

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, February 16, 2022, **6:00 PM**
Merrill Airport Terminal

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

Note; Our meeting agenda will be temporarily suspended so that we may meet with Karl Kemper from Becker Hoppe, and Rod Akey for their input on our various projects coming up in Agenda items 4, 5, and 6.

1. Call to Order
2. Approval of Meeting Minutes from January 26, 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Discussion/Decision West Side T-Hangar
7. Discussion FBO templates
8. Discussion/Decision T-hangar policies.
9. Manager's Report
10. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Signage
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.

PLEASE NOTE Time Change to 6:00 PM

City of Merrill
Airport Commission Meeting Minutes
Wednesday, January 26, 2022
Merrill Airport Terminal

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

Public Present: Steve Krueger, Ian Morgan (Cameraman)

1. Call to Order – Meeting called to order at 18:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from December 15, 2021 – December Minutes read and approved. Motion by Weix; second by Banser. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Weix. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz reported a meeting took place with AOPA's Andy Williams Washington DC, and Great Lakes area AOPA rep Kyle Lewis. FAA has suggested to AOPA That FAA will conduct a nationwide impact study of the crosswind runway impact for similar airports nationwide. FAA is not following their own published written engineering guidelines for crosswind runways for Merrill and a growing number of similar airports. We are being slow walked, but will be firmly persistent on following FAA published guidelines. We may try to expand our outreach for help by explaining Merrill's and other small airports' problem to the EAA (Experimental Aircraft Association).
5. Update Entitlement Projects 2022 – Discussed an acceptable fix/repairs for the T-Hangar. Still haven't decided on the best remedy to the frozen snow that piles up and freezes in front of the doors. When best remedy to our problems have been decided on, we will be ready to bid both projects. Also, the apron area by new FBO.
6. Discussion/Decision T-Hangar and Future Projects – Schwartz will work with Rod Akey to get bids on new T-Hangar to get an estimate of the cost we are dealing with. Schwartz also reported through infrastructure legislation, Merrill should receive \$159,000 per year for 4 – 5 years, with guidelines on the use of the money, maintenance building, etc. Discussed the projects that could be done.
7. Discussion FBO Templates – There are written requirements called templates that Schwartz is working on to both comply with FAA guidelines for operation of airport and businesses running at the airport. Will discuss at next meeting.

8. Discussion T-hangar Policies – Schwartz asked that the T-hangar policies be reviewed so they can be adopted at next month's meeting
9. Manager's Report – McCullough reported door for the Repair Shop is here. No date yet on installation. Doing some maintenance on the V plow controls/valves.
10. Airport General Maintenance – Nothing new.
Airport Lighting Outside – Schultz reported on lights out on SE side of new FBO entrance
Airport Signage – Nothing new.
11. Chairman's Report – Schwartz commented that the airport budget was as good as it has ever been. Currently at about 76% and after December, expenses should come in at about 80%. Schwartz asked McCullough to compile a list of area airports with maintenance services available. Full-time maintenance is available at less than half of surrounding airports. Merrill is one of the few airports in the area that offers full-time aircraft maintenance.
12. Aviation Happenings – Schultz reported on conflict between the 5G activation and potential problems with altimeter radar on passenger and freight planes. The interference problems will have to be worked out. Some 5G operations may be controlled in a perimeter around airports. Another topic was a proposal to force carbon monoxide detectors on front-mounted single engine planes. Too early to tell if it will be required yet.
13. Public Comment – None.
14. Agenda Items for Next Meeting –

Review T-hangar policies.

City T-hangar repair projects.
15. Adjournment – Motion by Baner to adjourn; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Baner

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

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	7,805.66	7,805.66	30.61	17,694.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	7,805.66	7,805.66	30.61	17,694.34
<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	25,500.00	7,805.66	7,805.66	30.61	17,694.34
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	985.00	80.94	80.94	8.22	904.06
TOTAL Personnel Services	985.00	80.94	80.94	8.22	904.06
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	4,783.74	8.33	52,621.26
53510-02-15500 Snow Removal Services	7,500.00	588.20	588.20	7.84	6,911.80
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	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-22000 Electric and Natural Gas	15,000.00	1,727.55	1,727.55	11.52	13,272.45
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/Imp.	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)	750.00	1.17	1.17	0.16	748.83
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, 2022

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	118,434.00	7,200.66	7,200.66	6.08	111,233.34
<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	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	150.00	150.00	30.00	350.00
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	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	115.00	115.00	2.42	4,635.00
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	753.34	753.34	13.70	4,746.66
TOTAL Supplies & Expenses	25,575.00	1,318.34	1,318.34	5.15	24,256.66
 TOTAL EXPENDITURES	 144,994.00	 8,599.94	 8,599.94	 5.93	 136,394.06
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(794.28)	(794.28)	0.00	(118,699.72)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

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	23,500.00	0.00	0.00	0.00	23,500.00
43515-46457 100LL Fuel Sales	56,500.00	1,647.73	1,647.73	2.92	54,852.27
TOTAL Public Charges-Services	80,000.00	1,647.73	1,647.73	2.06	78,352.27
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	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	80,000.00	1,647.73	1,647.73	2.06	78,352.27
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	321.95	321.95	9.20	3,178.05
53515-02-25022 Telephone-Fuel Pumps	500.00	0.00	0.00	0.00	500.00
53515-02-25028 Telephone-CC Line	925.00	81.98	81.98	8.86	843.02
TOTAL Contractual Services	4,925.00	403.93	403.93	8.20	4,521.07
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	38.56	38.56	1.93	1,961.44
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	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	38.56	38.56	0.05	70,961.44
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, 2022

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	77,550.00	442.49	442.49	0.57	77,107.51
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	1,205.24	1,205.24	0.00	1,244.76
FUND TOTAL REVENUES	80,000.00	1,647.73	1,647.73	2.06	78,352.27
FUND TOTAL EXPENDITURES	<u>77,550.00</u>	<u>442.49</u>	<u>442.49</u>	<u>0.57</u>	<u>77,107.51</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>2,450.00</u>	<u>1,205.24</u>	<u>1,205.24</u>	<u>0.00</u>	<u>1,244.76</u>
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*** END OF REPORT ***