

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday February 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 January 18, 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022/23
6. Discussion/Decision large hangar south of terminal
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 Banser 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
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 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	8,005.66	8,005.66	30.79	17,994.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	8,005.66	8,005.66	30.79	17,994.34
<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	8,005.66	8,005.66	30.79	17,994.34

EXPENDITURES

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Personnel Services

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	62.27	62.27	6.35	918.73
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	981.00	62.27	62.27	6.35	918.73

Contractual Services

53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	4,903.34	8.33	53,936.66
53510-02-15500 Snow Removal Services	7,500.00	239.01	239.01	3.19	7,260.99
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	2,101.39	2,101.39	14.01	12,898.61
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	21.00	21.00	0.84	2,479.00
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	1,300.00	100.00	100.00	7.69	1,200.00
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	0.85	0.85	0.11	749.15

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 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	7,365.59	7,365.59	6.21	111,303.41
<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	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	500.00	290.00	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	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	1,500.00	0.00	0.00	0.00	1,500.00
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	0.00	0.00	5,000.00
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	288.96	288.96	5.25	5,211.04
TOTAL Supplies & Expenses	22,825.00	978.96	978.96	4.29	21,846.04
TOTAL EXPENDITURES	142,475.00	8,406.82	8,406.82	5.90	134,068.18
REVENUES OVER/(UNDER) EXPENDITURES	(116,475.00)	(401.16)	(401.16)	0.00	(116,073.84)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 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	0.00	0.00	0.00	15,500.00
43515-46457 100LL Fuel Sales	60,500.00	967.38	967.38	1.60	59,532.62
TOTAL Public Charges-Services	76,000.00	967.38	967.38	1.27	75,032.62
<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	967.38	967.38	1.27	75,032.62
EXPENDITURES =====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	31.50	31.50	0.90	3,468.50
53515-02-25022 Telephone-Fuel Pumps	500.00	0.00	0.00	0.00	500.00
53515-02-25028 Telephone-CC Line	925.00	111.42	111.42	12.05	813.58
TOTAL Contractual Services	4,925.00	142.92	142.92	2.90	4,782.08
<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	32.60	32.60	1.63	1,967.40
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	32.60	32.60	0.04	77,967.40
<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: JANUARY 31ST, 2023

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	88,550.00	175.52	175.52	0.20	88,374.48
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	791.86	791.86	0.00	(13,341.86)
FUND TOTAL REVENUES	76,000.00	967.38	967.38	1.27	75,032.62
FUND TOTAL EXPENDITURES	<u>88,550.00</u>	<u>175.52</u>	<u>175.52</u>	<u>0.20</u>	<u>88,374.48</u>
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	791.86	791.86	0.00	(13,341.86)
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