



CITY OF MERRILL

AIRPORT COMMISSION

AGENDA • WEDNESDAY, JUNE 19, 2024

Regular Meeting

Merrill Airport Terminal

7:00 PM

I. Call to Order

II. Consider approving minutes from the previous meeting

1. Approve the minutes from the May 15th meeting.

III. Approval of Vouchers

1. Discuss and consider the May vouchers and the budget.

IV. General Agenda Items for Consideration

1. Status on Runway 16/34 Project - update
2. Discuss and consider the Airport Taxiway Policy
3. Update on the Jet-A fuel truck
4. Discuss and consider the Airport Movie Event.
5. Update on the F-84 Monument.
6. Discussion and update on Airport General Maintenance.

V. Chairman's Report

1. Update and discussion on the Master Plan
2. Update and discussion on the Economic Impact Study Aviation
3. Update and discussion on the Maintenance Hangar
4. Update and discussion on RRL fuels P&L
5. Update and discussion on telephone service
6. Update and discussion on garage maintenance.
7. Update and discussion on the Governance Policy.

VI. Aviation Happenings - Discussion and Update

VII. Public Comment

VIII. Agenda Items for Next Meeting - Discuss possible items for the 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, MAY 15, 2024 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. Call to Order** The meeting was called to order at 6:00 pm.
Present: Schulz, Malsack, Alderperson Weix Jr., Schwartz
Public Present: Airport Manager McCullough, Larry Wenning, Alderman Lass, Dylan Thomas
- II. Consider approving minutes from the previous meeting**
 - 1. Minutes from the April 17th meeting.** - Malsack motioned to place minutes on file. Alderperson Weix Jr. seconded and the motion passed.
- III. Approval of Vouchers**
 - 1. Budget discussion and approval of April vouchers** - Alderperson Weix Jr. motioned to approve. Schulz seconded and the motion passed.
- IV. General Agenda Items for Consideration**
 - 1. Runway 16/34 project status** - Gary Schwartz, the Senate approved the reauthorization bill, but the House did not at that time. Language change to the amendment for crosswind runways (regardless of wind coverage of the primary runway). This should help us in rebuilding 16/34 since we have had the rebuild in the master plan since 1975.
 - 2. Fuel farm maintenance/expenses** - New hoses installed and tank permit renewal is up and working on.
 - 3. Jet A fuel truck** - Renewed ad in Barnstormer's. Rich talked to Hayward Airport. They are looking for a truck. No other information was available at this time.
 - 4. Airport Movies discussion** - Dylan Thomas wants to host an aviation movie in the fall at the airport. Drive/fly in movie. He will also be doing an event for the City of Merrill in August at Normal Park with a blow-up screen 7ft tall and 17 ft wide. Free admission for all who comes. Donations, popcorn, soda, water, or food vendors may be used to cover some costs. Mark W. made a motion to plan and pick a date to hold the event at the Merrill Airport. Joe M. seconded. Motion passed.
 - 5. Update on the F-84 Monument** - They have the information on restoring and seeing if they have sponsor money to repair and put on a pedestal. If none is available then the Air National Guard will move it back to reclaim the unit. They try to repair 2-3 monuments per year based on costs and if aircraft are repairable. Air National Guard helps with this funding through donations.
 - 6. Airport General Maintenance** -

- a. **Acquire used box snow blade for the tractor** - Checking on pricing.
- b. **AWOS-Lightning Detector** - AWOS Lightning Detector: AWOS is working minus lightning detector, still waiting on unit to be removed from another airport.

V. Chairman's Report

- 1. **Master Plan update** - Telephone meeting was held on the 16th. BOA approved the data in the Master Plan and sent to FAA. No reply from FAA currently
- 2. **Economic Impact Study Aviation** - There was no update.
- 3. **Maintenance Hangar** - Meeting last week on 30% plan. 100ftx100ftx30ft, 80x24 door. Fire walls on both sides next to buildings. High power door operated on northwest side. Outside truss for more clearance. Windows up high on south side for natural lighting.
- 4. **RRL Fuels P&L** - There was no update.
- 5. **Telephone Service** - Rich is working with Dustin and has not found out any information currently on the charges for the extra phone line.
- 6. **Garage Maintenance** - City will be pouring concrete in few weeks.
- 7. **Governance Policy** - There was no report.

VI. Aviation Happenings There was no update.

VII. Public Comment 2025 Merrill Chamber ad renewal ¼ page ad, ok to place. Compass Rose coming end of this month to paint. Approximate costs of \$600 to repaint compass rose. Rich has some paint left over from last painting.

VIII. Agenda Items for Next Meeting and Date and Time of Next Meeting EAA Air cup Race, Courtesy car needs brakes, front sway bar links and exhaust repairs.

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

Minutes prepared by Joe Malsack and published by City Clerk Anderson-Malm

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	15,470.66	59.50	10,529.34
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	15,470.66	59.50	10,529.34
<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	15,470.66	59.50	10,529.34
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	59.63	190.63	19.06	809.37
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	59.63	190.63	19.06	809.37
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,310.96	5,026.92	25,130.60	41.67	35,180.36
53510-02-15500 Snow Removal Services	7,500.00	0.00	1,568.82	20.92	5,931.18
53510-02-15550 Mowing Services	7,500.00	912.90	912.90	12.17	6,587.10
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	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	1,070.38	7,239.66	48.26	7,760.34
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	0.00	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	42.00	42.00	5.60	708.00
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	825.00	63.46	475.00
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	252.00	33.60	498.00
53510-02-24753 Garage-Repairs/Maintenance	0.00	0.00	2,641.40	0.00	(2,641.40)
53510-02-25000 Telephone (9-1-1 Backup)	50.00	1.86	4.65	9.30	45.35
53510-02-30000 Regulatory Fees/Permits	130.00	130.00	130.00	100.00	0.00
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	7,334.06	58,248.39	48.73	61,292.57
<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	1,457.00	2,254.97	112.75	(254.97)
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	500.00	440.00	1,039.00	207.80	(539.00)
53510-03-41523 Airport Signage	0.00	0.00	0.00	0.00	0.00
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	3,155.00	90.14	345.00
53510-03-42575 Fiber - Spectrum	3,600.00	600.00	1,800.00	50.00	1,800.00
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	63.96	6.40	936.04
53510-03-50750 Equipment Maint/Repair	1,500.00	76.68	127.80	8.52	1,372.20
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	378.85	1,102.93	22.06	3,897.07
TOTAL Supplies & Expenses	22,325.00	2,952.53	9,810.15	43.94	12,514.85
TOTAL EXPENDITURES	142,865.96	10,346.22	68,249.17	47.77	74,616.79
REVENUES OVER/(UNDER) EXPENDITURES	(116,865.96)	(9,506.22)	(52,778.51)	0.00	(64,087.45)

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	8,810.45	17,897.69	29.58	42,602.31
TOTAL Public Charges-Services	76,000.00	8,810.45	17,897.69	23.55	58,102.31
<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	8,810.45	17,897.69	23.55	58,102.31
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	462.25	6,949.76	277.99	(4,449.76)
53515-02-25022 Telephone-Fuel Pumps	1,400.00	139.48	628.64	44.90	771.36
53515-02-25028 Telephone-CC Line	1,200.00	118.00	588.53	49.04	611.47
TOTAL Contractual Services	5,100.00	719.73	8,166.93	160.14	(3,066.93)
<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	295.45	597.24	19.91	2,402.76
53515-04-53000 Jet-A Fuel Purchases	15,000.00	52,979.70	52,979.70	353.20	(37,979.70)
53515-04-53250 100LL Fuel Purchases	60,000.00	(26,489.85)	8,956.67	14.93	51,043.33
TOTAL Special Services	79,000.00	26,785.30	62,740.11	79.42	16,259.89

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	27,505.03	70,937.02	78.36	19,587.98
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	(18,694.58)	(53,039.33)	0.00	38,514.33
FUND TOTAL REVENUES	76,000.00	8,810.45	17,897.69	23.55	58,102.31
FUND TOTAL EXPENDITURES	90,525.00	27,505.03	70,937.02	78.36	19,587.98
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	(18,694.58)	(53,039.33)	0.00	38,514.33
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