



CITY OF MERRILL
AIRPORT COMMISSION

AGENDA • WEDNESDAY, NOVEMBER 20, 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 October 16th meeting.

III. Approval of Vouchers - Budget Discussion

1. Consider approving the October vouchers.

IV. General Agenda Items for Consideration

1. Discussion Runway 16/34 Project
2. Status of deer ramps.
3. Discussion - Jet A fuel truck repair/sale - transfer to the City
4. Update F-84 Monument
5. Discussion - Airport General Maintenance
 - a. Lightning
6. Discuss and consider the transfer of ground lease hangar 18 from Hatz to Roth
7. Discuss and consider ending the ground lease reservation of Bright Silver LLC

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. 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, OCTOBER 16, 2024 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. **Call to Order** Gary Schwartz called the meeting to order at 6:00 pm.
Present: Banser, Malsack, Schwartz, Alderperson Weix Jr.
Excused: Gary Schulz
Others present: Larry Wenning, Alderperson Lass, Steve Krueger, Rich McCullough
- II. **Consider approving minutes from the previous meeting**
 1. **Minutes from the September 18th meeting** - Malsack motioned to approve the minutes. Banser seconded and the motion passed.
- III. **Approval of Vouchers** Banser motioned to approve the vouchers. Alderperson Weix seconded and the motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project** - Still waiting on FAA. They are talking but no movement currently. Possible information next month. Gary Wilson was sent a letter from Gary Schwartz that the FAA Reauthorization is supposed to fund these crosswind runways. He did respond to the letter letting us know it was received.
 2. **Discussion and consideration on deer ramps.** - Discussion to talk to Dustin to build a dirt ramp along the north side of the fence for the deer to get out of the airport properties.
 3. **Jet A Fuel Truck repair/sale.** - Dustin at the city states they may have use for the truck. He stated they might use it for city street maintenance.
 4. **Update on the F-84 Monument** - They are wrapping up the fiscal year end. WI Air National Guard will get back to us next month for the 2025 year.
 5. **Discussion - Airport General Maintenance -**
 - a. **Lightning** - Gate hardware on west side still not working. AWOS main uplink board is now working, and sending signals to the internet. The BOA of Wisconsin is covering the cost of this due to how many AWOS systems were damaged by lightning this summer. We do not have to file a claim with the insurance company for these parts. Fuel tank monitoring system has been replaced and waiting for one sensor before system fully operational. Our electrician will come back to inspect and assess airport lighting systems. Looking at the possibility of 3 runway marker lights also damaged.
 6. **Discussion - Antique Aircraft Show 2025/2026** - No groups interested in hosting the event at this time.

V. Chairman's Report

- 1. Master Plan update** - Still on hold by the FAA.
- 2. Economic Impact Study Aviation - update** - Still held up in the Department of Transportation Public Affairs Office. Gary will try to get before the October 28th meeting with the city.
- 3. Maintenance Hangar - upcoming meeting** - Waiting on City budget and approval process to continue.
- 4. RRL Fuels profit and loss** - No report.
- 5. Telephone service - update** - No report.
- 6. Garage Maintenance** - Concrete being set up to be possibly poured this fall.

VI. Aviation Happenings No report.

VII. Public Comment None

VIII. Agenda Items for Next Meeting Hatz hangar sold to Roth. Needs approval.

IX. Date and Time of Next Meeting - Wednesday, November 20th at 6:00 pm

X. Adjournment Baner motioned to adjourn. Alderperson Weix seconded and the motion passed.

Minutes prepared by Joe Malsack and published by City Clerk Anderson-Malm
Minutes are in draft form until approved at the next scheduled meeting.

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	22,970.66	88.35	3,029.34
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	22,970.66	88.35	3,029.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	180.17	0.00	(180.17)
TOTAL Miscellaneous Revenues	0.00	0.00	180.17	0.00	(180.17)
TOTAL REVENUES					
	26,000.00	840.00	23,150.83	89.04	2,849.17
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	0.00	930.12	0.00	(930.12)
53510-01-23000 Longevity	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	1,000.00	72.35	795.52	79.55	204.48
53510-01-52000 Retirement (WRS)	0.00	0.00	64.17	0.00	(64.17)
53510-01-54000 Health Insurance	0.00	0.00	569.47	0.00	(569.47)
53510-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	1,000.00	72.35	2,359.28	235.93	(1,359.28)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,310.96	5,025.92	50,260.20	83.34	10,050.76
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	856.26	7,444.44	99.26	55.56
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	165.00	984.10	78.73	265.90
53510-02-22000 Electric and Natural Gas	15,000.00	937.33	12,014.96	80.10	2,985.04
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	89.46	781.92	31.28	1,718.08
53510-02-24277 Lightning Damage Repairs	0.00	0.00	848.92	0.00	(848.92)
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	339.90	45.32	410.10
53510-02-24735 Cleaning - New Terminal	1,300.00	0.00	1,500.00	115.38	(200.00)
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	65.91	341.48	45.53	408.52
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	0.00	8.40	16.80	41.60
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-02-31117 Compass Rose Project	0.00	0.00	454.36	0.00	(454.36)
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	7,139.88	98,358.92	82.28	21,182.04
<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	378.93	3,698.17	184.91	(1,698.17)
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	1,639.00	327.80	(1,139.00)
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	321.37	3,021.37	83.93	578.63
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	600.40	60.04	399.60
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	2,562.52	170.83	(1,062.52)
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	1,921.11	38.42	3,078.89
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	329.92	2,237.38	44.75	2,762.62
TOTAL Supplies & Expenses	22,325.00	1,030.22	19,101.43	85.56	3,223.57
TOTAL EXPENDITURES	142,865.96	8,242.45	119,819.63	83.87	23,046.33
REVENUES OVER/(UNDER) EXPENDITURES	(116,865.96)	(7,402.45)	(96,668.80)	0.00	(20,197.16)

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u> =====					
<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	10,832.13	87,317.99	144.33	(26,817.99)
TOTAL Public Charges-Services	76,000.00	10,832.13	87,317.99	114.89	(11,317.99)
<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	10,832.13	87,317.99	114.89	(11,317.99)
<u>EXPENDITURES</u> =====					
<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	13,465.94	538.64	(10,965.94)
53515-02-25022 Telephone-Fuel Pumps	1,400.00	138.22	1,338.35	95.60	61.65
53515-02-25028 Telephone-CC Line	1,200.00	118.83	1,179.51	98.29	20.49
TOTAL Contractual Services	5,100.00	257.05	15,983.80	313.41	(10,883.80)
<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	370.77	2,884.27	96.14	115.73
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	65,129.90	434.20	(50,129.90)
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	370.77	77,177.34	97.69	1,822.66

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	627.82	93,191.12	102.95	(2,666.12)
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	10,204.31	(5,873.13)	0.00	(8,651.87)
FUND TOTAL REVENUES	76,000.00	10,832.13	87,317.99	114.89	(11,317.99)
FUND TOTAL EXPENDITURES	90,525.00	627.82	93,191.12	102.95	(2,666.12)
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	10,204.31	(5,873.13)	0.00	(8,651.87)
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