

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, March 20, 2019
7:00 p.m.
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,
Gary Schulz, Steve Osness (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from February 20, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. FAA Petition for 16/34
6. Airport Day 2019
7. Manager's Report
8. Airport General Maintenance
 - T-Hangar Issues
 - Lightening Suppression Project Status – Fiber Optic
 - Fuel System Update
9. Aviation Happenings
10. Public Comment
11. Agenda Items for Next Meeting
12. 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.

**City of Merrill
Airport Commission Meeting Minutes
February 20, 2019
Merrill Airport Terminal**

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Gary Schulz (via conference call), Rich McCullough (Airport Manager), Steve Osness (Alderman)

Public Present: Steve Krueger, Anthony Kromire (Cameraman)

1. Call to Order – Meeting called to order at 1900 hours by Chairman Schwartz
2. Approval of Meeting Minutes from January 16, 2019 – January Minutes read and approved. Motion by Osness; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Malsack; second by Osness. All ayes. Motion carried.
4. Runway 16/34 Project Status – Chairman Schwartz reported that the Bureau of Aeronautics (BOA) and Federal Aviation Administration (FAA) had two Conference Call Meetings of which Merrill Airport Commission was not notified of or invited to participate. After a letter inquiring why the Airport Commission was not allowed to participate and expressing the Commission's displeasure with the progress of the project, a meeting was set up with stake holders in the process for February 12; which had to be canceled because of a winter storm and a new meeting will be held March 6 in Des Plaines, IL. Our intentions are to extend 16/34 by 400' and rebuild all in one project to save the taxpayers money on the project. Should have an update at next meeting.
5. FAA Petition for 16/34 – Schwartz left petition on Agenda as may need additional work.
6. T-Hangar Issues – Chairman Schwartz reported water and ice issues. Discussed ground water coming in through drain holes in extreme cold weather and possible ways to stop it. Also, brought up how slippery the entrance is when water from roof drips down and refreezes at the bottom of hangar doors. He has asked City Engineer for ideas to solve ice problems with hangars. Lease for Judy Hatz hangar rental. Motion by Malsack; second by Banser. All ayes. Motion carried.
7. Manager's Report – McCullough reported that a check on the perimeter fence was done and fence is in good shape, but some trees will be removed in Spring.
8. Airport General Maintenance – Manager McCullough reported problems with plow truck and repairs are increasing. We will look at replacing it before next winter. Drain from Airport residence was frozen. McCullough thawed before any problems.

Lightening Suppression Project Status – Is completed and will be tested during Spring/Summer lightening season.

Fiber Optic – Will continue in the Spring.

Fuel System Update – McCullough reported QT (fuel system support contractor) reported no problems with fuel system.

- 9. Aviation Happenings - Schulz reported FAA has changed rules on drones. Registration numbers will have to be visible on the outside of aircraft because of drones operating inside restricted airspace and shutting down operations temporarily.**

Schulz also reported that Congress is allocating funds for airports affected by Temporary Flight Restrictions (TFRs) dealing with the movement of Airforce 1; and Palm Beach County, Lantana and Somerset Southby Airports may be receiving some financial aid to make up for business lost during TFRs .

Light, electric, fixed-wing planes are making some interesting progress. Seemans Company has an electric motor which reportedly weighs in under 40 lbs. and can achieve approximately 140 horsepower peak and approximately 90 hp continuous for 3 hours with ½ hour VFR reserve. Recharge time for the batteries is the next hurdle. Also, some commercial carriers (airline companies) are predicting electric will be in there future.

A once popular airport, Meigs Field, in the Chicago Lakefront area is being eyed to reopen. It was closed March 31, 2003, in the middle of the night by order of Mayor Daly, which stranded 16 aircraft at the field.

- 10. Public Comment – Krueger asked a question about entitlement money which has been building up for 16/34 Runway Project. Funds will be available when project is approved.**
- 11. Agenda Items for Next Meeting – City T-Hangar issues. Airport Day.**
- 12. Adjournment – Motion by Malsack; second by Osness to adjourn. All Ayes. Motion carried.**

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2019

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	25,000.00	1,065.00	12,360.86	49.44	12,639.14
43510-46400 Fund 27 - Fuel Profit	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Public Charges-Services	25,000.00	1,065.00	12,360.86	49.44	12,639.14
 <u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	25,000.00	1,065.00	12,360.86	49.44	12,639.14
 EXPENDITURES					
<u>Personnel Services</u>					
53510-01-51000 Social Security	<u>1,250.00</u>	<u>128.75</u>	<u>167.31</u>	<u>13.38</u>	<u>1,082.69</u>
TOTAL Personnel Services	1,250.00	128.75	167.31	13.38	1,082.69
 <u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	6,663.27	12.50	46,642.73
53510-02-15500 Snow Removal Services	7,000.00	3,837.60	4,188.60	59.84	2,811.40
53510-02-15550 Mowing Services	9,000.00	0.00	0.00	0.00	9,000.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	0.00	2,063.79	29.48	4,936.21
53510-02-21000 Water and Sewer	989.00	0.00	0.00	0.00	989.00
53510-02-22000 Electric and Natural Gas	13,000.00	1,456.61	2,302.31	17.71	10,697.69
53510-02-24000 Crack Filling	15,000.00	0.00	0.00	0.00	15,000.00
53510-02-24250 Electrical Maint/Repair	4,000.00	18.00	18.00	0.45	3,982.00
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24280 Lightning Mitigation Pro	0.00	0.00	0.00	0.00	0.00
53510-02-24333 Blacktop-Hangar Area	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	1.19	1.19	0.16	748.81
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	0.00	0.00	1,250.00
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	200.00	16.00	1,050.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	8.60	106.65	10.67	893.35
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
53510-02-31117 Compass Rose Project	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Contractual Services	115,675.00	9,864.18	15,543.81	13.44	100,131.19

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REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2019

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	750.00	0.00	0.00	0.00	750.00
53510-03-32000 Education & Conference	350.00	0.00	0.00	0.00	350.00
53510-03-40000 Operating Supplies	1,000.00	0.00	0.00	0.00	1,000.00
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	235.00	235.00	47.00	265.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	0.00	0.00	3,250.00
53510-03-42575 Fiber - Charter	11,225.00	917.00	1,834.00	16.34	9,391.00
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	6.00	6.00	0.60	994.00
53510-03-50750 Equipment Maint/Repair	4,500.00	158.15	266.15	5.91	4,233.85
53510-03-51000 Vehicle Repair/Maint	750.00	0.00	140.00	18.67	610.00
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	2,083.04	2,384.78	50.21	2,365.22
TOTAL Supplies & Expenses	31,075.00	3,399.19	4,865.93	15.66	26,209.07
TOTAL EXPENDITURES	148,000.00	13,392.12	20,577.05	13.90	127,422.95
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(12,327.12)	(8,216.19)	0.00	(114,783.81)