

CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Wednesday, January 26, 2022, **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 December 15, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Discussion/Decision T-Hangar and Future Projects
7. Discussion FBO templates
8. Discussion 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, December 15, 2021  
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Gary Schulz, Joe Malsack, Lyle Banser, Mark Weix (Alderman), Rich McCullough

Public Present: Doug Drost, Craig Hanig

1. Call to Order – Meeting called to order at 18:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from November 17, 2021 – Motion by Malsack; second by Weix. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz reported on a meeting between himself and Mark Nielson (Ron Johnson's Office), John Lanctin (Tom Tiffany's Office), Kyle Lewis and Andy Williams (AOPA) and Brian Greffe (WAMA). They discussed an airport in Michigan which is having the same scenario in which FAA is not supporting their crosswind runway, saying they have 97% coverage. Running the Beecher-Hoppe Program, which is based on the FAA guidelines, the Michigan airport's coverage at 93%, which makes them eligible for a crosswind runway. This problem is expanding, as there are seven airports in Tom Tiffany's district that will have their crosswind runways questioned (not supported).
5. Update Entitlement Projects 2021 – Discussed entitlement projects. T-Hangar drainage problems were discussed and it was decided to investigate other T-hangar drainage solutions. Bidding for projects are targeted for March of 2022 for construction start in May or June.
6. Discussion F-84 Display and Mounting – Agra has not gotten back with estimate on plane mount. Hopefully, after Christmas.
7. Discussion/Decision T-Hangar and Future Projects – Discussed the Airport's economic impact on the City of Merrill and if we should have a more recent estimate done. The last study was in 2008. Checking on cost to have a study done.
8. Airport Maintenance Staff Pay Scale – Weix discussed/explained wage adjustments for Craig Hanig, Hugh Hanig and others. Weix made a motion to raise pay for Craig Hanig to \$23.00 an hour and Hugh Hanig to \$15.00 per hour. Second by Schulz. All ayes. Motion carried.
9. Manager's Report – McCullough reported snow removal going well.

10. Airport General Maintenance – Working on problem with plow. DNR will only deal with bears when they are out of hibernation. McCullough asked to review the reimbursement for snow removal employee.

Airport Lighting Outside – Lights have been delivered. Installation has to be arranged.

Airport Signage – Nothing new.

11. Chairman's Report – Questioned insurance for business running at the Airport Flight Training, etc. T Hangar 4 rental is discussed. Due for vote at next meeting.

12. Aviation Happenings – Schulz discussed possible problems with 5G interfering with radar because frequencies are too close and problems can happen.

13. Public Comment – Drost, who built a new hangar adjacent to the new FBO, reported his hangar was appraised at approximately \$137,000.00 and his tax bill is approximately \$4,300.00, which is very high for basically a pole building. Conversation followed on how to seek a reasonable tax

Commission members and Drost will investigate comparable property.

14. Agenda Items for Next Meeting –

Airport T-hangar rules.

Discuss insurance for FBOs (corporations/businesses) operating out of Merrill Airport.

Review the reimbursement policy for snow and mowing.

15. Adjournment – Motion by Malsack to adjourn; second by Weix. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

10 -General Fund  
Airport

|                                          | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| <b>REVENUES</b>                          |                  |                   |                 |                |                   |
| <b>=====</b>                             |                  |                   |                 |                |                   |
| <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        | 0.00              | 23,646.84       | 92.73          | 1,853.16          |
| 43510-46400 Fund 27 - Fuel Profit        | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Public Charges-Services            | 25,500.00        | 0.00              | 23,646.84       | 92.73          | 1,853.16          |
| <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              |
| <b>TOTAL REVENUES</b>                    |                  |                   |                 |                |                   |
|                                          | 25,500.00        | 0.00              | 23,646.84       | 92.73          | 1,853.16          |
| <b>EXPENDITURES</b>                      |                  |                   |                 |                |                   |
| <b>=====</b>                             |                  |                   |                 |                |                   |
| <u>Personnel Services</u>                |                  |                   |                 |                |                   |
| 53510-01-51000 Social Security           | 1,101.00         | 81.24             | 636.26          | 57.79          | 464.74            |
| TOTAL Personnel Services                 | 1,101.00         | 81.24             | 636.26          | 57.79          | 464.74            |
| <u>Contractual Services</u>              |                  |                   |                 |                |                   |
| 53510-02-13400 FBO/Airport Man. Contract | 56,139.00        | 4,667.06          | 56,004.72       | 99.76          | 134.28            |
| 53510-02-15500 Snow Removal Services     | 8,000.00         | 1,725.37          | 4,052.77        | 50.66          | 3,947.23          |
| 53510-02-15550 Mowing Services           | 8,000.00         | 0.00              | 5,439.00        | 67.99          | 2,561.00          |
| 53510-02-15600 Brush Cutting/Tree Grub   | 6,000.00         | 0.00              | 5,229.81        | 87.16          | 770.19            |
| 53510-02-21000 Water and Sewer           | 1,000.00         | 225.71            | 1,105.19        | 110.52         | ( 105.19)         |
| 53510-02-22000 Electric and Natural Gas  | 15,000.00        | 1,349.45          | 14,585.57       | 97.24          | 414.43            |
| 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         | 271.93            | 850.84          | 21.27          | 3,149.16          |
| 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              | 27.00           | 3.60           | 723.00            |
| 53510-02-24700 Terminal Maint/Repair     | 0.00             | 12.60             | 306.49          | 0.00           | ( 306.49)         |
| 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              | 35.07           | 7.01           | 464.93            |
| 53510-02-24733 New Terminal - Maint/Imp. | 750.00           | 25.19             | 1,413.70        | 188.49         | ( 663.70)         |
| 53510-02-24735 Cleaning - New Terminal   | 1,250.00         | 200.00            | 1,300.00        | 104.00         | ( 50.00)          |
| 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              | 1,158.56        | 154.47         | ( 408.56)         |
| 53510-02-25000 Telephone (9-1-1 Backup)  | 900.00           | 1.29              | 59.00           | 6.56           | 841.00            |
| 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              | 758.00          | 0.00           | ( 758.00)         |

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

10 -General Fund  
Airport

|                                         | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-----------------------------------------|------------------|-------------------|-----------------|----------------|-------------------|
| 53510-02-91000 AWOS - Airport           | 0.00             | 0.00              | 0.00            | 0.00           | 0.00              |
| TOTAL Contractual Services              | 118,318.00       | 8,478.60          | 92,325.72       | 78.03          | 25,992.28         |
| <u>Supplies &amp; Expenses</u>          |                  |                   |                 |                |                   |
| 53510-03-10000 Office Supplies          | 125.00           | 0.00              | 122.96          | 98.37          | 2.04              |
| 53510-03-32000 Education & Conference   | 100.00           | 0.00              | 100.00          | 100.00         | 0.00              |
| 53510-03-40000 Operating Supplies       | 2,000.00         | 109.35            | 1,486.15        | 74.31          | 513.85            |
| 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              | 3,117.36        | 89.07          | 382.64            |
| 53510-03-42575 Fiber - Spectrum         | 3,600.00         | 300.00            | 3,600.00        | 100.00         | 0.00              |
| 53510-03-42600 UPS-Computer Equipment   | 0.00             | 0.00              | 90.98           | 0.00           | ( 90.98)          |
| 53510-03-50000 Repair/Maint Supplies    | 1,000.00         | 0.00              | 69.66           | 6.97           | 930.34            |
| 53510-03-50750 Equipment Maint/Repair   | 4,750.00         | 0.00              | 1,152.98        | 24.27          | 3,597.02          |
| 53510-03-51000 Vehicle Repair/Maint     | 1,500.00         | 217.87            | 4,511.66        | 300.78         | ( 3,011.66)       |
| 53510-03-53000 Fuel & Oil-For Equipment | 5,500.00         | 666.12            | 3,945.29        | 71.73          | 1,554.71          |
| TOTAL Supplies & Expenses               | 25,575.00        | 1,293.34          | 18,437.04       | 72.09          | 7,137.96          |
| <hr/>                                   |                  |                   |                 |                |                   |
| TOTAL EXPENDITURES                      | 144,994.00       | 9,853.18          | 111,399.02      | 76.83          | 33,594.98         |
| REVENUES OVER/(UNDER) EXPENDITURES      | ( 119,494.00)    | ( 9,853.18)       | ( 87,752.18)    | 0.00           | ( 31,741.82)      |

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

27 -Merrill Airport Fuel  
Aviation Fuel

|                                         | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL  | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-----------------------------------------|------------------|-------------------|------------------|----------------|-------------------|
| <b>REVENUES</b>                         |                  |                   |                  |                |                   |
| <b>Taxes (or Utility Rev.)</b>          |                  |                   |                  |                |                   |
| 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              |
| <b>Public Charges-Services</b>          |                  |                   |                  |                |                   |
| 43515-46340 Airport Revenue 2020        | 0.00             | 0.00              | 0.00             | 0.00           | 0.00              |
| 43515-46450 Jet-A Fuel Sales            | 32,500.00        | 664.20            | 13,268.68        | 40.83          | 19,231.32         |
| 43515-46457 100LL Fuel Sales            | 47,500.00        | 1,482.03          | 50,930.57        | 107.22         | ( 3,430.57)       |
| TOTAL Public Charges-Services           | 80,000.00        | 2,146.23          | 64,199.25        | 80.25          | 15,800.75         |
| <b>Miscellaneous Revenues</b>           |                  |                   |                  |                |                   |
| 43515-48222 Sale of Vehicles-Equipment  | 0.00             | 0.00              | 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             | 0.00              | 464.60           | 0.00           | ( 464.60)         |
| <b>Other Financing Sources</b>          |                  |                   |                  |                |                   |
| 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              |
| <b>TOTAL REVENUES</b>                   | <b>80,000.00</b> | <b>2,146.23</b>   | <b>64,663.85</b> | <b>80.83</b>   | <b>15,336.15</b>  |
| <b>EXPENDITURES</b>                     |                  |                   |                  |                |                   |
| <b>Contractual Services</b>             |                  |                   |                  |                |                   |
| 53515-02-24500 Fuel System Maintenance  | 3,500.00         | 36.00             | 8,295.53         | 237.02         | ( 4,795.53)       |
| 53515-02-25022 Telephone-Fuel Pumps     | 500.00           | 237.28            | 1,425.68         | 285.14         | ( 925.68)         |
| 53515-02-25028 Telephone-CC Line        | 925.00           | 83.27             | 1,006.72         | 108.83         | ( 81.72)          |
| TOTAL Contractual Services              | 4,925.00         | 356.55            | 10,727.93        | 217.83         | ( 5,802.93)       |
| <b>Special Services</b>                 |                  |                   |                  |                |                   |
| 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         | 60.31             | 1,848.15         | 92.41          | 151.85            |
| 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              | 47,953.49        | 99.90          | 46.51             |
| 53515-04-53333 Rental Car - Paid via CC | 0.00             | 0.00              | 0.00             | 0.00           | 0.00              |
| TOTAL Special Services                  | 71,000.00        | 60.31             | 49,801.64        | 70.14          | 21,198.36         |
| <b>Fixed Charges</b>                    |                  |                   |                  |                |                   |
| 53515-05-11000 Transfer - Debt Service  | 1,625.00         | 0.00              | 1,625.00         | 100.00         | 0.00              |
| TOTAL Fixed Charges                     | 1,625.00         | 0.00              | 1,625.00         | 100.00         | 0.00              |

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: DECEMBER 31ST, 2021

27 -Merrill Airport Fuel  
Aviation Fuel

|                                    | ANNUAL<br>BUDGET | CURRENT<br>PERIOD | Y-T-D<br>ACTUAL  | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|------------------|-------------------|------------------|----------------|-------------------|
| <hr/>                              |                  |                   |                  |                |                   |
| <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              |
| <hr/>                              |                  |                   |                  |                |                   |
| TOTAL EXPENDITURES                 | 77,550.00        | 416.86            | 62,154.57        | 80.15          | 15,395.43         |
| REVENUES OVER/(UNDER) EXPENDITURES | 2,450.00         | 1,729.37          | 2,509.28         | 0.00           | ( 59.28)          |
| <hr/>                              |                  |                   |                  |                |                   |
| FUND TOTAL REVENUES                | 80,000.00        | 2,146.23          | 64,663.85        | 80.83          | 15,336.15         |
| FUND TOTAL EXPENDITURES            | <u>77,550.00</u> | <u>416.86</u>     | <u>62,154.57</u> | <u>80.15</u>   | <u>15,395.43</u>  |
| REVENUES OVER/(UNDER) EXPENDITURES | <u>2,450.00</u>  | <u>1,729.37</u>   | <u>2,509.28</u>  | <u>0.00</u>    | <u>( 59.28)</u>   |
|                                    | =====            | =====             | =====            | =====          | =====             |

\*\*\* END OF REPORT \*\*\*