



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, APRIL 17, 2024

Regular Meeting

Merrill Airport Terminal

6:00 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 - 1. March 20, 2024 meeting minutes
- III. Approval of Vouchers**
 - 1. March 2024 Airport & Fuel vouchers
- IV. General Agenda Items for Consideration**
 - 1. Runway 16/34 Project Status
 - 2. Fuel Farm Maintenance
 - 3. Jet A fuel truck
 - 4. Airport Signage
 - 5. Update on the F-84 Monument
 - 6. Airport General Maintenance
 - a. Acquire used box snow blade for our tractor
 - b. AWOS
- V. Chairman's Report**
 - 1. Master Plan
 - 2. Economic Impact Study Aviation
 - 3. Maintenance Hangar
 - 4. RRL Fuels P&L
 - 5. Telephone Service
 - 6. Garage Maintenance
 - 7. Governance Policy
- VI. Aviation Happenings**
- VII. Public Comment**
- VIII. Agenda Items for Next Meeting**
- IX. Adjournment**

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
WEDNESDAY, MARCH 20, 2024 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

I. Call to Order

Present: Schwartz, Malsack, Banser, Schulz, Alderperson Weix Jr., Rich McCullough (Airport Manager non-voting)

Others present: Larry Wenning, Steve Krueger

II. Consider approving minutes from the previous meeting - February 21, 2024 meeting Malsack motioned to Approve. Alderperson Weix Jr. seconded and the motion Passed.

III. Approval of Vouchers - Budget Discussion

1. **February vouchers** - Banser motioned to Approve. Malsack seconded and the motion Passed.

IV. General Agenda Items for Consideration

1. **Runway 16/34 Project Status** - Runway 16/34 Project Status – Schwartz circulated a letter sent to the Wisconsin Legislature to advance the complete reconstruction of our crosswind runway. FAA is suggesting that they will be using ADSB Systems to count operations at 16/34. We disagree because many, possibly the majority of operations are planes not equipped with ADSB Out. Local users need to record their operations on 16/34. Airport Secretary Brandi is recording operations during business hours. All discussed possible surveillance methods for recording all operations on 16/34, especially during non-business hours, and weekends.
2. **Fuel Farm Maintenance** - McCullough has hoses on order. When they arrive, they will be installed. Schulz shared a problem he had with the fuel system not dispensing the correct amount of fuel when filling by the gallon. This problem is being worked on by the maintenance company, QT POD. Discussed fuel prices to be competitive with other airports.
3. **Jet A fuel truck** - Will try to advertise fuel truck for sale on Barnstormers. Schulz will publish an ad for the fuel truck on Barnstormers site.
4. **STOL Competition at Merrill** - STOL Competition at Merrill is on hold for consideration after attending events in Summer of 2024. The item can be removed from the Agenda and replaced with Airport Signage Status.
5. **Update on the F-84 Monument** - McCullough reported Merrill's F-84 is being considered for a grant that would cover the restoration.
6. **Airport General Maintenance** -

- a. **Update on acquiring a used box snow blade for the tractor** - Will be looking for blade through local businesses to fit Airport tractor.
- b. **AWOS** - Is working. Still waiting for a part to complete weather observation information.
- c. **Beacon** - The beacon is now working.
General – Discussed putting the blacktop surface treatment on the new blacktop around city T-Hangar. We also discussed making the new airport garage match shingles and siding with the house, and the approach to the garage and walkway needs to be completed. Doing asphalt maintenance coating and joint repair in addition to finishing painting taxiways when weather allows. Discussed top coating 16/34 to extend its useful life. McCullough delivered an agricultural rent check for 18 acres on airport land to the City. McCullough reported the fence requires repair in places where trees have grown into it. Rock piles were being removed from airport grounds

V. Chairman's Report

- 1. **Master Plan** - Schwartz reported Public Information Meeting will be April 18, 2024 at 6:00 pm.
- 2. **Economic Impact Study Aviation** - No new information.
- 3. **Maintenance Hangar** - BOA is working on a findings process. After getting all the approvals, it can be started. Hoping for a bidding process to start in July. Construction could start this fall. The commission acknowledged the action taken by Mayor Hass sped up the process of the Maintenance Hangar construction by one year. The commission acknowledged the work that Merrill Airport Secretary is putting into recording operations on 16/34; and that time spent doing so should be paid to FBO operations. All discussed the need for airport hangars to have airplanes in them to comply with the contract. Aircraft in each hangar will need to be N numbered and in flying condition, or under active maintenance or construction.
- 4. **RRL Fuels P&L** - Schwartz is checking on costs for lights around the new terminal and making sure the bills are justified.
- 5. **Telephone Service** - Schwartz is working to address telephone lines to see if they can be consolidated or eliminated.

VI. Aviation Happenings

Schulz reported on an accident in which a twin-engine plane lost both engines, killing the pilot and co-pilot and injuring 3 passengers. Under investigation. Schulz reported all the 100LL fuel sold in America was 180 million gallons per year, which is a very small amount considering all other vehicles use 370 million gallons per day. Boeing is under new scrutiny in dealing with safety problems. He reported that the University of North Dakota Flight School was having valve guide problems on their fleet of Cessna 172s. All planes are using Swift fuel, so it is unknown at present time if

fuel is the problem, but all possibilities are being investigated. Discussed problems of converting from 100LL to non-leaded alternative.

VII. Public Comment McCullough reported on Merrill High School leading the Apprenticeship Program development in conjunction with Rich McCullough to get students involved in aviation mechanics and other aviation careers. Currently, there is a shortage of qualified aircraft mechanics.

VIII. Agenda Items for Next Meeting - April 17 at 6:00 PM Looking into hosting a Young Eagles event for June 8, if possible.

IX. Adjournment Malsack motioned to Adjourn. Alderperson Weix Jr. seconded and the motion passed.

Minutes prepared by Lyle Banser. Minutes published by City Clerk Anderson-Malm.

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	26,000.00	2,085.00	13,790.66	53.04	12,209.34
43510-46341 Airport Hangar Lease Int.	0.00	0.00	0.00	0.00	0.00
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	26,000.00	2,085.00	13,790.66	53.04	12,209.34
<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	2,085.00	13,790.66	53.04	12,209.34
<u>EXPENDITURES</u>					
=====					
<u>Personnel Services</u>					
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	1,000.00	35.19	93.85	9.39	906.15
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
53510-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	1,000.00	35.19	93.85	9.39	906.15
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,310.96	5,025.92	15,077.76	25.00	45,233.20
53510-02-15500 Snow Removal Services	7,500.00	178.92	1,104.60	14.73	6,395.40
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	786.54	786.54	13.11	5,213.46
53510-02-21000 Water and Sewer	1,250.00	265.08	265.08	21.21	984.92
53510-02-22000 Electric and Natural Gas	15,000.00	1,567.78	4,938.66	32.92	10,061.34
53510-02-24000 Black Top Maintenance	15,000.00	0.00	0.00	0.00	15,000.00
53510-02-24250 Electrical Maint/Repair	2,500.00	42.00	42.00	1.68	2,458.00
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	250.00	31.64	52.64	21.06	197.36
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	31.50	31.50	4.20	718.50
53510-02-24735 Cleaning - New Terminal	1,300.00	225.00	525.00	40.38	775.00
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	84.00	147.00	19.60	603.00
53510-02-24753 Garage-Repairs/Maintence	0.00	0.00	2,641.40	0.00	(2,641.40)
53510-02-25000 Telephone (9-1-1 Backup)	50.00	0.93	2.79	5.58	47.21
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
53510-02-31777 Legal Notice-Public Heari	0.00	0.00	0.00	0.00	0.00

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	119,540.96	8,239.31	25,614.97	21.43	93,925.99
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	116.48	93.18	8.52
53510-03-32000 Education & Conference	100.00	0.00	150.00	150.00	(50.00)
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	0.00	599.00	119.80	(99.00)
53510-03-41523 Airport Signage	0.00	0.00	0.00	0.00	0.00
53510-03-42500 Support - Gates/Cameras	3,500.00	671.00	671.00	19.17	2,829.00
53510-03-42575 Fiber - Spectrum	3,600.00	600.00	1,200.00	33.33	2,400.00
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	51.12	51.12	3.41	1,448.88
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	0.01	0.00	4,999.99
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	357.62	7.15	4,642.38
TOTAL Supplies & Expenses	22,325.00	1,322.12	3,145.23	14.09	19,179.77
TOTAL EXPENDITURES	142,865.96	9,596.62	28,854.05	20.20	114,011.91
REVENUES OVER/ (UNDER) EXPENDITURES	(116,865.96)	(7,511.62)	(15,063.39)	0.00	(101,802.57)

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
43515-43523 Federal CRRSAA O&M	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>					
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	3,676.21	5,069.56	8.38	55,430.44
TOTAL Public Charges-Services	76,000.00	3,676.21	5,069.56	6.67	70,930.44
<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
43515-48523 Field Office Usage	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	76,000.00	3,676.21	5,069.56	6.67	70,930.44
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53515-01-21000 Streets - Wages	0.00	0.00	0.00	0.00	0.00
53515-01-51000 SS/Medicare	0.00	0.00	0.00	0.00	0.00
53515-01-52000 WRS - Retirement	0.00	0.00	0.00	0.00	0.00
53515-01-54000 Health Insurance	0.00	0.00	0.00	0.00	0.00
53515-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	0.00	0.00	0.00	0.00	0.00
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	0.00	2,646.51	105.86	(146.51)
53515-02-25022 Telephone-Fuel Pumps	1,400.00	122.46	366.70	26.19	1,033.30
53515-02-25028 Telephone-CC Line	1,200.00	117.51	352.53	29.38	847.47
TOTAL Contractual Services	5,100.00	239.97	3,365.74	65.99	1,734.26
<u>Special Services</u>					
53515-04-51000 Jet-A Truck Repair/Maint	1,000.00	0.00	206.50	20.65	793.50
53515-04-52666 Fuel Credit Card Fees	3,000.00	121.87	168.76	5.63	2,831.24
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	35,446.52	35,446.52	59.08	24,553.48
TOTAL Special Services	79,000.00	35,568.39	35,821.78	45.34	43,178.22

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	6,425.00	0.00	0.00	0.00	6,425.00
TOTAL Fixed Charges	6,425.00	0.00	0.00	0.00	6,425.00
<u>Capital Outlay</u>					
53515-08-23000 Garage Relocation Project	0.00	0.00	29.98	0.00	(29.98)
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	29.98	0.00	(29.98)
TOTAL EXPENDITURES	90,525.00	35,808.36	39,217.50	43.32	51,307.50
REVENUES OVER/ (UNDER) EXPENDITURES	(14,525.00)	(32,132.15)	(34,147.94)	0.00	19,622.94
FUND TOTAL REVENUES	76,000.00	3,676.21	5,069.56	6.67	70,930.44
FUND TOTAL EXPENDITURES	90,525.00	35,808.36	39,217.50	43.32	51,307.50
REVENUES OVER/ (UNDER) EXPENDITURES	(14,525.00)	(32,132.15)	(34,147.94)	0.00	19,622.94
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