



CITY OF MERRILL

AIRPORT COMMISSION

AGENDA • WEDNESDAY, DECEMBER 18, 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 November 20th meeting

III. Approval of Vouchers - Budget Discussion

1. November Revenue/Expense report

IV. General Agenda Items for Consideration

1. Discussion Runway 16/34 Project
2. Discussion - refund to Dale Kanitz for over payment on T-hangar
3. Jet A Fule Truck Repair/Sale - discussion/update
4. Discussion - Airport General Maintenance
 - a. Lightning damages - update
 - b. Status of deer ramps

V. Chairman's Report

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

VI. Aviation Happenings

VII. Public Comment

VIII. Agenda Items for Next Meeting

IX. Date and Time of Next Meeting - Wednesday, January 15th at 6:00 pm

X. 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, NOVEMBER 20, 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: Joe Malsack, Gary Schulz (remote), Gary Schwartz, Alderperson Mark Weix Jr. Lyle Banser was excused.
Others: Larry Wenning, Alderperson Lass, Steve Krueger, Rich McCullough
- II. **Consider approving minutes from the previous meeting**
 1. **Minutes from the October 16th meeting.** - Malsack motioned to approve. Alderperson Weix seconded and the motion passed.
- III. **Approval of Vouchers - Budget Discussion**
 1. **Consider approving the October vouchers.** - Alderperson Weix Jr. motioned to approve. Schulz seconded and the motion passed.
- IV. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project** - Still waiting on the FAA. They are talking about maintaining the runway, and we have been talking about rebuilding the runway. Gary Wilson wants us to investigate a maintenance project. Gary Schwartz stated we have been talking about a rebuild since 2012. Gary Schwartz will request construction for possible 2026/2027. AIP program has surplus money from last year. Other airports can utilize some of these funds. Gary Schwartz will investigate criteria needed to request funds.
 2. **Status of 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. No budget currently and too wet to get in. They will start in 2025. Currently 3 deer on the field. Rich is working with Merrill PD to remove the deer on the airport.
 3. **Discussion - Jet A fuel truck repair/sale - transfer to the City** - Dustin at the city states they cannot use the truck. Discussion followed to have it trucked to an auction site and be sold.
 4. **Update F-84 Monument** - Working on budget for the 2025 year, they are looking for funding or possibly taking back.
 5. **Discussion - Airport General Maintenance** -
 - a. **Lightning** - Waiting on Van Ert for a quote on repairs. Gate software is only thing missing for west gate.
 6. **Discuss and consider the transfer of ground lease hangar 18 from Hatz to Roth** - Gary Schulz made a motion to transfer ground lease Hatz to Roth.

Joe M seconded. Motion passed. City requires ground lease fees be paid prior to transfer.

7. **Discuss and consider ending the ground lease reservation of Bright Silver LLC** - Joe M. made a motion to withhold the \$500 deposit for-hangar spot that never started construction within 12 months. Mark W. seconded, motion passed.

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 Governor's Public Affairs office.
3. **Maintenance Hangar update** - City passed the building. Sponsor letter signed by the mayor. This reduces time in process to keep moving forward. Shortens about 3 months of time in overall process. We are now looking at February bid. We did not get the January bid. We are hoping to get competitive bids to keep costs down. Access to hangar due to we do not want all the traffic coming thru the terminal. Looking at moving the fence on the east side or putting a walk-in gate on the west side on the blacktop.
4. **RRL Fuels P&L update** - Gary will work with the city on the accounting.
5. **Telephone service update** - No report. Still working on.
6. **Garage maintenance update** - Concrete poured and looks very good.

VI. Aviation Happenings FAA has allowed A&P to use helpers. They ruled no unsupervised workers allowed without A&P not at location. Due to mechanic shortage, it was reversed. Boeng losing money and selling off Starship business. Wausau airport will be reduced to 75 feet wide on runway 5-23 instead of the current 100-foot-wide runway. Basic Med changed ruling on more passengers and heavier weight aircraft. We now have an audio-visual system to use at the airport from the profits of the snack bar funds.

VII. Public Comment Joe M. will be working with Dylan on 3 movies playing in 2025, 2 at Normal Park and 1 at the airport; dates to be determined. Steve hosted an online safety seminar, through the FAA, the 2nd Wednesday of the month. 15 people showed up for November with more attending through the winter.

VIII. Agenda Items for Next Meeting and Date and Time of Next Meeting Trees growing thru fence. Error on 1 lease in T-hangar. The next meeting - Dec. 18th at 6:00 pm.

IX. Adjournment Joe M. made a motion to adjourn, Mark W. seconded, 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
<u>REVENUES</u> =====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	26,000.00	840.00	23,810.66	91.58	2,189.34
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	23,810.66	91.58	2,189.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	16,843.97	17,024.14	0.00	(17,024.14)
TOTAL Miscellaneous Revenues	0.00	16,843.97	17,024.14	0.00	(17,024.14)
TOTAL REVENUES	26,000.00	17,683.97	40,834.80	157.06	(14,834.80)
<u>EXPENDITURES</u> =====					
<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	302.50	302.50	0.00	(302.50)
53510-01-51000 Social Security	1,000.00	89.63	885.15	88.52	114.85
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	392.13	2,751.41	275.14	(1,751.41)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,310.96	5,025.92	55,286.12	91.67	5,024.84
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	306.72	7,751.16	103.35	(251.16)
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	984.10	78.73	265.90
53510-02-22000 Electric and Natural Gas	15,000.00	810.84	12,825.80	85.51	2,174.20
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	1,270.89	2,052.81	82.11	447.19
53510-02-24277 Lightning Damage Repairs	0.00	11,207.34	12,056.26	0.00	(12,056.26)
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	194.97	534.87	71.32	215.13
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	1,650.00	126.92	(350.00)
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	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	1.92	10.32	20.64	39.68
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	18,968.60	117,327.52	98.15	2,213.44
<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	819.00	4,517.17	225.86	(2,517.17)
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	300.00	3,321.37	92.26	278.63
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	383.40	2,304.51	46.09	2,695.49
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	2,237.38	44.75	2,762.62
TOTAL Supplies & Expenses	22,325.00	1,502.40	20,603.83	92.29	1,721.17
TOTAL EXPENDITURES	142,865.96	20,863.13	140,682.76	98.47	2,183.20
REVENUES OVER/ (UNDER) EXPENDITURES	(116,865.96)	(3,179.16)	(99,847.96)	0.00	(17,018.00)

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	0.00	87,481.26	144.60	(26,981.26)
TOTAL Public Charges-Services	76,000.00	0.00	87,481.26	115.11	(11,481.26)
<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	0.00	87,481.26	115.11	(11,481.26)
<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	138.56	1,476.91	105.49	(76.91)
53515-02-25028 Telephone-CC Line	1,200.00	119.40	1,298.91	108.24	(98.91)
TOTAL Contractual Services	5,100.00	257.96	16,241.76	318.47	(11,141.76)
<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	0.00	2,889.74	96.32	110.26
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	0.00	77,182.81	97.70	1,817.19

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	257.96	93,454.55	103.24	(2,929.55)
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	(257.96)	(5,973.29)	0.00	(8,551.71)
FUND TOTAL REVENUES	76,000.00	0.00	87,481.26	115.11	(11,481.26)
FUND TOTAL EXPENDITURES	90,525.00	257.96	93,454.55	103.24	(2,929.55)
REVENUES OVER/(UNDER) EXPENDITURES	(14,525.00)	(257.96)	(5,973.29)	0.00	(8,551.71)
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