

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

Members Present: Gary Schwartz (Chairman), Joe Malsack, Lyle Banser, Mark Weix Jr. (Alderman), Rich McCullough (Manager)

Public Present: Rich and Marlene Lussow, Tyler Hess and Karl Kemper (Beecher Hoppe) Ian Morgan (Cameraman)

1. Call to Order – Chairman Schwartz called the Meeting to order at 18:00.

Adjusted the Agenda to allow time at the beginning of meeting for Karl Kemper of Beecher – Hoppe to give us explanations of pavement maintenance and all taxiways T-hangar pavement and drainage project, and apron area with tie down area adjacent to fuel pumps. He handed out draft of final plans for Merrill Airport projects. He explained in depth the rejuvenation of the runway pavement, filling of cracks and all taxiway areas. All paint markings will be updated. He explained in depth the excavating of the apron to the City T-hangar to allow filling with good drainage rock material with a drain installed to mitigate any heaving by the hangar doors. Also discussed apron expansion with tie downs installed by fuel pumps. All base material is complete. Just needs to be paved and anchors installed Discussed the phasing of the project (airport operation) during construction.

Moved T-Hangar Lease Contract here. Chairman Schwartz explained that he had rented Hangar 4 until December 31 and Rich and Marlene Lussow are next on the list to rent Hanger 4. Lussow's are asking that the hangar lease agreement be changed to include leased aircraft. Commission will consider that change and will vote on it at March Meeting.

2. Approval of Meeting Minutes from December 15, 2021 – January Minutes read and approved. Motion by Malsack; second by Weix. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Malsack; second by Banser. All ayes. Motion carried.
4. Runway 16/34 Project Status – Karl Kemper of Beecher – Hoppe explained the Aircraft Owners and Pilots Association (AOPA) is working on our behalf and all the other airports in the nation that are under pressure by the FAA to not support crosswind runways. Non-elected bureaucrats of the FAA are trying to disregard written guidelines in FAA publications. Schwartz has started the process of an updated master plan to the Merrill area which will give us reliable information and economic impact.
5. Update Entitlement Projects 2022 – Explained in No. 1.

6. Discussion/Decision West Side T-Hangar – Schwartz brought up discussion on T-hangar. Banser motioned to pursue the construction of west side T-hangar; second by Malsack. All ayes. Motion carried. Some additional funding may be available to use on the hangar project.
7. Discussion FBO Templates – Continued next month.
8. Discussion/Decision T-Hangar Policies – Motion by Malsack to accept policy with changes made; second by Banser. All ayes. Motion carried.
9. Manager's Report – McCullough reported on plow maintenance, replace valve body, electrical maintenance. Replacement of shop door will be done in Spring.
10. Airport General Maintenance – Lights in vestibule were reported for warranty replacement. Replaced a receptacle in a T-hangar.
11. Chairman's Report – Schwartz explained status of T-hangar 4 (See details in No. 1).
12. Aviation Happenings – No report.
13. Public Comment – None
14. Agenda Items for Next Meeting – Discuss and vote on language change in T-hangar Lease Agreement to include owned/leased aircraft occupying hangar space.
15. Adjournment – Motion by Malsack; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Banser

City of Merrill
Airport Commission Meeting Minutes
Wednesday, March 16, 2022
Merrill Airport Terminal

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

Public Present: Rich and Marlene Lussow, Lee Opsahl, Larry Wenning

1. Call to Order – Chairman Schwartz called the Meeting to order at 18:00.
2. Approval of Meeting Minutes from February, 16, 2022 – Will approve Minutes at next meeting.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Malsack; second by Weix. All ayes. Motion carried.
4. Runway 16/34 Project Status – FAA is doing a nationwide impact study. No results are available yet. AOPA (Aircraft Owners Pilot Association) is working with Midland Michigan that is facing the same crosswind runway scrutiny that Merrill is. Their wind data shows they are eligible for a crosswind runway but the FAA is saying they are not. They are involving their Senator. Senator Peter's staff is having a meeting next week with AOPA, Midland Airport, Wisconsin Senator Johnson's Staff and Congressman Tiffany's Staff to discuss this issue. We are hoping to involve Senator Imhoff of Oklahoma. He is ranking member on the Aviation Committee.
5. Update Entitlement Projects 2022 – Schwartz reported on the bid meeting. Bids are to be open Friday. We should know what the bids are Friday afternoon and will be made public the following week.
6. Discussion/Decision CIP Projects with BOA – Schwartz passed out the Merrill Municipal Airport CIP with future projects from 2022 to 2027. Motion by Malsack to approve future five-year projects document; second by Weix. All ayes. Motion carried.
7. Discussion FBO Templates – To be discussed at next meeting.
8. Manager's Report –Manager McCullough, after shoulder surgery on Tuesday, was at Wednesday's meeting. (Must be because he is a marine.) After MUCH discussion, the T-hangar Lease Agreement wording in Paragraph 2 will have the addition of 'owned/leased' added to allow a leased plane to qualify. Discussion included the understanding that serial renting of an aircraft for short periods of time and then invoking the 90-day grace period of the lease will not be allowed. Motion by Malsack to add additional wording; second by Banser. All ayes. Motion carried.

9. Airport General Maintenance – Manager McCullough reported snow plowing equipment is in good shape after repairs. City equipment did a substantial amount of brush cutting at the Airport this winter. Also reported on T-hangar Unit 1 having a bad contactor; and it will be replaced. Still waiting on lights to be delivered and schedule electrician to install and make repairs. With the warmer weather, the access door on back Mechanic's Hangar will be scheduled for replacement. Vestibule lights are waiting for warranty. Outside South side entry lights will be replaced.
10. Chairman's Report – Schwartz reported we are expecting bids on new T-hangar project so we have a current cost to work with. Malsack made a motion to add a 12-point addendum to the Merrill Municipal Airport T-hangar Policy; second by Baner. All ayes. Motion carried.
11. Aviation Happenings – No new report.
12. Public Comment – Opsahl expressed his appreciation for the Airport facilities and the people involved. He received his private pilot's license at Merrill, working with Rich Lussow and is planning to continue training on more complex planes. He also reported he has visitors coming into Merrill Tool from Knoxville, TN to tour his facilities in Merrill. Opsahl expressed his support for the training, proper equipment being available and Airport facilities.
13. Agenda Items for Next Meeting – Equipment for trimming/Airport brush cutting.
14. Adjournment – Motion by Baner to adjourn; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Baner

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	1,485.00	10,165.66	39.87	15,334.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	1,485.00	10,165.66	39.87	15,334.34
<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	1,485.00	10,165.66	39.87	15,334.34
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	985.00	42.24	205.00	20.81	780.00
TOTAL Personnel Services	985.00	42.24	205.00	20.81	780.00
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	14,351.22	25.00	43,053.78
53510-02-15500 Snow Removal Services	7,500.00	828.00	2,608.20	34.78	4,891.80
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	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	1,684.67	5,263.88	35.09	9,736.12
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	941.74	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	0.00	36.00	4.80	714.00
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	35.05	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	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)	750.00	1.48	4.71	0.63	745.29
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: MARCH 31ST, 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	8,374.68	23,569.60	19.90	94,864.40
<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	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	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	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	172.50	3.63	4,577.50
53510-03-51000 Vehicle Repair/Maint	1,500.00	1,423.80	2,277.19	151.81	(777.19)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	82.73	1,184.60	21.54	4,315.40
TOTAL Supplies & Expenses	25,575.00	1,806.53	4,963.29	19.41	20,611.71
TOTAL EXPENDITURES	144,994.00	10,223.45	28,737.89	19.82	116,256.11
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(8,738.45)	(18,572.23)	0.00	(100,921.77)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2022

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	23,500.00	3,007.58	3,290.58	14.00	20,209.42
43515-46457 100LL Fuel Sales	56,500.00	2,768.45	6,037.16	10.69	50,462.84
TOTAL Public Charges-Services	80,000.00	5,776.03	9,327.74	11.66	70,672.26
Miscellaneous Revenues					
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
Other Financing Sources					
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	5,776.03	9,327.74	11.66	70,672.26
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	0.00	361.55	10.33	3,138.45
53515-02-25022 Telephone-Fuel Pumps	500.00	115.81	231.62	46.32	268.38
53515-02-25028 Telephone-CC Line	925.00	81.98	245.94	26.59	679.06
TOTAL Contractual Services	4,925.00	197.79	839.11	17.04	4,085.89
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	181.19	276.49	13.82	1,723.51
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	181.19	276.49	0.39	70,723.51
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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 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	378.98	1,115.60	1.44	76,434.40
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	5,397.05	8,212.14	0.00	(5,762.14)
FUND TOTAL REVENUES	80,000.00	5,776.03	9,327.74	11.66	70,672.26
FUND TOTAL EXPENDITURES	77,550.00	378.98	1,115.60	1.44	76,434.40
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	5,397.05	8,212.14	0.00	(5,762.14)
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*** END OF REPORT ***