

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, January 20, 2021
6:00 p.m.
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 16, 2020
3. Approval of Vouchers, and Discussion of 2021 Budgets
4. Runway 16/34 Project Status
5. Discussion Airport, and T Hangar written policies
6. Discussion/Decision Fuel System Credit Card Reader
7. Discussion F-84 Display and Mounting
8. Discussion T Hangar Project
9. Manager's Report
10. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Signage
11. Approve Return of Hangar Deposit
12. Chairman's Report
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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.

City of Merrill
Commission Meeting Minutes
Wednesday, December 16, 2020
Merrill Airport Terminal

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

Public Present: Steve Krueger (via phone), Erin Morgan (City Cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 18:00.
2. Approval of Meeting Minutes from October 2020 – Motion by Weix; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers and Discussion of 2021 budgets. – Vouchers reviewed and initialed. Motion to pay vouchers by Malsack; second by Banser. All ayes. Motion carried.

Discussed 2020 Budget. Should come in under budget. Schwartz worked with Kathy Unertl to clean up the budget lines. Two examples are the car rental line dropped because we don't rent out the courtesy car; and black top crack filling line is now blacktop/runway maintenance.

4. Runway 16/34 Project Status – Schwartz has been communicating with Administrator of the Bureau of Aviation (BOA), David Green. Administrator Green will take our issue with the 16-34 runway on back to the National Association of State Aviation Administrator for consideration. Schwartz is also working with Karl Kemper of Beecher & Hoppe to proceed forward on 16/34 issue with involvement of the Airport Commission. Schulz commented that we have a training program and many operations on our original runway 16/34; and to lose the runway would be a definite safety issue. Without 16/34 available, a high velocity wind could make landing at Merrill Airport dangerous and unusable at times.
5. Discussion/Decision Airport Manager Contract – Rich McCullough has been on contract for 5 years. He will accept the new 5-year contract but because insurance costs are climbing would like a review at the 2-year mark. Banser made a motion to review McCullough's contract in December of 2022. Second by Weix. All ayes. Motion passed.
6. Discussion/Decision Fuel System Credit Card Reader – Our credit card reader is no longer supported so we are in trouble if it fails. We are pursuing the availability of State aid for the update of the card reader
7. Discussion F-84 Display and Mounting – The plane is deteriorating. We need to move it to the new FBO location. McCullough is checking on a display stand and also check with the Army Corp of Engineers for moving the plane. We have a picture of the original paint

scheme which would make it true to its history. Rich will be working with Agra for the stand.

8. Discussion T-Hangar – Project is on hold. It is approved. Next step. Redevelopment Authority (RDA) will have to release money for project. We are looking at getting estimates and approvals for Summer 2021 construction. Currently, 16 people on waiting list. Schwartz discussed the need for a written policy for tenants moving to other units, including moving to the new T-hangar. Discussed rent charged on new T-hangar.
9. Discussion/Decision Hangar Lease Tyler Hess – On hold.
10. Manager's Report – McCullough reported on deer within the fence. Fence is in need of repair, posts are heaving. Rich will be gone last week in January to a school for inspection authorization (IA). This allows Rich to sign off annual inspections. Josh and Greg will cover in his absence. Fuel farm light should be replaced by next meeting. Rich talked to the City Street Department to proceed with brush cutting while we have frozen ground with not much snow to deal with.
11. Airport General Maintenance – Lighting is still waiting on warranty decision. McCullough asked to have a budget for signage and locations and number of signs. Schulz will determine the location and writing on each sign.
12. Chairman's Report – Schwartz reported improvements on WiFi on NE side of Airport. It will be connected to the Airport fiber optic to improve signal strength further. Could allow savings (including City hangars) for everyone using WiFi to turn on engine heaters, as well as better computer access for flight planning.
13. Aviation Happenings – Schulz reported 737 Max is being put back in service. There has been a lot of development of supersonic corporate jets. Prototypes are being tested. FCC has auctioned off the frequency for 5G access, which is very close to the GPS frequency problems are a potential.
14. Public Comment – None
15. Agenda Items for Next Meeting – Brush cutting.
16. Adjournment – Motion by Malsack; second by Weix. All ayes. Motion carried. Meeting adjourned.

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

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	675.00	23,320.86	91.45	2,179.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	675.00	23,320.86	91.45	2,179.14
<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	675.00	23,320.86	91.45	2,179.14
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	12.39	775.28	62.02	474.72
TOTAL Personnel Services	1,250.00	12.39	775.28	62.02	474.72
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	50,085.42	91.67	4,553.58
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,944.80	36.81	5,055.20
53510-02-15550 Mowing Services	8,000.00	0.00	6,179.40	77.24	1,820.60
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	290.16	535.35	8.92	5,464.65
53510-02-21000 Water and Sewer	1,000.00	0.00	677.43	67.74	322.57
53510-02-22000 Electric and Natural Gas	13,500.00	764.90	11,287.46	83.61	2,212.54
53510-02-24000 Crack Filling	0.00	0.00	21,802.00	0.00	(21,802.00)
53510-02-24250 Electrical Maint/Repair	4,000.00	9.00	1,375.66	34.39	2,624.34
53510-02-24271 Electric to New Hangar	0.00	0.00	393.48	0.00	(393.48)
53510-02-24277 Lightning Damage Repairs	0.00	0.00	36.00	0.00	(36.00)
53510-02-24600 T-Hangar Repair/Maint.	750.00	34.96	573.37	76.45	176.63
53510-02-24700 Terminal Maint/Repair	16,250.00	28.80	124.20	0.76	16,125.80
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	288.00	0.00	(288.00)
53510-02-24725 FBO Hanger Maint/Repairs	500.00	7.99	364.41	72.88	135.59
53510-02-24733 New Terminal - Maint	750.00	0.00	1,342.44	178.99	(592.44)
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	1,200.00	96.00	50.00
53510-02-24739 Parking Lots-Painting/Rep	0.00	0.00	469.42	0.00	(469.42)
53510-02-24750 House Maintenance/Repair	750.00	0.00	63.00	8.40	687.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	5.64	341.69	37.97	558.31
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00
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: NOVEMBER 30TH, 2020

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	116,419.00	5,794.67	100,213.53	86.08	16,205.47
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	500.00	0.00	0.00	0.00	500.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	821.00	1,627.49	81.37	372.51
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	280.00	56.00	220.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	4,212.23	129.61	(962.23)
53510-03-42575 Fiber - Charter	5,225.00	300.00	7,983.25	152.79	(2,758.25)
53510-03-42600 UPS-Computer Equipment	0.00	0.00	876.88	0.00	(876.88)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	462.91	46.29	537.09
53510-03-50750 Equipment Maint/Repair	4,500.00	162.00	1,427.95	31.73	3,072.05
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	1,310.37	87.36	189.63
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	52.94	2,500.56	43.49	3,249.44
TOTAL Supplies & Expenses	27,325.00	1,335.94	20,681.64	75.69	6,643.36
TOTAL EXPENDITURES	144,994.00	7,143.00	121,670.45	83.91	23,323.55
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(6,468.00)	(98,349.59)	0.00	(21,144.41)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2020

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43515-46450 Jet-A Fuel Sales	33,900.00	880.86	22,948.19	67.69	10,951.81
43515-46457 100LL Fuel Sales	55,000.00	4,241.37	49,194.74	89.44	5,805.26
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	5,122.23	72,142.93	81.15	16,757.07
Miscellaneous Revenues					
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/Door Sales	0.00	0.00	150.00	0.00	(150.00)
43515-53027 Tax Refund-T of Merrill	0.00	0.00	0.00	0.00	0.00
43515-53333 CC - Car Rentals	100.00	0.00	140.00	140.00	(40.00)
TOTAL Other Financing Sources	100.00	0.00	290.00	290.00	(190.00)
TOTAL REVENUES	89,000.00	5,122.23	72,432.93	81.39	16,567.07
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	54.00	3,544.80	141.79	(1,044.80)
53515-02-25022 Telephone-Fuel Pumps	0.00	116.78	1,139.08	0.00	(1,139.08)
53515-02-25028 Telephone-CC Line	925.00	89.73	994.97	107.56	(69.97)
TOTAL Contractual Services	3,425.00	260.51	5,678.85	165.81	(2,253.85)
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	118.94	1,920.40	96.02	79.60
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	18,155.03	90.78	1,844.97
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	22,905.32	38.18	37,094.68
53515-04-53333 Rental Car - Paid via CC	100.00	145.78	145.78	145.78	(45.78)
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,250.00	264.72	43,126.53	51.80	40,123.47
Fixed Charges					
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
Capital Outlay					
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
53515-08-85000 Property-Demo-Seed	0.00	0.00	0.00	0.00	0.00
53515-08-85111 Property Tax-Land Acq.	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 202027 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	89,000.00	5,122.23	72,432.93	81.39	16,567.07
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>525.23</u>	<u>50,430.38</u>	<u>57.11</u>	<u>37,869.62</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>700.00</u>	<u>4,597.00</u>	<u>22,002.55</u>	<u>0.00</u>	<u>(21,302.55)</u>

*** END OF REPORT ***

* There was 8,000 gallon 100LL Purchase (\$24,792.68)
posted to 12/1/2020

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2020

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	30,000.00	30,000.00	0.00	(30,000.00)
TOTAL Intergovernmental	0.00	30,000.00	30,000.00	0.00	(30,000.00)
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,500.00	0.00	23,320.86	91.45	2,179.14
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	23,320.86	91.45	2,179.14
<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	30,000.00	53,320.86	209.10	(27,820.86)
EXPENDITURES					

<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	12.39	787.67	63.01	462.33
TOTAL Personnel Services	1,250.00	12.39	787.67	63.01	462.33
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	54,638.64	100.00	0.36
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,944.80	36.81	5,055.20
53510-02-15550 Mowing Services	8,000.00	0.00	6,179.40	77.24	1,820.60
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	535.35	8.92	5,464.65
53510-02-21000 Water and Sewer	1,000.00	298.10	975.53	97.55	24.47
53510-02-22000 Electric and Natural Gas	13,500.00	1,233.96	12,521.42	92.75	978.58
53510-02-24000 Black Top Maintenance	0.00	0.00	21,802.00	0.00	(21,802.00)
53510-02-24250 Electrical Maint/Repair	4,000.00	21.60	1,397.26	34.93	2,602.74
53510-02-24271 Electric to New Hangar	0.00	0.00	393.48	0.00	(393.48)
53510-02-24277 Lightning Damage Repairs	0.00	0.00	36.00	0.00	(36.00)
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	573.37	76.45	176.63
53510-02-24700 Terminal Maint/Repair	16,250.00	0.00	124.20	0.76	16,125.80
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	288.00	0.00	(288.00)
53510-02-24725 FBO Hanger Maint/Repairs	500.00	41.40	405.81	81.16	94.19
53510-02-24733 New Terminal - Maint	750.00	29.97	1,372.41	182.99	(622.41)
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	1,300.00	104.00	(50.00)
53510-02-24739 Parking Lots-Painting/Rep	0.00	0.00	469.42	0.00	(469.42)
53510-02-24750 House Maintenance/Repair	750.00	0.00	63.00	8.40	687.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	84.04	425.73	47.30	474.27
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00
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: DECEMBER 31ST, 2020

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	116,419.00	6,362.29	106,575.82	91.55	9,843.18
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	500.00	0.00	0.00	0.00	500.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	16.99	1,644.48	82.22	355.52
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	280.00	56.00	220.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	4,212.23	129.61	(962.23)
53510-03-42575 Fiber - Charter	5,225.00	300.00	8,283.25	158.53	(3,058.25)
53510-03-42600 UPS-Computer Equipment	0.00	0.00	876.88	0.00	(876.88)
53510-03-50000 Repair/Maint Supplies	1,000.00	14.48	477.39	47.74	522.61
53510-03-50750 Equipment Maint/Repair	4,500.00	113.40	1,541.35	34.25	2,958.65
53510-03-51000 Vehicle Repair/Maint	1,500.00	390.78	1,701.15	113.41	(201.15)
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	206.17	2,706.73	47.07	3,043.27
TOTAL Supplies & Expenses	27,325.00	1,041.82	21,723.46	79.50	5,601.54
TOTAL EXPENDITURES	144,994.00	7,416.50	129,086.95	89.03	15,907.05
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	22,583.50	(75,766.09)	0.00	(43,727.91)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2020

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43515-46450 Jet-A Fuel Sales	33,900.00	364.65	23,312.84	68.77	10,587.16
43515-46457 100LL Fuel Sales	55,000.00	3,630.42	52,679.38	95.78	2,320.62
TOTAL Public Charges-Services	88,900.00	3,995.07	75,992.22	85.48	12,907.78
Miscellaneous Revenues					
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	150.00	0.00	(150.00)
43515-53333 CC - Car Rentals	100.00	0.00	285.78	285.78	(185.78)
TOTAL Other Financing Sources	100.00	0.00	435.78	435.78	(335.78)
TOTAL REVENUES	89,000.00	3,995.07	76,428.00	85.87	12,572.00
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	689.15	4,233.95	169.36	(1,733.95)
53515-02-25022 Telephone-Fuel Pumps	0.00	233.56	1,372.64	0.00	(1,372.64)
53515-02-25028 Telephone-CC Line	925.00	0.00	994.97	107.56	(69.97)
TOTAL Contractual Services	3,425.00	922.71	6,601.56	192.75	(3,176.56)
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	105.64	2,026.04	101.30	(26.04)
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	18,155.03	90.78	1,844.97
53515-04-53250 100LL Fuel Purchases	60,000.00	24,732.68	47,638.00	79.40	12,362.00
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	145.78	145.78	(45.78)
TOTAL Special Services	83,100.00	24,838.32	67,964.85	81.79	15,135.15
Fixed Charges					
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
Capital Outlay					
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	88,150.00	25,761.03	76,191.41	86.43	11,958.59
REVENUES OVER/(UNDER) EXPENDITURES	850.00	(21,765.96)	236.59	0.00	613.41