

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, December 15, 2021, **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 November 17, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2021
6. Discussion F-84 Display and Mounting
7. Discussion/Decision T-Hangar and Future Projects
8. Airport Maintenance Staff Pay Scale
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.

PLEASE NOTE Time Change to 6:00 PM

Minutes Merrill Airport Commission

Wednesday November 17, 2021

Present: Joe Malsack, Gary Schwartz, Gary Schulz, Rich McCullough (Airport Manager). Also present: Craig Hanig, Ian Morgan (camera personnel).

1. Gary Schwartz called the meeting to order at 6:00 pm.
2. October 2021 minutes were reviewed. Gary Schulz made a motion to approve the minutes, Joe Malsack seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe Malsack made a motion to approve paying the vouchers, Gary Schulz seconded, Motion passed.
4. Runway 16/34 project: Gary Schwartz stated that Karl Kemper was at the Wisconsin airport managers conference and met up with Kyle Lewis from AOPA. He is the representative for this area. Kyle was very interested in what Merrill was doing and arranged a teleconference with Karl, Gary Schwartz, Kyle and Adam from AOPA. They are finding this is a national concern and Becker Hoppe showed how the wind data from the FAA was wrong, due to not factoring in wind gusts. FAA shows Merrill 7/25 runway covers 96% with their data. Becker Hoppe shows 85% coverage. Becker Hoppe is running the numbers for AOPA on an airport in Michigan having the exact same problem with Chicago District office. We will see how and if this will help us. More to come.
5. Discussion F84 Display: No Report.
6. Discussion on Entitlement Money: BOA is slow moving. We were hoping to have the bidding process in December for next spring. So far, no movement from the BOA. Gary will continue working keep pushing for spring construction. Gary Schulz mentioned that the beacon is now not visible from the north east and south east due to trees. He asked if we could move the beacon with some of the money from BOA. We reminded him it is in the 16/34 project plan. Changing any plans could slow the progress we have and push back another year.
7. Discussion T Hangar Project: In the original budget meetings we were approved for \$400,000 funds for hangar construction. In the final budget approved we were only granted \$300,000. This will not cover the cost of

construction. We will have to hold for now until more money is allotted. We currently have 18 people looking to park an airplane at Merrill. This is due to the fact we have maintenance and instruction located on the property. The approximate cost for 16/34 reconstruction is around \$3,000,000.

8. Manager's Report: Lighting the ramp has been ordered, a few weeks out before delivery. The door for the FBO hangar is ordered no eta. Rich and Craig have the snow equipment ready. Rich reported a possible wolf on airport property and is having the DNR remove the animal. Also, we have 4 bears dened up and the DNR will trap and move to another location. New fuel hoses are needed for the fuel farm by Jan 2022. Rich is waiting on one more quote before moving forward.
9. Chairman's Report: No report.
10. Aviation Happenings: Interference from the new 5G phones has been narrowed down to the radar altimeter on aircraft landing. This is a major problem with large carriers and auto land systems. Some phone providers have held off on offering the 5G due to this concern.
11. Public Comment: Craig who works on airport maintenance suggested we look into investing into a small tractor with bucket and brush hog. The big tractor has the mower on and takes ½ day to switch everything over to move rock and perform fence repairs. Cost would be around \$20,000-25,000 set up. The city budget has been passed for next year. Gary will talk to Kathy and see how we should proceed.
12. Agenda Items for Next Meeting: Beacon being moved. Craig's pay scale.
13. A motion to adjourn was made by Joe Malsack., seconded by Gary Schulz Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	675.00	23,646.84	92.73	1,853.16
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	23,646.84	92.73	1,853.16
<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	675.00	23,646.84	92.73	1,853.16
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,101.00	34.42	555.02	50.41	545.98
TOTAL Personnel Services	1,101.00	34.42	555.02	50.41	545.98
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	51,337.66	91.45	4,801.34
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,327.40	29.09	5,672.60
53510-02-15550 Mowing Services	8,000.00	297.00	5,439.00	67.99	2,561.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	5,229.81	87.16	770.19
53510-02-21000 Water and Sewer	1,000.00	0.00	879.48	87.95	120.52
53510-02-22000 Electric and Natural Gas	15,000.00	1,098.89	13,236.12	88.24	1,763.88
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	9.19	578.91	14.47	3,421.09
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	27.00	3.60	723.00
53510-02-24700 Terminal Maint/Repair	0.00	0.00	293.89	0.00	(293.89)
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 Hangar Maint/Repairs	500.00	0.00	35.07	7.01	464.93
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	1,388.51	185.13	(638.51)
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	1,100.00	88.00	150.00
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	935.40	1,158.56	154.47	(408.56)
53510-02-25000 Telephone (9-1-1 Backup)	900.00	3.76	57.71	6.41	842.29
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	758.00	0.00	(758.00)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	7,011.30	83,847.12	70.87	34,470.88
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	122.96	98.37	2.04
53510-03-32000 Education & Conference	100.00	0.00	100.00	100.00	0.00
53510-03-40000 Operating Supplies	2,000.00	191.52	1,376.80	68.84	623.20
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	3,117.36	89.07	382.64
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	3,300.00	91.67	300.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	90.98	0.00	(90.98)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	69.66	6.97	930.34
53510-03-50750 Equipment Maint/Repair	4,750.00	153.00	1,152.98	24.27	3,597.02
53510-03-51000 Vehicle Repair/Maint	1,500.00	1,218.23	4,293.79	286.25	(2,793.79)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	241.97	3,279.17	59.62	2,220.83
TOTAL Supplies & Expenses	25,575.00	2,104.72	17,143.70	67.03	8,431.30
TOTAL EXPENDITURES	144,994.00	9,150.44	101,545.84	70.03	43,448.16
REVENUES OVER/ (UNDER) EXPENDITURES	(119,494.00)	(8,475.44)	(77,899.00)	0.00	(41,595.00)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	0.00	12,604.48	38.78	19,895.52
43515-46457 100LL Fuel Sales	47,500.00	3,497.75	49,448.54	104.10	(1,948.54)
TOTAL Public Charges-Services	80,000.00	3,497.75	62,053.02	77.57	17,946.98
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	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	3,497.75	62,517.62	78.15	17,482.38
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	45.00	8,259.53	235.99	(4,759.53)
53515-02-25022 Telephone-Fuel Pumps	500.00	116.01	1,188.40	237.68	(688.40)
53515-02-25028 Telephone-CC Line	925.00	82.89	923.45	99.83	1.55
TOTAL Contractual Services	4,925.00	243.90	10,371.38	210.59	(5,446.38)
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	105.27	1,787.84	89.39	212.16
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	47,953.49	99.90	46.51
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	105.27	49,741.33	70.06	21,258.67
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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	 77,550.00	 349.17	 61,737.71	 79.61	 15,812.29
 REVENUES OVER/(UNDER) EXPENDITURES	 2,450.00	 3,148.58	 779.91	 0.00	 1,670.09
 FUND TOTAL REVENUES	 80,000.00	 3,497.75	 62,517.62	 78.15	 17,482.38
FUND TOTAL EXPENDITURES	<u>77,550.00</u>	<u>349.17</u>	<u>61,737.71</u>	<u>79.61</u>	<u>15,812.29</u>
 REVENUES OVER/(UNDER) EXPENDITURES	 2,450.00	 3,148.58	 779.91	 0.00	 1,670.09
	=====	=====	=====	=====	=====

*** END OF REPORT ***