

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, April 19, 2023 at 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 15, 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022/23
6. Discussion/Decision RFP Current FBO Hangar
7. Update Airport Signage
8. Update F-84 Monument
9. Airport General Maintenance
 - a. Status house sewer service improvement
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.

City of Merrill
Airport Commission Meeting Minutes
Wednesday, March 15, 2023
Merrill Airport Terminal

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

Public Present: Draco Fink (Cameraman), Larry Wenning, Steve Krueger

1. Call to Order – Meeting called to order at 18:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from January 18, 2023 and February 15, 2023. Motion by Malsack; second by Weix. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – No action by FAA.
5. Update Entitlement Projects 2022/2023 – Nothing yet. When weather permits this Spring.
6. Discussion/Decision RFP Current FBO Hanger – One bid so far. Nothing new.
7. Update Airport Signage – Malsack questioned selling Friends of the Airport model plane and use proceeds for signage. It was agreed to sell. Weix brought up the new City logo and how we could possibly incorporate it into the new signage. We could possibly work with the Marketing and Communication Committee, which could be an additional source of revenue for Airport signage.
8. Update F-84 Monument – Banser reported contacting Karl Kemper at Beecher and Hoppe who designed and facilitated the construction of the Airport Park and A7 Corsair Jet set in a flying altitude on a pedestal at the park. Discussion followed on the condition of the F84, with much of the discussion revolving around costs of restoration/maintenance and best way to display the plane. Banser will get estimates from Merrill Iron and Steel, Beecher Hoppe, paint and finish contractor ProColors, and foundation cement contractor to present at next meeting.
9. Airport General Maintenance – McCullough reported a repair of a hydraulic hoses on the plow truck. Courtesy car needs a repair of the plastic bumper cover. Plow truck radio should have more volume for plowing operations. Motion by Malsack to move the office radio to the plow truck and buy and install a new antenna; second by Weix. All ayes. Motion carried. The house sewer will be done when Spring thaw occurs. McCullough reported on maintenance needed on tractor's snow blower. He asked to begin to notify tenants in the City T-Hangar when we know the construction start dates.
10. There was no No. 10 on the Agenda.

11. Chairman's Report – No report.
12. Aviation Happenings – No report.
13. Public Comment – Krueger announced a Safety Seminar at the Merrill FBO on May 1, 2023. The seminar will be one hour and deal with complacency in flying operations. Time to be announced. Wenning reported Airport Road is on the Agenda for construction. Engineering for the road needs to be redone. The Merrill Town Meeting is April 18, 2023 at 6:00pm. It would be advantageous to have Airport representation at the meeting.
14. Agenda Items for Next Meeting – Nothing
15. Adjournment – Motion by Malsack to adjourn; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

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	26,000.00	1,485.00	10,165.66	39.10	15,834.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	1,485.00	10,165.66	39.10	15,834.34
<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	26,000.00	1,485.00	10,165.66	39.10	15,834.34
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	0.00	0.00	0.00	0.00
53510-01-23000 Longevity	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	981.00	167.30	313.23	31.93	667.77
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	981.00	167.30	313.23	31.93	667.77
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	14,710.02	25.00	44,129.98
53510-02-15500 Snow Removal Services	7,500.00	3,152.25	4,841.76	64.56	2,658.24
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	1,250.00	262.36	262.36	20.99	987.64
53510-02-22000 Electric and Natural Gas	15,000.00	2,022.93	6,367.83	42.45	8,632.17
53510-02-24000 Black Top Maintenance	15,149.00	0.00	0.00	0.00	15,149.00
53510-02-24250 Electrical Maint/Repair	2,500.00	42.00	94.50	3.78	2,405.50
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	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	0.00	0.00	500.00
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	400.00	30.77	900.00
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	781.70	989.70	131.96	(239.70)
53510-02-25000 Telephone (9-1-1 Backup)	750.00	1.07	2.77	0.37	747.23

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	118,669.00	11,315.65	27,668.94	23.32	91,000.06
<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	43.09	139.24	6.96	1,860.76
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	500.00	0.00	290.00	58.00	210.00
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	1,500.00	128.84	128.84	8.59	1,371.16
53510-03-51000 Vehicle Repair/Maint	5,000.00	36.45	300.71	6.01	4,699.29
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	872.00	2,224.74	40.45	3,275.26
TOTAL Supplies & Expenses	22,825.00	1,380.38	4,083.53	17.89	18,741.47
TOTAL EXPENDITURES	142,475.00	12,863.33	32,065.70	22.51	110,409.30
REVENUES OVER/ (UNDER) EXPENDITURES	(116,475.00)	(11,378.33)	(21,900.04)	0.00	(94,574.96)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

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	15,500.00	0.00	450.00	2.90	15,050.00
43515-46457 100LL Fuel Sales	60,500.00	2,110.86	4,418.33	7.30	56,081.67
TOTAL Public Charges-Services	76,000.00	2,110.86	4,868.33	6.41	71,131.67
<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>					
43515-53333 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	76,000.00	2,110.86	4,868.33	6.41	71,131.67
EXPENDITURES =====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	31.50	105.00	3.00	3,395.00
53515-02-25022 Telephone-Fuel Pumps	500.00	118.05	236.10	47.22	263.90
53515-02-25028 Telephone-CC Line	925.00	111.42	334.26	36.14	590.74
TOTAL Contractual Services	4,925.00	260.97	675.36	13.71	4,249.64
<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	71.35	158.07	7.90	1,841.93
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	0.00	0.00	15,000.00
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	0.00	0.00	60,000.00
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	78,000.00	71.35	158.07	0.20	77,841.93
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	5,625.00	762.50	762.50	13.56	4,862.50
TOTAL Fixed Charges	5,625.00	762.50	762.50	13.56	4,862.50

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

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	 88,550.00	 1,094.82	 1,595.93	 1.80	 86,954.07
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	1,016.04	3,272.40	0.00	(15,822.40)
 FUND TOTAL REVENUES	 76,000.00	 2,110.86	 4,868.33	 6.41	 71,131.67
FUND TOTAL EXPENDITURES	<u>88,550.00</u>	<u>1,094.82</u>	<u>1,595.93</u>	<u>1.80</u>	<u>86,954.07</u>
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	1,016.04	3,272.40	0.00	(15,822.40)
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