

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, January 15, 2020
6:00 p.m.
Merrill Airport Terminal

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

1. Call to Order
2. Approval of Meeting Minutes from December 18, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Manager's Report
6. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
7. Chairman's Report
8. Aviation Happenings
9. Public Comment
10. Agenda Items for Next Meeting
11. 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.

NOTICE – Please note that the Commission has agreed to change our normal meeting time from 7:00 PM to 6:00 PM.

Minutes Merrill Airport Commission

Wednesday December 18, 2019

Present: Gary Schwartz (Chairman), Joe Malsack, Gary Schulz.

Also: Steve Krueger, Larry Wenning, Rich McCullough (Airport Manager), Anthony Kromire (camera man).

1. Gary call the meeting to order at 6 pm.
2. November were reviewed. Gary Schulz made a motion to approve with the change to start time was 6 pm not 7 pm, Joe Malsack seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe Malsack made a motion to approve paying the vouchers, Gary Schulz seconded, Motion passed.
4. Runway 16/34 project: Mark is working with FAA on the AWOS and error data but has not heard back on if it will impact the project.
5. Managers' Report: Waiting on 4 new lights for the vestibule, outside lighting we are waiting on bucket truck to take pictures for warranty on lights. Sign lights trying to figure out power supply to units. Possible 5000 voltage, need to get the right voltage with transformer to work properly. Reil light still not working, Teddy has been in contact with the company to troubleshoot. Driveshaft on snowblower blew out on last storm. Had to replace the whole shaft. T hanger doors repaired by cutting off 1 holder on each door to reduce binding when doors are raised.
6. Airport General Maintenance: Shop north door needs replacing, Tom O'Neal is working on airport signage designs. Rain shield for the new terminal is made and will be installed shortly.
7. Chairman's Report: New hanger construction where is the water, sewer, power and natural gas. Some of the lines are installed to reduce cutting blacktop up. Lyle Banser has been talking to a couple of people about putting hangers up at Merrill. He contacted Larry Wenning for phone numbers to construction companies to get pricing.
8. Aviation Happenings: 737 updates are coming out and FAA administrator stated take your time and get it right. 400 produced and sitting, halting production. Drones used as air taxi, 400,000 estimated by 2040. Pulatis PC12 crash Thanksgiving Day, the aircraft was in the air for only 30-40 seconds. The

stick shaker was on all the time according to recorded data. Was the snow on the aircraft the causing factor?

9. Public Comment: Larry Wenning ask about other options on building T hangers. Funds for BOA we do not have enough money to build T hangers with state fund and get all the other work needed done at the airport. 16/34 project time table. Gary Schwartz said an optimistic time table would be 2021.
10. Agenda Items for Next Meeting: lighting inside and outside, airport signage with Tom O'Neal.
11. A motion to adjourn was made by Gary Schulz, seconded by Joe Malsack. Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2019

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,000.00	100.00	24,386.86	97.55	613.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	100.00	24,386.86	97.55	613.14
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	3,925.98	0.00	(3,925.98)
TOTAL Miscellaneous Revenues	0.00	0.00	3,925.98	0.00	(3,925.98)
TOTAL REVENUES	25,000.00	100.00	28,312.84	113.25	(3,312.84)
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	115.66	923.72	73.90	326.28
TOTAL Personnel Services	1,250.00	115.66	923.72	73.90	326.28
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	51,085.07	95.83	2,220.93
53510-02-15500 Snow Removal Services	7,000.00	2,235.60	10,141.20	144.87	(3,141.20)
53510-02-15550 Mowing Services	9,000.00	0.00	5,490.00	61.00	3,510.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	0.00	4,841.36	69.16	2,158.64
53510-02-21000 Water and Sewer	989.00	236.18	918.30	92.85	70.70
53510-02-22000 Electric and Natural Gas	13,000.00	1,837.63	15,803.82	121.57	(2,803.82)
53510-02-24000 Crack Filling	15,000.00	0.00	0.00	0.00	15,000.00
53510-02-24250 Electrical Maint/Repair	4,000.00	2,528.34	3,398.36	84.96	601.64
53510-02-24277 Lightning Damage Repairs	0.00	0.00	3,070.63	0.00	(3,070.63)
53510-02-24600 T-Hangar Repair/Maint.	750.00	72.00	210.16	28.02	539.84
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	75.99	6.08	1,174.01
53510-02-24703 LED Lighting Improvements	0.00	2,557.60	13,726.08	0.00	(13,726.08)
53510-02-24711 SRE Building	0.00	0.00	0.00	0.00	0.00
53510-02-24725 FBO Hanger Maint/Repairs	500.00	2,282.55	2,502.00	500.40	(2,002.00)
53510-02-24733 New Terminal - Maint	750.00	34.37	1,019.52	135.94	(269.52)
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	1,213.53	97.08	36.47
53510-02-24750 House Maintenance/Repair	750.00	0.00	289.08	38.54	460.92
53510-02-25000 Telephone (9-1-1 Backup)	1,000.00	42.32	963.45	96.35	36.55
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	757.00	0.00	(757.00)
53510-02-91000 AWOS - Airport	0.00	775.00	775.00	0.00	(775.00)
TOTAL Contractual Services	115,675.00	17,043.77	116,410.55	100.64	(735.55)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2019

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	750.00	0.00	45.98	6.13	704.02
53510-03-32000 Education & Conference	350.00	0.00	0.00	0.00	350.00
53510-03-40000 Operating Supplies	1,000.00	149.90	2,592.61	259.26	(1,592.61)
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	2,614.34	87.14	385.66
53510-03-41500 Airport Promotion	500.00	0.00	271.00	54.20	229.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	115.00	3.54	3,135.00
53510-03-42575 Fiber - Charter	11,225.00	917.00	11,004.00	98.03	221.00
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	838.61	1,486.39	148.64	(486.39)
53510-03-50750 Equipment Maint/Repair	4,500.00	2,241.95	4,772.11	106.05	(272.11)
53510-03-51000 Vehicle Repair/Maint	750.00	2,942.80	4,602.80	613.71	(3,852.80)
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	713.36	5,698.96	119.98	(948.96)
TOTAL Supplies & Expenses	31,075.00	7,803.62	33,203.19	106.85	(2,128.19)
TOTAL EXPENDITURES	148,000.00	24,963.05	150,537.46	101.71	(2,537.46)
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(24,863.05)	(122,224.62)	0.00	(775.38)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2019

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	33,500.00	0.00	29,708.56	88.68	3,791.44
43515-46457 100LL Fuel Sales	55,000.00	2,149.85	41,243.60	74.99	13,756.40
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	2,149.85	70,952.16	80.13	17,597.84
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 Donation - Piano	0.00	0.00	50.00	0.00	(50.00)
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	90.00	90.00	10.00
TOTAL Other Financing Sources	100.00	0.00	140.00	140.00	(40.00)
TOTAL REVENUES	88,650.00	2,149.85	71,092.16	80.19	17,557.84
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	631.23	3,186.63	127.47	(686.63)
53515-02-25022 Telephone-Fuel Pumps	1,300.00	114.72	1,142.09	87.85	157.91
53515-02-25028 Telephone-CC Line	1,000.00	78.97	849.35	84.94	150.65
TOTAL Contractual Services	4,800.00	824.92	5,178.07	107.88	(378.07)
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	68.05	1,982.19	99.11	17.81
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	60,000.00	0.00	60,143.36	100.24	(143.36)
53515-04-53333 Rental Car - Paid via CC	200.00	0.00	90.00	45.00	110.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,350.00	68.05	62,215.55	74.64	21,134.45
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

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AS OF: DECEMBER 31ST, 2019

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	88,650.00	2,149.85	71,092.16	80.19	17,557.84
FUND TOTAL EXPENDITURES	<u>89,775.00</u>	<u>892.97</u>	<u>69,018.62</u>	<u>76.88</u>	<u>20,756.38</u>
REVENUES OVER/(UNDER) EXPENDITURES	(1,125.00)	1,256.88	2,073.54	0.00	(3,198.54)
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*** END OF REPORT ***