

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, March 17, 2021 6:00 PM
6:00 p.m.
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 February 17, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Airport, and T Hangar written policies
6. Update Fuel System Credit Card Reader
7. Discussion F-84 Display and Mounting
8. Discussion T Hangar Project
9. Discussion EAA Cup Race - Joe
10. Manager's Report
11. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Signage
12. Chairman's Report
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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
Commission Meeting Minutes
Wednesday, February 17, 2021
Merrill Airport Terminal

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

Public Present: Larry Wenning

1. Call to Order – Meeting called to order by Chairman Schwartz at 18:15.
2. Approval of Meeting Minutes from January 2021 – Motion by Malsack; second by Weix. All ayes. Motion carried.
3. Approval of Vouchers, and Discussion of 2021 Budgets. – Vouchers reviewed and initialed. Motion to pay vouchers by Malsack; second by Schulz. All ayes. Motion carried.
4. Runway 16/34 Project Status – Nothing new to report. We are waiting for FAA to meet with Merrill Airport Commission.
5. Discussion Airport and T-Hangar Written Policies – Schulz and McCullough are working on a written pamphlet and will have copies for everyone.
6. Update Fuel System Credit Card Reader – Will send resolution to City Council for approval. If approved at next City Council Meeting in March, the system may be upgraded with new equipment by April.
7. Discussion F-84 Display and Mounting – Nothing new yet. On going discussion with National Guard.
8. Discussion T-Hangar – City engineer, Rod Akey, will arrange for bidding the T-hangar construction. Will be using specifications from Erect a Tube Builders with all proprietary specs removed so all builders can bid on it. City to do grading work. County to do blacktop.
9. Discussion Alternative to 100LL, Swift Fuel – McCullough reported on costs for 100LL \$3.62 per gal. Swift fuel is \$3.65 to 3.90. To get that price we need to take 8000 gallons or shipping costs rise. We are planning to discount Jet A fuel to increase the volume so fuel will be moved.

10. Manager's Report – McCullough reported they sold the Airport blazer that was getting old and costs to maintain was prohibitive.
11. Airport General Maintenance – Walk-in door is not done yet. Hoping for warmer weather. Brush cutting was going well until last snow. We are in good shape for the winter.

Airport Lighting – Waiting for warranty info.

Airport Signage – Tom O-Neil can make the Airport signage and Airport personnel will install.
12. Return of Hangar Deposit – Schwartz reported deposit was returned to Doug Drost.
13. Chairman's Report – Schwartz reported on Consultation Report Form Evaluation for future work that the State is endorsing. Schwartz reported that he was made aware of an airport replacing their AWOS System; so we may be able to get their old lightning detection system to repair our AWOS at little to no cost.
14. Aviation Happenings – Schultz reported 737 Max is coming back into service with additional training on simulators. Bombardier is the current owner of the Leer jet and, is stopping production. Accident in southern Wisconsin involving a Velocity twin engine. Not much is known at this time as to the cause of the accident. All electric powered planes are developing quickly, better power storage (batteries) are the key factor.
15. Public Comment – Malsack reported on Young Eagle events being pushed to the Fall. Air Cup Race in July; tentatively the start is in Wausau and finish is not yet determined, but (hopefully Merrill).
16. Agenda Items – None
17. Adjournment – Motion to adjourn by Malsack; second by Baner. All ayes. Motion carried.

Minutes prepared by Lyle Baner

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 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	4,969.98	12,505.84	49.04	12,994.16
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	4,969.98	12,505.84	49.04	12,994.16
<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	4,969.98	12,505.84	49.04	12,994.16
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,101.00	61.97	85.38	7.75	1,015.62
TOTAL Personnel Services	1,101.00	61.97	85.38	7.75	1,015.62
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	9,334.12	16.63	46,804.88
53510-02-15500 Snow Removal Services	8,000.00	1,539.00	1,845.00	23.06	6,155.00
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	0.00	0.00	0.00	1,000.00
53510-02-22000 Electric and Natural Gas	15,000.00	1,551.86	2,996.18	19.97	12,003.82
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	226.69	226.69	5.67	3,773.31
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	57.69	57.69	0.00	(57.69)
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	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
53510-02-24739 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)	900.00	4.99	7.85	0.87	892.15
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: FEBRUARY 28TH, 2021

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-02-91000 AMOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	118,318.00	8,147.29	14,667.53	12.40	103,650.47
<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	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	240.00	48.00	260.00
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	0.00	0.00	3,500.00
53510-03-42575 Fiber - Charter	3,600.00	300.00	600.00	16.67	3,000.00
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	0.00	0.00	4,750.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	572.78	572.78	38.19	927.22
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	551.43	551.43	10.03	4,948.57
TOTAL Supplies & Expenses	25,575.00	1,424.21	2,064.21	8.07	23,510.79
TOTAL EXPENDITURES	144,994.00	9,633.47	16,817.12	11.60	128,176.88
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(4,663.49)	(4,311.28)	0.00	(115,182.72)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2021

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	32,500.00	0.00	0.00	0.00	32,500.00
43515-46457 100LL Fuel Sales	47,500.00	1,446.88	2,388.35	5.03	45,111.65
TOTAL Public Charges-Services	80,000.00	1,446.88	2,388.35	2.99	77,611.65
<u>Miscellaneous Revenues</u>					
43515-48222 Sale of Vehicles-Equipment	0.00	464.60	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	464.60	464.60	0.00	(464.60)
<u>Other Financing Sources</u>					
43515-53025 Donations (Non-Lapsing)	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	0.00	0.00	0.00	100.00
TOTAL REVENUES					
	80,100.00	1,911.48	2,852.95	3.56	77,247.05
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	90.00	90.00	2.57	3,410.00
53515-02-25022 Telephone-Fuel Pumps	500.00	118.54	118.54	23.71	381.46
53515-02-25028 Telephone-CC Line	925.00	84.60	166.84	18.04	758.16
TOTAL Contractual Services	4,925.00	293.14	375.38	7.62	4,549.62
<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	39.19	68.18	3.41	1,931.82
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	100.00	0.00	0.00	0.00	100.00
TOTAL Special Services	71,100.00	39.19	68.18	0.10	71,031.82
<u>Fixed Charges</u>					
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: FEBRUARY 28TH, 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	77,650.00	332.33	443.56	0.57	77,206.44
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	1,579.15	2,409.39	0.00	40.61
FUND TOTAL REVENUES	80,100.00	1,911.48	2,852.95	3.56	77,247.05
FUND TOTAL EXPENDITURES	<u>77,650.00</u>	<u>332.33</u>	<u>443.56</u>	<u>0.57</u>	<u>77,206.44</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>2,450.00</u>	<u>1,579.15</u>	<u>2,409.39</u>	<u>0.00</u>	<u>40.61</u>

*** END OF REPORT ***