

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, February 17, 2021

PLEASE NOTE

Meeting will start no earlier than 6:10 PM, and no later than 6:30 PM following
scheduled and Noticed Public Hearing at 6: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 January 20, 2021
3. Approval of Vouchers, and Discussion of 2021 Budgets
4. Runway 16/34 Project Status
5. Discussion Airport, and T Hangar written policies - Gary Schulz
6. Update Fuel System Credit Card Reader
7. Discussion F-84 Display and Mounting
8. Discussion T Hangar Project
9. Discussion Alternative to 100LL, Swift Fuel
10. Manager's Report
11. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Signage
12. Return of Hangar Deposit
13. Chairman's Report
14. Aviation Happenings
15. Public Comment
16. Agenda Items for Next Meeting
17. 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.

Minutes Merrill Airport Commission

Wednesday January 20, 2021

Present: Joe Malsack, Gary Schulz via phone, Gary Schwartz and Mark Weix (Alderman), Rich McCullough (Airport Manager).

Also: Larry Wenning, Ian Morgan(Camera Man).

1. Gary Schwartz called the meeting to order at 6 pm.
2. December 2020 minutes were reviewed. Joe M. made a motion to approve the minutes, Gary Schulz seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe M. made a motion to approve paying the vouchers, Gary Schulz seconded, Motion passed. Our 2020 expenses came in significantly under budget. In the new budget for 2021 we removed the credit card expense line. This credit card line had been used to pre-pay rental car fees for business jets flying in to Merrill to do business here. Those expenses were repaid to the City at the time the car was used. There was never any real cost to the City. Supplies line for \$680.00 was for new tie downs hardware that was not installed this year in the new terminal area ramp. There is currently no provision for tying down transient aircraft on windy days.
4. Runway 16/34 project: Gary stated he has had a very productive month with moving forward. The 1975, and 2009 Master Plan both shows we have a need for a 16/34 parallel taxi way. DBT has not been back to correct errors in AWOS. Andy Timbal stated he may have a lightning detector for us. The main runway 7/25 by FAA guidance has to have 95% or less wind coverage to consider a crosswind runway. Karl Kemper has taken 10 years of data and put it into a spread sheet. The FAA data set used does not take into account or consider gust or calm winds events. Karl worked with a mathematician and found wind coverage is at 80% when considering gusting and calm event data. Gary contacted David Green with the BOA. They want us to go to the FAA with BOA in backup. Documentation in the FAA guidelines were then found. Gary read the information on wind, which matches what we have done on our own. FAA has now not responded to our request to meet and discuss this new information. The new data now shows that in fact for safety we do need the

crosswind runway 16/34. Gary will continue to work with the BOA for Federal funding of the 16/34 project.

5. Discussion Airport and T Hanger written policies: Gary Schulz has a draft started and was passing around to see if anything is missing or additions are needed.
6. Discussion/Decision fuel system credit card reader: Gary called Andy Timbal and found state aid program for 80/20 money for \$20,000. This will save the city \$15,000. Gary will have to fill out a number of forms for this money. Joe M. made a motion for move forward with 80/20 funding for the POS System. Mark W. seconded. Motion passed.
7. Discussion F-84 Display and Mounting: Army Core of Engineers wants a call in Feb. 2021 to get on list. Rich will contact next month.
8. Discussion T Hanger Project: TIF district 11 money - Mark states they are trying to get funds to support this project. There is a city meeting coming up Feb 9th on this subject. We are asking for \$200,000 to help with the building of the T- hanger. Gary Schwartz quoted that 85% of all new manufacturing and or additions occurs within 10 miles of a business class airport. Merrill is a Business Class Airport. We still have 18 people on the waiting list for hangar space.
9. Manager's Report: The city crew has brush cutting done on the south of runway 7 and Rich wants to clear the area east of the new terminal next. The fuel farm hoses have to be replaced this year. They are at the end of their 10-year life span. 5 hoses at about \$1000.00 each. The bid for labor from Northwest Petroleum to install is \$300.00 approx.
10. Airport General Maintenance/outside lighting/airport signage: Gary Schulz made a quick drawing of a sign for the airport. Drawing was passed around and discussed locations of 3 signs, one on Champaign / Taylor St. one on Airport Rd / Taylor St. one by maintenance building entrance to replace old existing sign. Gary Schulz is thinking of fund raising for possible funding of signs. Phone number also was suggested to be added to signs. Dual sided signs with arrows showing directions were also discussed.
11. Approve Return of Hangar Deposit: Gary Schulz made a motion to return Doug Droust \$500.00 deposit on building his hangar. Hangar is built and only has some ground work to complete in spring. Mark seconded; motion passed.

12. Chairman's Report: Obstructions on approaches, trees are getting too tall.
Gary is trying to get this added to the construction projects.
13. Aviation Happenings: Christmas decorations around airport, very nice. Thanks to the volunteers for putting up and taking down. 737 max is flying again with new pilot training. AD on Piper PA28 and PA32 wing bolts. Electric airplane development is growing fast.
14. Public Comment: Larry Wenning; Drotam – Drone Notice to Airman.
Unmanned large research drones are being flown in different areas of the US. These areas are not noted in normal briefings.
15. Agenda Items for Next Meeting: Unleaded fuel for our system vs 100LL.
Young Eagle rides or some other event for airport promotion.
16. A motion to adjourn was made by Joe M., seconded by Mark Weix. Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 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	7,535.86	7,535.86	29.55	17,964.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	7,535.86	7,535.86	29.55	17,964.14
<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	7,535.86	7,535.86	29.55	17,964.14
EXPENDITURES					

<u>Personnel Services</u>					
53510-01-51000 Social Security	1,101.00	23.41	23.41	2.13	1,077.59
TOTAL Personnel Services	1,101.00	23.41	23.41	2.13	1,077.59
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	4,667.06	8.31	51,471.94
53510-02-15500 Snow Removal Services	8,000.00	306.00	306.00	3.83	7,694.00
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	1,444.32	1,444.32	9.63	13,555.68
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	0.00	0.00	0.00	4,000.00
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	750.00	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	100.00	8.00	1,150.00
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	0.00	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	2.86	2.86	0.32	897.14
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: JANUARY 31ST, 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	6,520.24	6,520.24	5.51	111,797.76
<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	100.00	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	240.00	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	300.00	8.33	3,300.00
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	0.00	0.00	0.00	1,500.00
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	0.00	0.00	0.00	5,500.00
TOTAL Supplies & Expenses	25,575.00	640.00	640.00	2.50	24,935.00
TOTAL EXPENDITURES	144,994.00	7,183.65	7,183.65	4.95	137,810.35
REVENUES OVER/ (UNDER) EXPENDITURES	(119,494.00)	352.21	352.21	0.00	(119,846.21)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 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	0.00	0.00	32,500.00
43515-46457 100LL Fuel Sales	47,500.00	941.47	941.47	1.98	46,558.53
TOTAL Public Charges-Services	80,000.00	941.47	941.47	1.18	79,058.53
Miscellaneous Revenues					
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
Other Financing Sources					
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	941.47	941.47	1.18	79,158.53
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	0.00	0.00	0.00	3,500.00
53515-02-25022 Telephone-Fuel Pumps	500.00	0.00	0.00	0.00	500.00
53515-02-25028 Telephone-CC Line	925.00	82.24	82.24	8.89	842.76
TOTAL Contractual Services	4,925.00	82.24	82.24	1.67	4,842.76
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	28.99	28.99	1.45	1,971.01
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	28.99	28.99	0.04	71,071.01
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

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 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	 111.23	 111.23	 0.14	 77,538.77
 REVENUES OVER/ (UNDER) EXPENDITURES	 2,450.00	 830.24	 830.24	 0.00	 1,619.76
 FUND TOTAL REVENUES	 80,100.00	 941.47	 941.47	 1.18	 79,158.53
FUND TOTAL EXPENDITURES	<u>77,650.00</u>	<u>111.23</u>	<u>111.23</u>	<u>0.14</u>	<u>77,538.77</u>
 REVENUES OVER/ (UNDER) EXPENDITURES	 2,450.00	 830.24	 830.24	 0.00	 1,619.76
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