CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, December 16, 2020
6:00 p.m.
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 November 18, 2020
3. Approval of Vouchers, and Discussion of 2021 Budgets
4. Runway 16/34 Project Status
5. Discussion/Decision Airport Management Contract
6. Discussion/Decision Fuel System Credit Card Reader
7. Discussion F-84 Display and Mounting
8. Discussion/Decision T Hangar
9. Discussion/Decision Hangar Lease Tyler Hess
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 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.

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
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
Public Charges-Services					
43510-46340 Airport Revenue	25,500.00	1,960.00	22,645.86	88.81	2,854.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	1,960.00	22,645.86	88.81	2,854.14
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	1,960.00	22,645.86	88.81	2,854.14
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	61.28	762.89	61.03	487.11
TOTAL Personnel Services	1,250.00	61.28	762.89	61.03	487.11
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	45,532.20	83.33	9,106.80
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,944.80	36.81	5,055.20
53510-02-15550 Mowing Services	8,000.00	540.00	6,179.40	77.24	1,820.60
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	245.19	4.09	5,754.81
53510-02-21000 Water and Sewer	1,000.00	232.57	677.43	67.74	322.57
53510-02-22000 Electric and Natural Gas	13,500.00	816.50	10,522.56	77.94	2,977.44
53510-02-24000 Crack Filling	0.00	0.00	21,802.00	0.00	(21,802.00)
53510-02-24250 Electrical Maint/Repair	4,000.00	0.00	1,366.66	34.17	2,633.34
53510-02-24271 Electric to New Hangar	0.00	0.00	393.48	0.00	(393.48)
53510-02-24277 Lightning Damage Repairs	0.00	0.00	36.00	0.00	(36.00)
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	538.41	71.79	211.59
53510-02-24700 Terminal Maint/Repair	16,250.00	0.00	95.40	0.59	16,154.60
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	288.00	0.00	(288.00)
53510-02-24725 FBO Hanger Maint/Repairs	500.00	273.92	356.42	71.28	143.58
53510-02-24733 New Terminal - Maint	750.00	25.96	1,342.44	178.99	(592.44)
53510-02-24735 Cleaning - New Terminal	1,250.00	150.00	1,100.00	88.00	150.00
53510-02-24739 Parking Lots-Painting/Rep	0.00	0.00	469.42	0.00	(469.42)
53510-02-24750 House Maintenance/Repair	750.00	0.00	63.00	8.40	687.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	9.12	336.05	37.34	563.95
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00
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

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2020

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	116,419.00	6,601.29	94,418.86	81.10	22,000.14
Supplies & Expenses					
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	36.00	806.49	40.32	1,193.51
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	4,212.23	129.61	(962.23)
53510-03-42575 Fiber - Charter	5,225.00	300.00	7,683.25	147.05	(2,458.25)
53510-03-42600 UPS-Computer Equipment	0.00	0.00	876.88	0.00	(876.88)
53510-03-50000 Repair/Maint Supplies	1,000.00	15.49	462.91	46.29	537.09
53510-03-50750 Equipment Maint/Repair	4,500.00	0.00	1,265.95	28.13	3,234.05
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	1,310.37	87.36	189.63
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	0.00	2,447.62	42.57	3,302.38
TOTAL Supplies & Expenses	27,325.00	351.49	19,345.70	70.80	7,979.30
TOTAL EXPENDITURES	144,994.00	7,014.06	114,527.45	78.99	30,466.55
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(5,054.06)	(91,881.59)	0.00	(27,612.41)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 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	0.00	22,067.33	65.10	11,832.67
43515-46457 100LL Fuel Sales	55,000.00	6,084.84	44,953.37	81.73	10,046.63
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	6,084.84	67,020.70	75.39	21,879.30
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	140.00	140.00	140.00	(40.00)
TOTAL Other Financing Sources	100.00	140.00	290.00	290.00	(190.00)
TOTAL REVENUES	89,000.00	6,224.84	67,310.70	75.63	21,689.30
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	0.00	3,490.80	139.63	(990.80)
53515-02-25022 Telephone-Fuel Pumps	0.00	0.00	1,022.30	0.00	(1,022.30)
53515-02-25028 Telephone-CC Line	925.00	204.08	905.24	97.86	19.76
TOTAL Contractual Services	3,425.00	204.08	5,418.34	158.20	(1,993.34)
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	111.57	1,801.46	90.07	198.54
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	22,905.32	38.18	37,094.68
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	111.57	42,861.81	51.49	40,388.19
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	1,625.00	100.00	0.00
TOTAL Fixed Charges	1,625.00	0.00	1,625.00	100.00	0.00
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
TOTAL EXPENDITURES	88,300.00	315.65	49,905.15	56.52	38,394.85

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2020

27 -Merrill Airport Fuel

Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	89,000.00	6,224.84	67,310.70	75.63	21,689.30
FUND TOTAL EXPENDITURES	88,300.00	315.65	49,905.15	56.52	38,394.85
REVENUES OVER/(UNDER) EXPENDITURES	700.00	5,909.19	17,405.55	0.00	(16,705.55)

*** END OF REPORT ***

10 -General Fund
Airport

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
REVENUES								
Intergovernmental								
43510-43510 CARES - COVID19 Reimb	0	0	0	0	30,000	0	0	
TOTAL Intergovernmental	0	0	0	0	30,000	0	0	
Public Charges-Services								
43510-46340 Airport Revenue	24,941	25,190	25,500	23,321	25,500	25,500	0	
43510-46400 Fund 27 - Fuel Profit	0	0	0	0	0	0	0	
TOTAL Public Charges-Services	24,941	25,190	25,500	23,321	25,500	25,500	0	

43510-46400 Fund 27 - Fuel Profit PERMANENT NOTES:
Aviation fuel profit to balance Fund 10 (General) budget.

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
Miscellaneous Revenues								
43510-48445 Ins Recovery-Damages	0	3,926	0	0	0	0	0	
TOTAL Miscellaneous Revenues	0	3,926	0	0	0	0	0	
TOTAL REVENUES	24,941	29,116	25,500	23,321	55,500	25,500	0	
EXPENDITURES								
Personnel Services								
53510-01-51000 Social Security	905	924	1,250	775	1,103	1,101	(149)	
TOTAL Personnel Services	905	924	1,250	775	1,103	1,101	(149)	

53510-01-5100Social Security PERMANENT NOTES:
For part-time employees hired for snow removal and mowing.

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
Contractual Services								
53510-02-13400 FBO/Airport Man. Contract	52,060	51,085	54,639	50,085	54,639	56,139	1,500	
53510-02-15500 Snow Removal Services	7,925	10,703	8,000	2,945	8,000	8,000	0	
53510-02-15550 Mowing Services	5,676	5,490	8,000	6,179	7,250	8,000	0	
53510-02-15600 Brush Cutting/Tree Grub	5,916	5,739	6,000	535	5,000	6,000	0	
53510-02-21000 Water and Sewer	1,113	918	1,000	677	1,000	1,000	0	
53510-02-22000 Electric and Natural Gas	13,498	15,804	13,500	11,287	14,500	15,000	1,500	
53510-02-24000 Black Top Maintenance	21,677	0	0	21,802	21,802	15,149	15,149	
53510-02-24250 Electrical Maint/Repair	3,215	3,413	4,000	1,376	3,500	4,000	0	
53510-02-24271 Electric to New Hangar	0	0	0	393	393	0	0	
53510-02-24277 Lightning Damage Repairs	0	3,071	0	36	36	0	0	
53510-02-24600 T-Hangar Repair/Maint.	3,193	210	750	573	750	750	0	
53510-02-24700 Terminal Maint/Repair	215	76	16,250	124	16,250	0	(16,250)	
53510-02-24703 LED Lighting Improvements	0	13,726	0	0	0	0	0	

10 -General Fund
Airport

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
53510-02-24711 SRE Building	0	0	0	288	288	0	0	
53510-02-24725 FBO Hanger Maint/Repairs	2,279	2,502	500	364	500	500	0	
53510-02-24733 New Terminal - Maint	469	1,020	750	1,342	1,316	750	0	
53510-02-24735 Cleaning - New Terminal	1,696	1,214	1,250	1,200	1,250	1,250	0	
53510-02-24739 Parking Lots-Painting/Rep	0	0	0	469	469	0	0	
53510-02-24750 House Maintenance/Repair	0	289	750	63	750	750	0	
53510-02-25000 Telephone (9-1-1 Backup)	831	735	900	342	750	900	0	
53510-02-30000 Regulatory Fees/Permits	0	130	130	130	130	130	0	
53510-02-31117 Compass Rose Project	1,540	0	0	0	0	0	0	
53510-02-31777 Legal Notice-Public Heari	0	757	0	0	0	0	0	
53510-02-91000 AWOS - Airport	0	775	0	0	0	0	0	
TOTAL Contractual Services	121,304	117,656	116,419	100,214	138,573	118,318	1,899	

53510-02-1340FBO/Airport Man. ContractoPERMANENT NOTES:
Contract with Park City Aviation, LLC.

53510-02-2400Black Top Maintenance PERMANENT NOTES:
Deferred in 2019 and requested Airport Entitlement Project Funding for 2020.

53510-02-2472FBO Hanger Maint/Repairs PERMANENT NOTES:
In 2019, metal roof seams leaking. Airport Commission was obtaining quotes for repairs.

Supplies & Expenses	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
53510-03-10000 Office Supplies	11	46	500	0	125	125	(375)	
53510-03-32000 Education & Conference	0	0	100	0	100	100	0	
53510-03-40000 Operating Supplies	1,208	2,593	2,000	1,627	2,000	2,000	0	
53510-03-41000 Promotion - Airport Day	3,218	2,614	3,000	0	0	3,000	0	
53510-03-41500 Airport Promotion	1,348	271	500	280	500	500	0	
53510-03-42500 Support - Gates/Cameras	3,207	115	3,250	4,212	4,212	3,500	250	
53510-03-42575 Fiber - Charter	11,004	11,004	5,225	7,983	8,275	3,600	(1,625)	
53510-03-42600 UPS-Computer Equipment	0	0	0	877	877	0	0	
53510-03-50000 Repair/Maint Supplies	1,636	1,486	1,000	463	500	1,000	0	
53510-03-50750 Equipment Maint/Repair	8,968	4,772	4,500	1,428	4,500	4,750	250	
53510-03-51000 Vehicle Repair/Maint	1,094	4,603	1,500	1,310	2,000	1,500	0	
53510-03-53000 Fuel & Oil-For Equipment	4,571	5,699	5,750	2,501	4,500	5,500	(250)	
TOTAL Supplies & Expenses	36,263	33,203	27,325	20,682	27,589	25,575	(1,750)	

53510-03-4257Fiber - Charter PERMANENT NOTES:
In mid-2020, new City-owned fiber network service.

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
TOTAL EXPENDITURES	158,472	151,783	144,994	121,670	167,265	144,994	0	
REVENUE OVER/(UNDER) EXPENDITURES	(133,531)	(122,667)	(119,494)	(98,350)	(111,765)	(119,494)	0	

PROPOSED BUDGET WORKSHEET
AS OF: NOVEMBER 30TH, 2020

27 -Merrill Airport Fuel
Aviation Fuel

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
REVENUES								
Public Charges-Services								
43515-46450 Jet-A Fuel Sales	30,258	29,709	33,900	22,948	30,500	32,500	(1,400)	
43515-46457 100LL Fuel Sales	52,099	41,244	55,000	49,195	47,500	47,500	(7,500)	
TOTAL Public Charges-Services	82,357	70,952	88,900	72,143	78,000	80,000	(8,900)	

43515-46457 100LL Fuel Sales

PERMANENT NOTES:
Finance Director Note: If needed, aviation fuel net profit will be transferred to balance Fund 10 (General - Airport).

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
Miscellaneous Revenues								
43515-48500 F84 Memorial Revenue	900	0	0	0	0	0	0	
TOTAL Miscellaneous Revenues	900	0	0	0	0	0	0	
Other Financing Sources								
43515-53025 Donations (Non-Lapsing)	0	50	0	150	150	0	0	
43515-53333 CC - Car Rentals	140	90	100	140	100	100	0	
TOTAL Other Financing Sources	140	140	100	290	250	100	0	
TOTAL REVENUES	83,397	71,092	89,000	72,433	78,250	80,100	(8,900)	
EXPENDITURES								
Contractual Services								
53515-02-24500 Fuel System Maintenance	1,820	3,277	2,500	3,545	3,750	3,500	1,000	
53515-02-25022 Telephone-Fuel Pumps	1,185	1,371	0	1,139	1,200	500	500	
53515-02-25028 Telephone-CC Line	920	849	925	995	925	925	0	
TOTAL Contractual Services	3,925	5,497	3,425	5,679	5,875	4,925	1,500	

53515-02-2450Fuel System Maintenance

PERMANENT NOTES:
There is also 2021 Capital request for $20,000 for fuel system improvements.

53515-02-2502Telephone-Fuel Pumps

PERMANENT NOTES:
In 2021, City WiFi connection between fuel pumps and Champagne Terminal Building.

27 -Merrill Airport Fuel
Aviation Fuel

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
Special Services								
53515-04-51000 Jet-A Truck Repair/Maint	0	0	1,000	0	1,000	1,000	0	
53515-04-52666 Fuel Credit Card Fees	1,915	1,982	2,000	1,920	2,000	2,000	0	
53515-04-53000 Jet-A Fuel Purchases	21,175	0	20,000	18,155	40,000	20,000	0	
53515-04-53250 100LL Fuel Purchases	48,549	48,388	60,000	22,905	22,905	48,000	(12,000)	
53515-04-53333 Rental Car - Paid via CC	140	90	100	146	100	100	0	
TOTAL Special Services	71,779	50,460	83,100	43,127	66,005	71,100	(12,000)	
Fixed Charges								
53515-05-11000 Transfer - Debt Service	1,625	1,625	1,625	1,625	1,625	1,625	0	
TOTAL Fixed Charges	1,625	1,625	1,625	1,625	1,625	1,625	0	

53515-05-1100Transfer - Debt Service PERMANENT NOTES:
Debt Service on Series 2016B borrowing of $80,000
(for airport local match).

	2018 ACTUAL	2019 ACTUAL	2020 CURRENT BUDGET	2020 Y-T-D ACTUAL	2020 PROJECTED YEAR END	2021 REQUESTED BUDEGT	2021 BUDGET CHANGE	2021 PROPOSED BUDGET
Capital Outlay								
53515-08-57500 Airport - Equipment	0	0	0	0	0	0	0	
TOTAL Capital Outlay	0	0	0	0	0	0	0	
TOTAL EXPENDITURES	77,329	57,582	88,150	50,430	73,505	77,650	(10,500)	
REVENUE OVER/(UNDER) EXPENDITURES	6,068	13,511	850	22,003	4,745	2,450	1,600	
FUND TOTAL REVENUES	83,397	71,092	89,000	72,433	78,250	80,100	(8,900)	
FUND TOTAL EXPENDITURES	77,329	57,582	88,150	50,430	73,505	77,650	(10,500)	
REVENUE OVER/(UNDER) EXPENDITURES	6,068	13,511	850	22,003	4,745	2,450	1,600	

*** END OF REPORT ***