

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, April 15, 2020
7:00 p.m.
Merrill Airport Terminal

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

1. Call to Order
2. Approval of Meeting Minutes from March 18, 2020
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Entitlement Projects
6. Discussion/Decision Electrical Infrastructure New Hangar/Sites
7. Young Eagles Day Update
8. Manager's Report
9. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
 - Fiber Optic Project
10. Chairman's Report
11. Aviation Happenings
12. Public Comment
13. Agenda Items for Next Meeting
14. 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.

NOTE TIME CHANGE FOR SUMMER HOURS 7:00 PM

City of Merrill
Commission Meeting Minutes
Wednesday, March 18, 2020
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Rich McCullough (Airport Manager), Mike Rich (Alderman) – via phone

Public Present: Larry Wenning, Steve Krueger

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of Meeting Minutes from February 19, 2020 – Minutes read. Motion by Malsack for approval of Minutes as presented (one page was missing); second by Banser. All ayes. Motion carried. The missing page of February's Minutes will be approved at next April's meeting.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Rich; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – Chairman Schwartz has seen some movement but is still working with entities dealing with the AWOS errors.
5. Entitlement Projects – Schwartz reported that entitlement projects are being reviewed for approval. We have done our due diligence. Working to have a specific runway coating approved. AWOS corrections are being slowed at the Bureau of Aeronautics (BOA). There is potentially a 8-10 degree error involved.
6. Young Eagles Day – Will be held June 13, weather permitting. Registration for flights will be online only. EAA will cover insurance for the event. Will be advertised on Facebook and in Foto News. There will also be a video presentation on drones to educate attendees on air space.
7. Manager's Report – Airport Manager McCullough reported we have continued brush cutting. As weather warms and the ground softens, we will discontinue. NTC is building an access road to a parcel on East end of their property. They agreed to put a gate in so we can access a portion of Airport property for brush cutting in the future. Rich got an estimate for the north side of the door on the FBO hangar. Motion by Lyle to replace door; second by Malsack.

8. Airport General Maintenance – Fuel prices are coming down so we are hoping to be able to use up existing supply by lowering the price slightly. We would then be positioned to buy a full load when prices are down.

Airport Lighting Outside – McCullough reported runway identifier lights are now working. Also, other outside LED lights are going to be changed on warranty.

Airport Lighting Inside – New Terminal. Rich reported lights in the vestibules are installed and have another ordered.

Airport Signage – Nothing new.

Fiber Optic Project – McCullough reported Airport fiber optic is installed; and we are waiting for some final connecting by PerMar to make the gates operable. City fiber optic and Airport fiber optic will be energized at the same time.

9. Chairman's Report – Schwartz reported on a document from the State that deals with drones. McCullough reported he did find a drone inside the Airport fence, which causes concern for pilots. He will post information on Airport Website regarding drone operations around Airport.
10. Aviation Happenings – Sun and Fun is canceled for this year. So far, Oshkosh is still on.
11. Public Comment – None
12. Agenda Items for Next Meeting – No new Agenda items.
13. Adjournment – Motion by Rich to adjourn; second by Malsack. All ayes. Motion carried.

Minutes prepared by Lyle Baner

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,500.00	675.00	12,885.86	50.53	12,614.14
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	12,885.86	50.53	12,614.14
<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	12,885.86	50.53	12,614.14
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	32.36	157.68	12.61	1,092.32
TOTAL Personnel Services	1,250.00	32.36	157.68	12.61	1,092.32
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	13,659.66	25.00	40,979.34
53510-02-15500 Snow Removal Services	8,000.00	405.00	2,764.80	34.56	5,235.20
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	218.76	218.76	21.88	781.24
53510-02-22000 Electric and Natural Gas	13,500.00	1,408.10	4,127.28	30.57	9,372.72
53510-02-24000 Crack Filling	0.00	0.00	0.00	0.00	0.00
53510-02-24250 Electrical Maint/Repair	4,000.00	221.60	859.83	21.50	3,140.17
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	475.41	475.41	63.39	274.59
53510-02-24700 Terminal Maint/Repair	16,250.00	18.00	18.00	0.11	16,232.00
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	54.00	54.00	10.80	446.00
53510-02-24733 New Terminal - Maint	750.00	922.12	922.12	122.95	(172.12)
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	0.00	0.00	1,250.00
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	47.59	122.01	13.56	777.99
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	116,419.00	8,323.80	23,221.87	19.95	93,197.13

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies & Expenses</u>					
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	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	280.00	56.00	220.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	0.00	0.00	3,250.00
53510-03-42575 Fiber - Charter	5,225.00	917.00	2,751.00	52.65	2,474.00
53510-03-42600 UPS-Computer Equipment	0.00	290.82	290.82	0.00	(290.82)
53510-03-50000 Repair/Maint Supplies	1,000.00	105.50	105.50	10.55	894.50
53510-03-50750 Equipment Maint/Repair	4,500.00	0.00	0.00	0.00	4,500.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	217.18	14.48	1,282.82
53510-03-53000 Fuel & Oil-For Equipment	<u>5,750.00</u>	<u>0.00</u>	<u>1,116.65</u>	<u>19.42</u>	<u>4,633.35</u>
TOTAL Supplies & Expenses	27,325.00	1,313.32	4,761.15	17.42	22,563.85
TOTAL EXPENDITURES	144,994.00	9,669.48	28,140.70	19.41	116,853.30
REVENUES OVER/ (UNDER) EXPENDITURES	(119,494.00)	(8,994.48)	(15,254.84)	0.00	(104,239.16)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 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	1,396.95	4,670.53	13.78	29,229.47
43515-46457 100LL Fuel Sales	55,000.00	3,817.62	5,744.20	10.44	49,255.80
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	5,214.57	10,414.73	11.72	78,485.27
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	150.00	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	0.00	0.00	0.00	100.00
TOTAL Other Financing Sources	100.00	150.00	150.00	150.00	(50.00)
TOTAL REVENUES	89,000.00	5,364.57	10,564.73	11.87	78,435.27
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	324.00	883.95	35.36	1,616.05
53515-02-25022 Telephone-Fuel Pumps	0.00	113.66	341.92	0.00	(341.92)
53515-02-25028 Telephone-CC Line	925.00	77.77	233.31	25.22	691.69
TOTAL Contractual Services	3,425.00	515.43	1,459.18	42.60	1,965.82
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	134.48	291.12	14.56	1,708.88
53515-04-53000 Jet-A Fuel Purchases	20,000.00	18,155.03	18,155.03	90.78	1,844.97
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	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	18,289.51	18,446.15	22.16	64,803.85
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
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

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REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 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	5,364.57	10,564.73	11.87	78,435.27
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>18,804.94</u>	<u>19,905.33</u>	<u>22.54</u>	<u>68,394.67</u>
REVENUES OVER/ (UNDER) EXPENDITURES	700.00	(13,440.37)	(9,340.60)	0.00	10,040.60
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*** END OF REPORT ***