

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, May 18, 2022, 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 20. 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Discussion/Decision – Edits to Update T- Hangar Lease, and Ground Lease.
7. Discussion/Decision Bulk Sale of Aviation Fuels
8. Airport General Maintenance
9. Chairman's Report
10. Aviation Happenings
11. Public Comment
12. Agenda Items for Next Meeting
13. 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 20, 2022
Merrill Airport Terminal

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

Public Present: Steve Krueger, Draco Fink (Cameraman)

1. Call to Order – Joe Malsack called the Meeting to order at 18:00.
2. Approval of February 2022 and March 2022 Minutes – Motion by Schulz; second by Banser to approved minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Schulz; second by Banser. All ayes. Motion carried.
4. Runway 16/34 Project Status – No movement by FAA.
5. Update Entitlement Projects 2022 – Waiting for FAA to release funds to begin rehabilitation of runway and taxiways.
6. Discussion – Edits to Update T-hangar Lease and Ground Lease – Will review documents and discuss them at May meeting.
7. Airport General Maintenance – Nothing to report.
8. Chairman's Report – No movement on 16/34.
9. Aviation Happenings – Schulz reported China is resuming use of large passenger Boeing airplanes following an almost vertical crash after inspection of the fleet. A Cessna Caravan crashed in low visibility conditions at an airport with an adjacent factory that had possibly encroached on the airport's approach area and built structures too close to airport slope area. The Cessna pilot hit an obstruction with a wing. The plane flipped over and killed the pilot. The accident points out the necessity to keep approach areas/clear zones maintained. GAMI General Aviation Modification, Inc. were hoping to announce at the Sun & Fun Aviation Convention that the 100 low lead replacement fuel will begin distribution; but the FAA has one individual that has not signed off on it even though testing, retesting and approvals have been given. No one seems to know what the concern is about, but they are still waiting for final FAA action.
10. Public Comment – Krueger asked when we were shifting to the summer 7:00PM

meeting start time. The 7:00PM start time will be discussed at the meeting in May.

11. Agenda Items for Next Meeting – Hangar lease discussion. Discuss hangar rent/land lease fees, meeting start time.
12. Adjournment – Motion by Schulz to adjourn; second by Banser. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	675.00	10,840.66	42.51	14,659.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	675.00	10,840.66	42.51	14,659.34
<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	675.00	10,840.66	42.51	14,659.34
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	985.00	29.91	234.91	23.85	750.09
TOTAL Personnel Services	985.00	29.91	234.91	23.85	750.09
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	19,134.96	33.33	38,270.04
53510-02-15500 Snow Removal Services	7,500.00	440.50	3,048.70	40.65	4,451.30
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	6,123.35	6,123.35	102.06	(123.35)
53510-02-21000 Water and Sewer	1,000.00	225.71	225.71	22.57	774.29
53510-02-22000 Electric and Natural Gas	15,000.00	1,495.25	6,759.13	45.06	8,240.87
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	956.14	23.90	3,043.86
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	9.32	45.32	6.04	704.68
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	150.00	450.00	36.00	800.00
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	2.51	7.22	0.96	742.78
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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	13,230.38	36,799.98	31.07	81,634.02
<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	271.90	271.90	13.60	1,728.10
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	429.00	85.80	71.00
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	0.00	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	4,750.00	0.00	172.50	3.63	4,577.50
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	0.00	1,184.60	21.54	4,315.40
TOTAL Supplies & Expenses	25,575.00	571.90	5,535.19	21.64	20,039.81
 TOTAL EXPENDITURES	 144,994.00	 13,832.19	 42,570.08	 29.36	 102,423.92
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(13,157.19)	(31,729.42)	0.00	(87,764.58)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 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	332.68	3,623.26	15.42	19,876.74
43515-46457 100LL Fuel Sales	56,500.00	2,191.74	8,228.90	14.56	48,271.10
TOTAL Public Charges-Services	80,000.00	2,524.42	11,852.16	14.82	68,147.84
 <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	2,524.42	11,852.16	14.82	68,147.84
 EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	50.40	411.95	11.77	3,088.05
53515-02-25022 Telephone-Fuel Pumps	500.00	115.81	347.43	69.49	152.57
53515-02-25028 Telephone-CC Line	925.00	85.24	331.18	35.80	593.82
TOTAL Contractual Services	4,925.00	251.45	1,090.56	22.14	3,834.44
 <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	80.42	356.91	17.85	1,643.09
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	80.42	356.91	0.50	70,643.09
 <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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: APRIL 30TH, 2022

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<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	331.87	1,447.47	1.87	76,102.53
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	2,192.55	10,404.69	0.00	(7,954.69)
FUND TOTAL REVENUES	80,000.00	2,524.42	11,852.16	14.82	68,147.84
FUND TOTAL EXPENDITURES	77,550.00	331.87	1,447.47	1.87	76,102.53
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	2,192.55	10,404.69	0.00	(7,954.69)
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