



CITY OF MERRILL
AIRPORT COMMISSION
AGENDA • WEDNESDAY, MAY 15, 2024

Regular Meeting

Merrill Airport Terminal

6:00 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 - 1. Minutes from the April 17th meeting.
- III. Approval of Vouchers**
 - 1. Budget discussion and approval of April vouchers
- IV. General Agenda Items for Consideration**
 - 1. Runway 16/34 project status
 - 2. Fuel farm maintenance/expenses
 - 3. Jet A fuel truck
 - 4. Airport Movies discussion
 - 5. Update on the F-84 Monument
 - 6. Airport General Maintenance
 - a. Acquire used box snow blade for the tractor
 - b. AWOS-Lightning Detector
- V. Chairman's Report**
 - 1. Master Plan update
 - 2. Economic Impact Study Jviation
 - 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 and Date and Time of 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, APRIL 17, 2024 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. Call to Order** Present: Chairman Schwartz, Schulz, Malsack, Banser, Alderperson Weix Jr.
Others present: Rich McCullough (Airport Manager Non-voting)

II. Consider approving minutes from the previous meeting

- 1. March 20, 2024 meeting minutes** - Malsack motioned to Approve. Alderperson Weix. seconded and the motion Passed.

III. Approval of Vouchers

- 1. March 2024 Airport & Fuel vouchers** - Review and initial vouchers. Malsack motioned to Approve. Weix seconded and the motion Passed. Schwartz commented that due to the mild winter, the Airport grounds were improved and clean up done (rock piles hauled away, brush cutting). The Airport is probably as clean and orderly as it has ever been. All agreed. Talked about some remaining paving/cementing projects by the new garage and how that expense will be covered. Schwartz is working on consolidating and or eliminating any under used phone lines to the Airport.

IV. General Agenda Items for Consideration

- 1. Runway 16/34 Project Status** - Schwartz reported the budget containing the re-authorization bill is now in conference. Funding for crosswind runways is under assault by FAA, which is now referring to crosswind runway as additional or extra runways, which is totally misleading because they provide safety to pilots operating when winds are not favorable or safe for landing on a main runway. Wausau Downtown Airport's crosswind runway project has now been shut down by FAA. Reportedly because they did not meet FAA's unwritten "justification" requirements. There are 965 crosswind runways in the US that are now under threat of loss of funding by FAA. Malsack reported that he has been in touch with Dustin at the City Street Department on the topic of crack filling on Runway 16/34 to extend the usable life of the runway.
- 2. Fuel Farm Maintenance** - McCullough reported all new hoses are installed and that we may have to buy a load of Jet A fuel to keep the supply up. Discussed the price of fuels to stay competitive.
- 3. Jet A fuel truck** - Schultz reported nothing new in the sale of the fuel truck. He renewed the ad for the truck.
- 4. Airport Signage** - Malsack reported on signage that notifies the public walking up to the building that they are on camera and also a sign on the

runway side of the FBO to notify pilots that to gain admission to the building, they must use CTAF.

5. **Update on the F-84 Monument** - Nothing new. Waiting on response from Air National Guard.
6. **Airport General Maintenance** -
 - a. **Acquire used box snow blade for our tractor** - Nothing new to report.
 - b. **AWOS** - The system is still waiting on a part for lightning detection. Schulz reported the AWOS signal is now excellent.

V. Chairman's Report

1. **Master Plan** - The third of four meetings is being held tomorrow (April 18).
2. **Economic Impact Study Aviation** - Schwartz reported that Evan Krueger is working on the Economic Impact Plan. It may be available in June.
3. **Maintenance Hangar** - Progress with the hangar is currently at the 30% design stage. Showed a preliminary sketch to all present.
4. **RRL Fuels P&L** - Schwartz is working with Rich and Brandi to determine the true cost and profit of fuel sales.
5. **Telephone Service** - Schwartz is working on Airport phone lines.
6. **Garage Maintenance** - As discussed earlier, the remaining work to be done on the garage.
7. **Governance Policy** - There is a need to establish standards for usage of the Airport, so there are no problems with businesses or individuals on Airport grounds.

VI. Aviation Happenings Will have a report on Boeing next month.

VII. Public Comment McCullough reported that a group called 99 Group will paint the compass rose by the FBO. Discussed the paint and who will provide the paint. He reported about a company that records radio traffic to keep track of planes using Runway 16/34. Costs are being checked on.

VIII. Agenda Items for Next Meeting The next meeting will be May 15 at 6:00 PM - Discuss holding a movie night at the Merrill Airport.

IX. Adjournment Malsack motioned to Adjourn. Schulz seconded and the meeting was adjourned.

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

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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	26,000.00	840.00	14,630.66	56.27	11,369.34
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	840.00	14,630.66	56.27	11,369.34
<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	840.00	14,630.66	56.27	11,369.34
EXPENDITURES					
=====					
<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	37.15	131.00	13.10	869.00
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	37.15	131.00	13.10	869.00
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,310.96	5,025.92	20,103.68	33.33	40,207.28
53510-02-15500 Snow Removal Services	7,500.00	464.22	1,568.82	20.92	5,931.18
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	18,123.68	18,910.22	315.17	(12,910.22)
53510-02-21000 Water and Sewer	1,250.00	0.00	265.08	21.21	984.92
53510-02-22000 Electric and Natural Gas	15,000.00	1,230.62	6,169.28	41.13	8,830.72
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	199.92	241.92	9.68	2,258.08
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	0.00	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	0.00	31.50	4.20	718.50
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	675.00	51.92	625.00
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	105.00	252.00	33.60	498.00
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	0.00	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	25,299.36	50,914.33	42.59	68,626.63
<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	797.97	797.97	39.90	1,202.03
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	2,484.00	3,155.00	90.14	345.00
53510-03-42575 Fiber - Spectrum	3,600.00	0.00	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	63.96	63.96	6.40	936.04
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	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	366.46	724.08	14.48	4,275.92
TOTAL Supplies & Expenses	22,325.00	3,712.39	6,857.62	30.72	15,467.38
TOTAL EXPENDITURES	142,865.96	29,048.90	57,902.95	40.53	84,963.01
REVENUES OVER/(UNDER) EXPENDITURES	(116,865.96)	(28,208.90)	(43,272.29)	0.00	(73,593.67)

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	7,693.89	12,763.45	21.10	47,736.55
TOTAL Public Charges-Services	76,000.00	7,693.89	12,763.45	16.79	63,236.55
<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	7,693.89	12,763.45	16.79	63,236.55
EXPENDITURES					
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<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	3,841.00	6,487.51	259.50	(3,987.51)
53515-02-25022 Telephone-Fuel Pumps	1,400.00	122.46	489.16	34.94	910.84
53515-02-25028 Telephone-CC Line	1,200.00	118.00	470.53	39.21	729.47
TOTAL Contractual Services	5,100.00	4,081.46	7,447.20	146.02	(2,347.20)
<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	254.90	423.66	14.12	2,576.34
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	0.00	35,446.52	59.08	24,553.48
TOTAL Special Services	79,000.00	254.90	36,076.68	45.67	42,923.32

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	4,336.36	43,553.86	48.11	46,971.14
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	3,357.53	(30,790.41)	0.00	16,265.41
FUND TOTAL REVENUES	76,000.00	7,693.89	12,763.45	16.79	63,236.55
FUND TOTAL EXPENDITURES	90,525.00	4,336.36	43,553.86	48.11	46,971.14
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	3,357.53	(30,790.41)	0.00	16,265.41
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