CITY OF MERRILL

AIRPORT COMMISSION

AGENDA • WEDNESDAY, APRIL 16, 2025

Regular Meeting | **Merrill Airport Terminal** | **6:00 PM**

I. Call to Order

II. Consider approving minutes from the previous meeting

1. Minutes from the March 19th meeting.

III. Approval of Vouchers - Budget Discussion

1. March Revenue/Expense report

IV. General Agenda Items for Consideration

1. Discussion Runway 16/34 Project
2. Maintenance Hangar Status - discussion
3. Discussion/Decision on the Snow Plow Blade - Joe
4. F-84 Monument - update
5. Discussion/Decision on Movies at the Airport
6. Airport General Maintenance - discussion
   a. Update - lightning damages
   b. Status of the deer ramps
   c. Discussion regarding trees growing through the security fence
   d. Maintenance hangar pass-through door update
   e. Status of the flag pole

V. Chairman's Report

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

VI. Aviation Happenings

VII. Public Comment

VIII. Agenda Items for Next Meeting and Date/Time - Wednesday, May 21 at 6:00 pm

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, MARCH 19, 2025 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM

I. **Call to Order** Chair Gary Schwartz called the meeting to order at 6:00 pm
Present: Banser, Malsack, Schulz (remote), D7 Alderperson Weix Jr.
Public Present: Rich McCullough (Airport Manager), Luke Lazare, Larry Wenning, Kraig Hanig

II. **Consider approving minutes from the previous meeting**

1. **February 19th meeting minutes -** (D7 Alderperson Weix Jr./Banser) motion passed.

III. **Approval of Vouchers - Budget Discussion** (Banser/Schulz) motion passed.

IV. **General Agenda Items for Consideration**

1. **Discussion - Runway 16/34 Project -** No report - Gary has not heard from Gary Wilson from the FAA ADO Chicago.
2. **Maintenance Hangar Status -** Bids came in higher than expected. $300,000 plus. Tariffs, 275-day window on bid, rising fuel pricing possibly caused this. BOA has come back with an offer of $800,000 with no fee or take back. Only catch is the money has to be spent by August 1. May construction is possible. Gary Schwartz will work with the Mayor to get all the paperwork completed to allow the generous offer of help to go thru.
3. **Jet A Fuel Truck Sale/Delivery Status -** Truck sold and picked up.
4. **Update - F-84 Monument -** No report.
5. **Discussion and consideration regarding Movies at the Airport -** Working with Dylan to have 3 movies for Merrill, 2 at Normal Park and 1 at the Airport. Aug 1st on the ramp. Movie will be Top Gun Maverick. Cost of movie is $395.00. Open gates at 6 pm, start movie between 8:30 and 9:00 pm. Jody is doing fund raiser for Humane Society selling drinks, hamburgers, hotdogs. Popcorn for sale with Gus, static aircraft on display. Bathroom porta potties discussed. Possible 200 people due to 2nd year, but could be more. Need to be discussed, and possibly opening up terminal for display. Notam for people on ramp that evening. Power box from vault will need to be installed, Rich is working with Todd Nienow. Will need volunteers 1 by airplanes, 1 in terminal building to monitor building. Possibly 2-3 more for crowd control.
6. **Airport General Maintenance - Discussion -**

a. **Lightning damages - update -** West gate still having problems with programming. Company still having problems with gate, still not working. Van Ert waiting on weather to start this spring. Rich trying to lock in a start date.

b. **Status of Deer Ramps -** Waiting on city when they have time and weather permits. North fence heaved up 2-3 feet, this is where the deer are coming in.

c. **Update on trees going through the security fence -** Dustin will look at when working on deer ramps.

d. **Maintenance hangar pass-thru door replacement -** Putting 1 handed emergency exit operation on door for safety concerns. Door will not be replaced.

e. **Status of the Flag Pole -** Quotes of $1800 - $2000 for a 24-foot pole and will stand up in high winds. How deep do we have to go for the base? Rich will investigate to see if we can use city equipment to set up base. Just looking at 1 pole at new terminal and ground-based lights for ease of maintenance.

V. Chairman's Report

1. **Master Plan -** No report.
2. **Economic Impast Study Jviation -** Still held up in DOT's Public affairs office at Madison. Sounds like they may have to be redone to state standards.
3. **Maintenance Hangar -** Discussed above.
4. **RRL Fuels P&L -** Gary Schwartz is working on.
5. **Telephone Service -** No report.
6. **Garage Maintenance -** The rocks by the old F84 location need to be removed and grass planted. Kraig will work with the city garage to complete.

VI. Aviation Happenings Some employees back working in critical positions in Government. Cut backs will have some effects on aviation. Some maintenance issues causing accidents in general aviation.

VII. Public Comment Kraig stated one tractor tire on front keeps leaking, and will need replacement. It has a weak spot on inside of the tire where several plugs are installed and pull out at times. City garage has found a new one for $2000. Plus, installation.

VIII. Agenda Items for Next Meeting Tractor front tire keeps leaking; replacement needed

IX. Date and Time of Next Meeting - Wednesday, April 16th at 6:00 pm

X. Adjournment (Malsack/Banser) 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					
Public Charges-Services					
43510-46340 Airport Revenue	22,500.00	3,125.00	14,190.66	63.07	8,309.34
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	22,500.00	3,125.00	14,190.66	63.07	8,309.34
Miscellaneous Revenues					
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	22,500.00	3,125.00	14,190.66	63.07	8,309.34
EXPENDITURES					
Personnel Services					
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	0.00	31.86	223.01	0.00	(223.01)
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
53510-01-54000 Health Insurance	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	0.00	31.86	223.01	0.00	(223.01)
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	61,517.00	0.00	10,303.12	16.75	51,213.88
53510-02-15500 Snow Removal Services	0.00	416.49	2,662.18	0.00	(2,662.18)
53510-02-15550 Mowing Services	13,630.00	0.00	0.00	0.00	13,630.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	0.00	0.00	6,000.00
53510-02-21000 Water and Sewer	1,250.00	267.82	267.82	21.43	982.18
53510-02-22000 Electric and Natural Gas	15,300.00	1,798.50	3,902.20	25.50	11,397.80
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	1,399.37	55.97	1,100.63
53510-02-24277 Lightning Damage Repairs	0.00	0.00	6,467.88	0.00	(6,467.88)
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	0.00	0.00	250.00
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	12.97	0.00	(12.97)
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	(77.55)	15.51-	577.55
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	147.54	19.67	602.46
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	375.00	28.85	925.00
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	0.00	0.00	750.00
53510-02-24753 Garage-Repairs/Maintence	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-25000 Telephone (9-1-1 Backup)	50.00	0.96	2.88	5.76	47.12
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00

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	0.00	0.00	0.00
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	120,677.00	2,633.77	25,463.41	21.10	95,213.59
Supplies & Expenses					
53510-03-10000 Office Supplies	125.00	0.00	0.00	0.00	125.00
53510-03-32000 Education & Conference	100.00	0.00	150.00	150.00	(50.00)
53510-03-40000 Operating Supplies	2,250.00	0.00	149.94	6.66	2,100.06
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	750.00	390.00	741.00	98.80	9.00
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	0.00	0.00	3,500.00
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	600.00	16.67	3,000.00
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	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	409.71	27.31	1,090.29
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	1,043.50	20.87	3,956.50
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	80.00	816.34	16.33	4,183.66
TOTAL Supplies & Expenses	22,825.00	770.00	3,910.49	17.13	18,914.51
TOTAL EXPENDITURES	143,502.00	3,435.63	29,596.91	20.62	113,905.09
REVENUES OVER/(UNDER) EXPENDITURES	(121,002.00)	(310.63)	(15,406.25)	0.00	(105,595.75)

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2025

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
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
Public Charges-Services					
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	1,921.60	4,180.13	6.91	56,319.87
TOTAL Public Charges-Services	76,000.00	1,921.60	4,180.13	5.50	71,819.87
Miscellaneous Revenues					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	14,000.00	0.00	(14,000.00)
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	14,000.00	0.00	(14,000.00)
TOTAL REVENUES	76,000.00	1,921.60	18,180.13	23.92	57,819.87
EXPENDITURES					
Personnel Services					
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
Contractual Services					
53515-02-24500 Fuel System Maintenance	5,000.00	0.00	(6,467.88)	129.36-	11,467.88
53515-02-25022 Telephone-Fuel Pumps	1,400.00	187.14	328.16	23.44	1,071.84
53515-02-25028 Telephone-CC Line	1,200.00	143.27	383.81	31.98	816.19
TOTAL Contractual Services	7,600.00	330.41	(5,755.91)	75.74-	13,355.91
Special Services					
53515-04-51000 Jet-A Truck Repair/Maint	1,000.00	0.00	0.00	0.00	1,000.00
53515-04-52666 Fuel Credit Card Fees	3,000.00	63.67	139.41	4.65	2,860.59
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	0.00	0.00	60,000.00
TOTAL Special Services	79,000.00	63.67	139.41	0.18	78,860.59

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2025

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Fixed Charges					
53515-05-11000 Transfer - Debt Service	6,425.00	6,325.00	6,325.00	98.44	100.00
TOTAL Fixed Charges	6,425.00	6,325.00	6,325.00	98.44	100.00
Capital Outlay					
53515-08-23000 Garage Relocation Project	0.00	0.00	0.00	0.00	0.00
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	93,025.00	6,719.08	708.50	0.76	92,316.50
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	(4,797.48)	17,471.63	0.00	(34,496.63)
FUND TOTAL REVENUES	76,000.00	1,921.60	18,180.13	23.92	57,819.87
FUND TOTAL EXPENDITURES	93,025.00	6,719.08	708.50	0.76	92,316.50
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	(4,797.48)	17,471.63	0.00	(34,496.63)

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