

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, April 21, 2021, 7:00 PM
Merrill Airport Terminal

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

NOTE The New Summer Hour of 7 PM

1. Call to Order
2. Approval of Meeting Minutes from March 17, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion T Hangar Project
6. Update Fuel System Credit Card Reader
7. Discussion F-84 Display and Mounting
8. Discussion Scoping Meeting Entitlement Projects 2021
9. Manager's Report
10. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Signage
11. Chairman's Report
12. Aviation Happenings
13. Public Comment
14. Agenda Items for Next Meeting
15. 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 March 17, 2021

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

Also: Ben Hoerstmann(Camera Man).

1. Gary Schwartz called the meeting to order at 6 pm.
2. February 2021 minutes were reviewed. Joe M. made a motion to approve the minutes, Mark Weix seconded. Motion passed.
3. Vouchers were passed around and discussed. Gary Schulz made a motion to approve paying the vouchers, Joe Malsack seconded, Motion passed.
4. Runway 16/34 project: Gary Schwartz stated he has had very little contact with the FAA. He is not sure on how to pursue or wait a little longer before pushing the matter forward.
5. Discussion Airport and T Hanger written policies: Gary Schulz has a draft started and was passing around to see if anything is missing or additions are needed. Review before next meeting so we can come closer to finalizing the draft.
6. Discussion/Decision fuel system credit card reader: The city passed the motion to go ahead and replace the point-of-sale system at the airport with the 80/20 funding. 2 bids were received and Walt's Petroleum won the bid to install at \$17751.00. Rich will contact QT Pod for the possible rebate of \$3500 on used parts from the old system. Joe Malsack made a motion to install the new Point of Sale system, Mark Weix seconded. Motion passed.
7. Discussion F-84 Display and Mounting: The new 10-year contract is due from the US Air Force Museum and they have specifications on mounting, insurance and maintenance. Gary Schwartz will finish reviewing and filling out the contract, then send in after reviewing with city attorney.
8. Discussion T Hangar Project: Rod Ackey City Engineer has started the bidding request process for our T hangar project. Gary Schwartz contacted the county and they will supply manpower and equipment for blacktopping around the new T hangar to help with costs. We will have to pay for the materials. Gary

Schulz discussed option of heat tape in conduit in front of door to help reduce icing in front of doors on the new hangar construction.

9. Discussion on EAA Air Cup Race: Joe Malsack reported he has been in contact with EAA and working with Rich to set up Merrill as the official finish line to the race. The aircraft will be recovered at Wausau due to cooling down the engines and less traffic congestion with the high-speed aircraft flying by. They will be flying down runway 16 and over town 500-1000 ft, then onto Wausau. We will have to advertise to let city residents know about the extra noise for this 1-day event. Scheduled July 25, 2021. More details to follow.
10. Manager's Report: The city crew had to stop brush cutting due to the ground thawing out and getting stuck. 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 be working with him to try and make this happen. Rich had problems with accessing the airport security system, due to WPS cut the power to the airport without telling us. Rich found out Per Mar did not update the backup batteries, (due for replacement last year) and did not have enough power to keep the security system powered for 8 hours. Joe Malsack asked if we should have a generator back up for the system, to protect the security system for the city.
11. Airport General Maintenance/outside lighting/airport signage: No Report.
12. Chairman's Report: Obstructions on approaches, trees are getting too tall. Gary Schwartz is trying to get this added to the construction projects. Two companies have provided formal interest in engineering Merrill Airport Entitlement Grant projects. We are waiting on the scoring to award one of the Engineering firms.
13. Aviation Happenings: Gary Schulz reported on the 5G phone network causing problems with GPS navigation systems along with the military causing GPS signals to go down. This is a major concern due to most of our ground base navigation is being turned off or discontinued due to maintenance costs. Parts for aircraft repairs has become a major concern due to no supply and aircraft backed up in maintenance shops unable to be flown. On a good note, the Wisconsin Hamburger Social will be happening this summer. So, dust off those planes and get ready to eat and fly.
14. Public Comment: None.

15. Agenda Items for Next Meeting: Tree cutting, Air cup race, generator for security system.
16. A motion to adjourn was made by Joe Malsack., seconded by Lyle Banser
Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	2,060.00	14,565.84	57.12	10,934.16
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	2,060.00	14,565.84	57.12	10,934.16
<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	2,060.00	14,565.84	57.12	10,934.16
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,101.00	20.66	106.04	9.63	994.96
TOTAL Personnel Services	1,101.00	20.66	106.04	9.63	994.96
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	14,001.18	24.94	42,137.82
53510-02-15500 Snow Removal Services	8,000.00	482.40	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	0.00	0.00	0.00	6,000.00
53510-02-21000 Water and Sewer	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-22000 Electric and Natural Gas	15,000.00	1,424.56	4,420.74	29.47	10,579.26
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	9.00	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	0.00	0.00	0.00	750.00
53510-02-24700 Terminal Maint/Repair	0.00	41.40	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	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	300.00	24.00	950.00
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	5.90	13.75	1.53	886.25
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	758.00	758.00	0.00	(758.00)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	7,488.32	22,155.85	18.73	96,162.15
<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	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	0.00	0.00	0.00	3,500.00
53510-03-42575 Fiber - Charter	3,600.00	300.00	900.00	25.00	2,700.00
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	0.00	0.00	4,750.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	572.78	38.19	927.22
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	45.38	596.81	10.85	4,903.19
TOTAL Supplies & Expenses	25,575.00	345.38	2,409.59	9.42	23,165.41
TOTAL EXPENDITURES	144,994.00	7,854.36	24,671.48	17.02	120,322.52
REVENUES OVER/ (UNDER) EXPENDITURES	(119,494.00)	(5,794.36)	(10,105.64)	0.00	(109,388.36)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2021

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Taxes (or Utility Rev.)					
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
Public Charges-Services					
43515-46340 Airport Revenue 2020	0.00	0.00	0.00	0.00	0.00
43515-46450 Jet-A Fuel Sales	32,500.00	838.62	838.62	2.58	31,661.38
43515-46457 100LL Fuel Sales	47,500.00	2,362.14	4,750.49	10.00	42,749.51
TOTAL Public Charges-Services	80,000.00	3,200.76	5,589.11	6.99	74,410.89
Miscellaneous Revenues					
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)
Other Financing Sources					
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	3,200.76	6,053.71	7.56	74,046.29
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	90.00	180.00	5.14	3,320.00
53515-02-25022 Telephone-Fuel Pumps	500.00	118.54	237.08	47.42	262.92
53515-02-25028 Telephone-CC Line	925.00	84.60	251.44	27.18	673.56
TOTAL Contractual Services	4,925.00	293.14	668.52	13.57	4,256.48
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	105.91	174.09	8.70	1,825.91
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	15,483.40	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	15,589.31	15,657.49	22.02	55,442.51
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,625.00	812.50	812.50	50.00	812.50
TOTAL Fixed Charges	1,625.00	812.50	812.50	50.00	812.50

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2021

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	<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	 16,694.95	 17,138.51	 22.07	 60,511.49
 REVENUES OVER/(UNDER) EXPENDITURES	 2,450.00	 (13,494.19)	 (11,084.80)	 0.00	 13,534.80
 FUND TOTAL REVENUES	 80,100.00	 3,200.76	 6,053.71	 7.56	 74,046.29
FUND TOTAL EXPENDITURES	<u>77,650.00</u>	<u>16,694.95</u>	<u>17,138.51</u>	<u>22.07</u>	<u>60,511.49</u>
 REVENUES OVER/(UNDER) EXPENDITURES	 2,450.00	 (13,494.19)	 (11,084.80)	 0.00	 13,534.80
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