

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, January 18, 2023, 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 21, 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Update Airport Signage
7. Update F-84 Monument
9. Airport General Maintenance
10. Chairman's Report
11. Aviation Happenings
12. 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.

City of Merrill
Airport Commission Meeting Minutes
Wednesday, December 21, 2022
Merrill Airport Terminal

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

Public Present: Larry Wenning, Steve Krueger, Draco Fink (cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 18:00.
2. Approval of November 16, 2022 Minutes – Motion by Malsack; second by Banser to approve minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed. Motion by Banser to pay vouchers; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – No news on runway status. Bureaucracies move very slowly around the Holidays. Schwartz talked to David Green and engineer Matt Meliki asking that they contact FAA to check on the project.
5. Update Entitlement Projects 2022 – No construction projects can happen til Spring.
6. Update Airport Signage – Malsack reported he is working on permits and working with City for proper size of signs and with Zoning for placement of signs.
7. Discussion/Decision Airport Labor Rate – Discussed labor rates for Airport workers (snow removal/mowing). There has been no increase in 10 years. They are at \$18.00 per hour now. After discussion of operators for snow removal and mowing equipment and the responsibility they have running this equipment, Malsack made a motion to raise the reimbursement rate to \$21.00 per hour; second by Banser. All ayes. Motion carried.

8. Update F-84 Monument – No report.
9. Airport General Maintenance - McCullough reported a problem with gates lifting with ice buildup. Has a product to help remove ice from gates. Fixed Hydraulic hose on plow truck.
10. Chairman's Report – No report.
11. Aviation Happenings – Schulz reported FAA put out a notice of proposed rulemaking to bring the aircraft certification process back to the FAA. Prior to this rule, they were allowing Boeing to certify their own design and construction process. Reported problems with a Garmin 500 having runaway trim problems when using autopilot. Garmin is hoping to have a fix for the digital auto pilot within a couple of weeks. Basic medical has expanded. You are now going to be allowed to fly as a safety pilot with basic medical for pilots doing their reoccurring training/instrument proficiency or for other flights that require a safety pilot. Malsack reported Wausau is the starting point for Air Cup Race in 2023. Schultz reported on airline pilot Brian Krueger being checked out in a 787 Dreamliner and following him on a phone app from Frankfurt Germany to Dallas, TX. The airplane has takeoff weight of 564,000 pounds and 154,000 pounds of fuel on board; and it can fly at Mach .86 cruise. A beautifully engineered plane. France is banning all regional flights that people can make by ground transportation in two and one-half hours or less for the next three years; after which, they will compile the data to access what the carbon dioxide emissions are comparatively. A B2 Bomber has had a runway problem with landing gear. A severe clear air turbulence incident was reported in which people were injured in flight to Hawaii. Wear your seat belt aboard planes when possible.
12. Public Comment – McCullough reported that CWA no longer has a GA mechanic shop. He will help with getting planes finished up and out of the CWA Shop.
13. Agenda Items for Next Meeting – No new items.
14. Closed Session – This agenda item was read out loud prior to vote. The Committee may convene in closed session pursuant to Wis. Stat 198.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a

closed session, to consider an offer and potential sale/purchase agreement of airport property. Motion by Malsack to convene in Closed Session; second by Banser. Voting Aye; Gary Schulz, Joe Mulsack, Lyle Banser, Gary Schwartz. Motion carried. Commission went into closed session pursuant to published notice.

15.Reconvening of Open Session. No Other Action Taken

16.Adjournment – Motion by Malsack to adjourn; second by Banser. All ayes; motioned carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 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	0.00	21,930.66	86.00	3,569.34
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	21,930.66	86.00	3,569.34
<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	0.00	21,930.66	86.00	3,569.34
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	0.00	736.48	0.00	(736.48)
53510-01-23000 Longevity	0.00	0.00	242.50	0.00	(242.50)
53510-01-51000 Social Security	985.00	67.53	977.57	99.25	7.43
53510-01-52000 Retirement (WRS)	0.00	0.00	47.88	0.00	(47.88)
TOTAL Personnel Services	985.00	67.53	2,004.43	203.50	(1,019.43)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	57,404.88	100.00	0.12
53510-02-15500 Snow Removal Services	7,500.00	1,838.94	5,070.56	67.61	2,429.44
53510-02-15550 Mowing Services	7,500.00	0.00	6,443.86	85.92	1,056.14
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	6,777.15	112.95	(777.15)
53510-02-21000 Water and Sewer	1,000.00	267.79	1,043.40	104.34	(43.40)
53510-02-22000 Electric and Natural Gas	15,000.00	1,653.02	16,542.07	110.28	(1,542.07)
53510-02-24000 Black Top Maintenance	15,149.00	8,191.96	8,687.18	57.34	6,461.82
53510-02-24250 Electrical Maint/Repair	4,000.00	72.00	1,970.79	49.27	2,029.21
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	557.47	74.33	192.53
53510-02-24700 Terminal Maint/Repair	0.00	0.00	159.99	0.00	(159.99)
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	35.05	7.01	464.95
53510-02-24733 New Terminal - Maint/Imp.	750.00	135.56	695.52	92.74	54.48
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	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	750.00	0.85	19.20	2.56	730.80

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

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	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
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	118,434.00	17,143.86	106,837.12	90.21	11,596.88
<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	1,240.09	4,725.69	236.28	(2,725.69)
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	669.00	133.80	(169.00)
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	2,976.24	85.04	523.76
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	3,646.95	101.30	(46.95)
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	478.60	866.77	86.68	133.23
53510-03-50750 Equipment Maint/Repair	4,750.00	185.84	916.33	19.29	3,833.67
53510-03-51000 Vehicle Repair/Maint	1,500.00	287.87	7,898.32	526.55	(6,398.32)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	1,443.69	4,494.00	81.71	1,006.00
TOTAL Supplies & Expenses	25,575.00	3,936.09	26,193.30	102.42	(618.30)
TOTAL EXPENDITURES	144,994.00	21,147.48	135,034.85	93.13	9,959.15
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(21,147.48)	(113,104.19)	0.00	(6,389.81)

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

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	23,500.00	540.54	13,897.32	59.14	9,602.68
43515-46457 100LL Fuel Sales	56,500.00	653.75	47,381.49	83.86	9,118.51
TOTAL Public Charges-Services	80,000.00	1,194.29	61,278.81	76.60	18,721.19
<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	80,000.00	1,194.29	61,278.81	76.60	18,721.19
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	36.00	2,642.90	75.51	857.10
53515-02-25022 Telephone-Fuel Pumps	500.00	233.12	1,381.31	276.26	(881.31)
53515-02-25028 Telephone-CC Line	925.00	222.98	1,115.00	120.54	(190.00)
TOTAL Contractual Services	4,925.00	492.10	5,139.21	104.35	(214.21)
<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	40.01	1,992.99	99.65	7.01
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	13,348.63	66.74	6,651.37
53515-04-53250 100LL Fuel Purchases	48,000.00	0.00	46,953.87	97.82	1,046.13
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	40.01	62,295.49	87.74	8,704.51
<u>Fixed Charges</u>					
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: DECEMBER 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	532.11	67,434.70	86.96	10,115.30
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	662.18	(6,155.89)	0.00	8,605.89
FUND TOTAL REVENUES	80,000.00	1,194.29	61,278.81	76.60	18,721.19
FUND TOTAL EXPENDITURES	<u>77,550.00</u>	<u>532.11</u>	<u>67,434.70</u>	<u>86.96</u>	<u>10,115.30</u>
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	662.18	(6,155.89)	0.00	8,605.89
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