



CITY OF MERRILL

AIRPORT COMMISSION

AGENDA • WEDNESDAY, AUGUST 21, 2024

Regular Meeting

Merrill Airport Terminal

7:00 PM

I. Call to Order

II. Consider approving minutes from the previous meeting

1. July 17 Meeting Minutes

III. Approval of Vouchers

1. July vouchers

IV. General Agenda Items for Consideration

1. Discussion on Runway 16/34 Project
2. Discussion/Decision on Deer Ramps
3. Discussion, City to Follow Up on Hatz Hangar Structural Issues
4. Jet A Fuel truck sale
5. Update F-84 Monument
6. Airport General Maintenance - update
7. Antique Aircraft Show 2025/2026 - discussion and update

V. Chairman's Report

1. Master Plan update
2. Economic Impact Study Aviation update
3. Maintenance Hangar update
4. RRL Fuels P&L update
5. Telephone Service - update
6. Garage Maintenance - update

VI. Aviation Happenings

VII. Public Comment

VIII. Date and Time of Next Meeting - Wednesday, September 18

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, JULY 17, 2024 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 7:00 PM**

- I. **Call to Order** Gary Schwartz called the meeting to order at 7:00 pm.
Present: Banser, Malsack, Schulz, Schwartz, Alderperson Weix
Others Present: Rich McCullough, Craig Hanig, Alderperson Lass
- II. **Consider approving minutes from the previous meeting**
 1. **June 19th Meeting Minutes** - Malsack motioned to place minutes on file. Schulz seconded and the motion passed.
- III. **Approval of Vouchers - Budget Discussion**
 1. **June vouchers** - Malsack motioned to approve. Alderperson Weix Jr. seconded and the motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Discuss and consider the Runway 16/34 Project** - Schwartz reported Merrill's issue with 16/34 and FAA has expanded to Wausau. Wausau is having problems getting approval for its crosswind runway, which has 900 operations annually, and the FAA had its target of 500 operations for approval. Merrill's operations exceed 500 operations. The Commission is asking for all pilots operating on 16/34 to add their operations to the record.
 2. **Airport Taxiway Policy - Discussion** - The taxi policy was mailed to all airport tenants. McCullough reported he received a letter from the City with the taxiway policy.
 3. **Discuss and consider the Airport Movie Event** - Malsack reported that Friday, August 16 is the movie night at the Airport. The gate will be opened by new FBO. The public is welcome. The public is reminded to bring their own chair. The movie Top Gun begins at 8:45 PM. Weix motioned to Approve. Malsack seconded and the motion passed.
 4. **Discuss and consider Deer Ramps** - Hanig is checking on installation of deer ramps along the Airport fence. McCullough will check with BOA for possible grants.
 5. **Discuss and consider the Building Inspector's Orders for demolishing the hangar occupied by Lyman Hatz.** - Malsack motioned to contact the City for correspondence between Hatz and the City Inspector for the Commission review. Second, by Alderperson Weix. Banser will contact Hatz for the status or progress on the building repairs—all ayes, with Schulz abstaining.
 6. **Jet A Fuel truck sale - update/discussion** - McCullough reported some work should be done to make the truck appealing to sell.

7. **F-84 Monument - update** - McCullough reported that the decision will be made in September on restoration or removal.
8. **Airport General Maintenance - update** - All lights in the new FBO building will be changed to new receptacles and lights. Bob Lass offered to loan a man-lift for changing lights. Mowing is going well except for wet spots. McCullough reported Hamburger Night went well with 31 airplanes flying in.
9. **Antique Aircraft Show 2025/2026 - discussion** - Bob Lass offered to try to get an Antique/RC Show Day at the Merrill Airport. Will talk to Vet groups for volunteers to see if there are available personnel to run the event. The Commission approves of exploring the Airshow Event at the Airport. McCullough reported he had notified the City/County Police of the AirCup Race ending with planes flying over on Sunday. RC or radio-controlled airplanes may need to be held at off-Airport grounds.

V. **Chairman's Report**

1. **Master Plan** - Schwartz reported on Master Plan sent to BOA for approval and has now been at FAA without any movement.
2. **Economic Impact Study Aviation** - A study has been submitted to the Department of Transportation with no new movement.
3. **Maintenance Hangar** - Waiting for approval. Contingent on Master Plan and Economic Impact Study results.
4. **RRL Fuels P&L** - No report.
5. **Telephone Service** - Still being worked on.
6. **Garage Maintenance** - We are waiting for payment for the sale of rock to fund the new roof on the Manager's garage.
7. **Governance Policy** - No update.

VI. Aviation Happenings The report carried over to the next month. At this time, Schwartz reported that he responded to a question about crops raised on Airport property. 18 acres of crops, soybeans, or hay, help to cut down on required mowing/brushing on property. Malsack asked if it is alright to make a center line coming into his hanger to center it while pushing the plan in. All agreed it helps and should be permitted.

VII. Public Comment There was no public comment.

VIII. Agenda Items for Next Meeting - Wednesday, August 21 at 7:00 PM

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

Minutes submitted by Lyle Baner 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	19,205.66	73.87	6,794.34
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	19,205.66	73.87	6,794.34
<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	19,205.66	73.87	6,794.34
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	131.01	473.17	47.32	526.83
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	131.01	473.17	47.32	526.83
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,310.96	5,025.92	35,182.44	58.34	25,128.52
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	1,712.52	4,440.18	59.20	3,059.82
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	273.33	538.41	43.07	711.59
53510-02-22000 Electric and Natural Gas	15,000.00	929.93	9,139.57	60.93	5,860.43
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	84.00	428.16	17.13	2,071.84
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	42.00	5.60	708.00
53510-02-24700 Terminal Maint/Repair	250.00	0.00	87.80	35.12	162.20
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	186.54	24.87	563.46
53510-02-24735 Cleaning - New Terminal	1,300.00	0.00	975.00	75.00	325.00
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	275.57	36.74	474.43
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	6.51	13.02	43.49
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	463.35	0.00	(463.35)

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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	119,540.96	8,027.56	75,015.97	62.75	44,524.99
<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	2,662.64	133.13	(662.64)
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	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	300.00	2,100.00	58.33	1,500.00
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	412.45	41.25	587.55
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	127.80	8.52	1,372.20
53510-03-51000 Vehicle Repair/Maint	5,000.00	1,032.18	1,533.28	30.67	3,466.72
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	1,403.60	28.07	3,596.40
TOTAL Supplies & Expenses	22,325.00	1,332.18	12,700.25	56.89	9,624.75
TOTAL EXPENDITURES	142,865.96	9,490.75	88,189.39	61.73	54,676.57
REVENUES OVER/(UNDER) EXPENDITURES	(116,865.96)	(8,650.75)	(68,983.73)	0.00	(47,882.23)

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	19,092.69	46,923.93	77.56	13,576.07
TOTAL Public Charges-Services	76,000.00	19,092.69	46,923.93	61.74	29,076.07
<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	19,092.69	46,923.93	61.74	29,076.07
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	6,949.76	277.99	(4,449.76)
53515-02-25022 Telephone-Fuel Pumps	1,400.00	139.48	923.69	65.98	476.31
53515-02-25028 Telephone-CC Line	1,200.00	118.05	824.58	68.72	375.42
TOTAL Contractual Services	5,100.00	257.53	8,698.03	170.55	(3,598.03)
<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	637.54	1,573.30	52.44	1,426.70
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	52,979.70	353.20	(37,979.70)
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	8,956.67	14.93	51,043.33
TOTAL Special Services	79,000.00	637.54	63,716.17	80.65	15,283.83

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2024

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	895.07	72,444.18	80.03	18,080.82
REVENUES OVER/ (UNDER) EXPENDITURES	(14,525.00)	18,197.62	(25,520.25)	0.00	10,995.25
FUND TOTAL REVENUES	76,000.00	19,092.69	46,923.93	61.74	29,076.07
FUND TOTAL EXPENDITURES	90,525.00	895.07	72,444.18	80.03	18,080.82
REVENUES OVER/ (UNDER) EXPENDITURES	(14,525.00)	18,197.62	(25,520.25)	0.00	10,995.25
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