installed at the Terminal on Champaign Street.
8. Scoping Meeting Entitlement projects 2021: Andrew Trimbale traveled to Merrill Airport from Madison DOT/BOA. Karl Kemper, Gary, and Andrew had

a meeting on Entitlements Grant projects. We have \$666,430 to use on approved airport projects. They do not think we can get the ramp extension approved; FAA very tight on money. AWOS, and pavement project to repair all the pavement except 16/34, they think we can get done this year. Farner is authorized provider of Gee 88 products/systems. Project for current T hanger drainage is also being planned.

9. Manager's Report: Getting ready for grass cutting season. Rich has been trying to get logs for the signs, he asked Lyle if he had any contacts with WPS for poles. Brush cutting is done for now, too wet. Fence needs repair, deer are running underneath. We need to get poles pushed back down. Rich has been contacted by a pilot to rent part of the Agra hangar and will need 300 gallons of jet fuel per week. Rich will finalize fuel pricing after discussion with commission. He is coming beginning of May. QT Pod card reader contract needs signing and \$945.00 per year service fee. Rich can access with a mobile app if needs to for problems. We can then remove 1 phone line which is more expensive than the annual fee. Cutting trees growing into fence with battery operated saw, next on list of maintenance projects he will oversee.
10. Airport General Maintenance/outside lighting/airport signage: No Report.
11. Chairman's Report: No report.
12. Aviation Happenings: No report.
13. Public Comment: None.
14. Agenda Items for Next Meeting: Tree cutting, Air cup race.
15. A motion to adjourn was made by Joe Malsack., seconded by Mark Weix Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	15,340.84	60.16	10,159.16
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	15,340.84	60.16	10,159.16
<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	15,340.84	60.16	10,159.16
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,101.00	4.13	110.17	10.01	990.83
TOTAL Personnel Services	1,101.00	4.13	110.17	10.01	990.83
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	18,668.24	33.25	37,470.76
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	0.00	0.00	0.00	8,000.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	3,846.81	3,846.81	64.11	2,153.19
53510-02-21000 Water and Sewer	1,000.00	273.76	273.76	27.38	726.24
53510-02-22000 Electric and Natural Gas	15,000.00	1,243.70	5,664.44	37.76	9,335.56
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	0.00	235.69	5.89	3,764.31
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	27.00	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	9.98	9.98	1.33	740.02
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	400.00	32.00	850.00
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	6.97	20.72	2.30	879.28
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: APRIL 30TH, 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	10,175.28	32,331.13	27.33	85,986.87
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	122.96	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	0.00	0.00	0.00	2,000.00
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	141.12	141.12	4.03	3,358.88
53510-03-42575 Fiber - Charter	3,600.00	300.00	1,200.00	33.33	2,400.00
53510-03-42600 UPS-Computer Equipment	0.00	181.96	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	545.15	545.15	11.48	4,204.85
53510-03-51000 Vehicle Repair/Maint	1,500.00	28.80	601.58	40.11	898.42
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	66.43	663.24	12.06	4,836.76
TOTAL Supplies & Expenses	25,575.00	1,386.42	3,796.01	14.84	21,778.99
TOTAL EXPENDITURES	144,994.00	11,565.83	36,237.31	24.99	108,756.69
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(10,790.83)	(20,896.47)	0.00	(98,597.53)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2021

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	32,500.00	0.00	838.62	2.58	31,661.38
43515-46457 100LL Fuel Sales	47,500.00	2,424.66	7,175.15	15.11	40,324.85
TOTAL Public Charges-Services	80,000.00	2,424.66	8,013.77	10.02	71,986.23
<u>Miscellaneous Revenues</u>					
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)
<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	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	2,424.66	8,478.37	10.58	71,621.63
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	3,479.43	3,659.43	104.56	(159.43)
53515-02-25022 Telephone-Fuel Pumps	500.00	118.54	355.62	71.12	144.38
53515-02-25028 Telephone-CC Line	925.00	85.13	336.57	36.39	588.43
TOTAL Contractual Services	4,925.00	3,683.10	4,351.62	88.36	573.38
<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	53.99	228.08	11.40	1,771.92
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	53.99	15,711.48	22.10	55,388.52
<u>Fixed Charges</u>					
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: APRIL 30TH, 2021

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	<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	3,737.09	20,875.60	26.88	56,774.40
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	(1,312.43)	(12,397.23)	0.00	14,847.23
FUND TOTAL REVENUES	80,100.00	2,424.66	8,478.37	10.58	71,621.63
FUND TOTAL EXPENDITURES	<u>77,650.00</u>	<u>3,737.09</u>	<u>20,875.60</u>	<u>26.88</u>	<u>56,774.40</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>2,450.00</u>	<u>(1,312.43)</u>	<u>(12,397.23)</u>	<u>0.00</u>	<u>14,847.23</u>

*** END OF REPORT ***