

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, March 15 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 February 15 January 17, 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. Discussion house sewer service
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.

Minutes Merrill Airport Commission

Wednesday January 18, 2023

Present: Joe Malsack, Lyle Baner via phone, Gary Schulz, Mark Weix Jr (Alderman). Also present: Larry Wenning, and Draco Fink (Cameraman).

1. Joe Malsack called the meeting to order at 6:00 pm.
2. December 2023 minutes were reviewed. Gary Schulz made a motion to approve the minutes, Lyle B. seconded. Motion passed.
3. No vouchers due to Rich not present due to sewer problems.
4. Runway 16/34 project: No report.
5. Update Entitlement Projects 2022: No report.
6. Update airport signage: Working on signs for building of new terminal. Will show and get more input when more people are present to see the designs.
7. Update F-84 Monument: No report.
8. Discussion/Decision of sale of RRL/FBO Hangar: Gary Schwartz sent out an email with info on to review. Request For Purchase. Kathy reviewing and looking for any changes needed.
9. Airport General Maintenance: Lights on wind sock and 1 vestibule light not working. Small plow truck in shop getting repairs. New door on shop will wait until spring to repair.
10. Chairman's Report: No report.
11. Aviation Happenings: No report.
12. Public Comment: none.
13. Agenda Items for Next Meeting: Jim Berg interested in building a hangar and will need to be approved.
14. A motion to adjourn was made by Gary Schulz, seconded by Mark W. Motion passed.

Minutes submitted by Joe Malsack

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

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

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

1. Call to Order – Meeting called to order at 18:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from January 18, 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 Malsack; second by Banser. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz reported Anna Sullivan, who is second in charge for the FAA Chicago Region, asked for our wind analysis software which Beecher Hoppe developed. They will share these wind analysis results. Apparently FAA is still working on the Runway 16/34 issue and considering data on the runway.
5. Update Entitlement Projects 2022 – Nothing new because of Winter. Contractors were contacted recently and were ready for Spring/Summer construction season.
6. Discussion/Decision Large Hangar South of Terminal – Jim Bergh explained his intention to build a hangar south of new FBO. Next step is deposit and State approved plans. Motion by Schulz to approve the construction of 80' x 100' hangar on the lot by public entrance; second by Malsack. All ayes. Motion carried.
7. Update Airport Signage – Malsack explained a proposed sign for the FBO building and will work to estimate cost.
8. Update F-84 Monument – Banser reported he talked to John Chimel in Wausau. He provided us with the cost of their display of a A-7 military aircraft. We reviewed the cost of the excavation, cement/footing, steel fabrication, engineering, plane prep and painting and crane rental and mounting on stand, which is now from six years ago. The next step will be McCullough and Banser talking to Merrill Steel for current cost estimates and Bishop at ProColors for means of preservation.

9. Airport General Maintenance – Replaced key pad on north gate. Ordered new replacement lights for building exterior. Wind sock parts are being ordered to get light working. Airbag on courtesy car is replaced. Also fixed PAPI (Precision Approach Path Indicator) lights.

Discussion house sewer service – Schwartz reported that he has talked to Rod Akey about installing a gravity feed lateral to City Sewer, when weather allows this Spring, to eliminate the trouble with the lift pump.

11. Chairman's Report – Schwartz asked that the list of people renting City T Hangars needs to be updated to reflect all correct tenants. City has a 2015 patrol car that they offered to replace our 2012 Fusion courtesy car; but the Fusion is still in good shape, so we will stick with it. We would like to thank the City for thinking of the airport.
12. Aviation Happenings – Schulz reported on electric regional planes that are capable of winged flight and vertical takeoff. FAA Aircraft registration will be renewed every seven years instead of three. There has been a number of runway incursions (conflicting traffic) nationwide. FAA isn't requiring the Letter of Deviation for flight reviews or instruction any more.
13. Public Comment – None
14. Agenda Items for Next Meeting – Nothing
15. Adjournment – Motion by Schulz to adjourn; second by Malsack. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 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	675.00	8,680.66	33.39	17,319.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	675.00	8,680.66	33.39	17,319.34
<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	675.00	8,680.66	33.39	17,319.34
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	83.66	145.93	14.88	835.07
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	981.00	83.66	145.93	14.88	835.07
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	9,806.68	16.67	49,033.32
53510-02-15500 Snow Removal Services	7,500.00	1,450.50	1,689.51	22.53	5,810.49
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	0.00	0.00	0.00	1,250.00
53510-02-22000 Electric and Natural Gas	15,000.00	2,243.51	4,344.90	28.97	10,655.10
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	31.50	52.50	2.10	2,447.50
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	250.00	19.23	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	208.00	208.00	27.73	542.00
53510-02-25000 Telephone (9-1-1 Backup)	750.00	0.85	1.70	0.23	748.30

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 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	8,987.70	16,353.29	13.78	102,315.71
<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	96.15	96.15	4.81	1,903.85
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	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	1,500.00	0.00	0.00	0.00	1,500.00
53510-03-51000 Vehicle Repair/Maint	5,000.00	264.26	264.26	5.29	4,735.74
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	1,063.78	1,352.74	24.60	4,147.26
TOTAL Supplies & Expenses	22,825.00	1,724.19	2,703.15	11.84	20,121.85
TOTAL EXPENDITURES	142,475.00	10,795.55	19,202.37	13.48	123,272.63
REVENUES OVER/ (UNDER) EXPENDITURES	(116,475.00)	(10,120.55)	(10,521.71)	0.00	(105,953.29)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 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	450.00	450.00	2.90	15,050.00
43515-46457 100LL Fuel Sales	60,500.00	1,340.09	2,307.47	3.81	58,192.53
TOTAL Public Charges-Services	76,000.00	1,790.09	2,757.47	3.63	73,242.53
<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	1,790.09	2,757.47	3.63	73,242.53
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	42.00	73.50	2.10	3,426.50
53515-02-25022 Telephone-Fuel Pumps	500.00	118.05	118.05	23.61	381.95
53515-02-25028 Telephone-CC Line	925.00	111.42	222.84	24.09	702.16
TOTAL Contractual Services	4,925.00	271.47	414.39	8.41	4,510.61
<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	54.12	86.72	4.34	1,913.28
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	54.12	86.72	0.11	77,913.28
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	5,625.00	0.00	0.00	0.00	5,625.00
TOTAL Fixed Charges	5,625.00	0.00	0.00	0.00	5,625.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2023

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Capital Outlay					
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	325.59	501.11	0.57	88,048.89
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	1,464.50	2,256.36	0.00	(14,806.36)
FUND TOTAL REVENUES	76,000.00	1,790.09	2,757.47	3.63	73,242.53
FUND TOTAL EXPENDITURES	<u>88,550.00</u>	<u>325.59</u>	<u>501.11</u>	<u>0.57</u>	<u>88,048.89</u>
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	1,464.50	2,256.36	0.00	(14,806.36)
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