CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, November 17, 2021, 6:00 PM
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack, Gary Schulz, Mark Weix Jr. (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from October 20, 2021
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion F-84 Display and Mounting
6. Update Entitlement Projects 2021
7. Discussion/Decision T-Hangar Construction, and Airport Rents
8 Manager's Report
9. Airport General Maintenance
   Airport Lighting Outside
   Airport Signage
10. Chairman's Report -
11. Aviation Happenings
12. Public Comment
13. Agenda Items for Next Meeting
14. Adjournment

Gary Schwartz, Chairman
Merrill Municipal Airport Commission

The Merrill Airport is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill Airport at 715-536-2024.

PLEASE NOTE Time Change to 6:00 PM

Minutes Merrill Airport Commission

Wednesday October 20, 2021

Present: Joe Malsack, Gary Schwartz, Gary Schulz, and Mark Weix (Alderman), Rich McCullough (Airport Manager).

1. Gary Schwartz called the meeting to order at 6 pm.
2. September 2021 minutes were reviewed. Mark Weix made a motion to approve the minutes, Joe Malsack seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe Malsack made a motion to approve paying the vouchers, Mark Weix seconded, Motion passed.
4. Runway 16/34 project: Gary Schwartz stated he has had continuing conversations with governmental offices. Nothing has changed at this point.
5. Discussion F84 Display: Rich found out Merrill Iron and Steel built the pedestal for the aircraft in Wausau. Rich states we will have to paint the aircraft and seal up prior to being mounted. There will be some expenses when we get to mounting the aircraft.
6. Discussion on Entitlement Money: BOA is holding on to all of it until spring. They will start the bidding process in Dec or Jan, 2022 to get first on the contractors list, so we may start construction on some of our projects in the spring.
7. Discussion T Hangar Project: Currently on hold at city hall during the budget meetings. There has been some discussion on moving forward, but we will see what happens in the upcoming budget meetings. We currently have 18 people looking to park an airplane at Merrill. This is due to the fact we have maintenance and instruction located on the property.
8. Manager's Report: Lighting the ramp with more powerful lamps will cost us more then we voted on and approved last meeting. The cost per lamp is $1000.00 plus installation. Joe Malsack made a motion to go ahead and replace only 2 of the 3 lights. Gary Schulz seconded; motion passed. Weeds were sprayed last Friday on the ramp and taxi ways needing black top. Gary Schwartz asked if there was a way to work up the gravel to slow down weed growth. Peterson was able to push some of the pole on the north fence down.
9. Chairman's Report: No report.

10. Aviation Happenings: GAMI has been successful on 100LL replacement fuel on smaller aircraft engines. They are still in the testing stage on larger engines before working on the STC. We are very hopeful this will be the answer for leaded fuel replacement.
11. Public Comment: None.
12. Agenda Items for Next Meeting: Young eagle flights for next year may be possible with EAA chapter 640. They are very organized with the help of EAA's online registration. This will allow for lower amounts of crowd control while performing the flights. Also, people have scheduled times to fly and do not have to wait all day. More to follow.
13. A motion to adjourn was made by Joe Malsack., seconded by Mark Weix Motion passed.

Minutes submitted by Joe Malsack

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2021

10 -General Fund

Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Intergovernmental					
43510-43510 CARES - COVID19 Reimb	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					
43510-46340 Airport Revenue	25,500.00	306.00	22,971.84	90.09	2,528.16
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	306.00	22,971.84	90.09	2,528.16
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	25,500.00	306.00	22,971.84	90.09	2,528.16
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,101.00	45.44	520.60	47.28	580.40
TOTAL Personnel Services	1,101.00	45.44	520.60	47.28	580.40
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	56,139.00	4,667.06	46,670.60	83.13	9,468.40
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,327.40	29.09	5,672.60
53510-02-15550 Mowing Services	8,000.00	594.00	5,142.00	64.28	2,858.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	1,295.00	5,229.81	87.16	770.19
53510-02-21000 Water and Sewer	1,000.00	245.66	879.48	87.95	120.52
53510-02-22000 Electric and Natural Gas	15,000.00	1,455.59	12,137.23	80.91	2,862.77
53510-02-24000 Black Top Maintenance	15,149.00	0.00	0.00	0.00	15,149.00
53510-02-24250 Electrical Maint/Repair	4,000.00	7.20	569.72	14.24	3,430.28
53510-02-24271 Electric to New Hangar	0.00	0.00	0.00	0.00	0.00
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	27.00	3.60	723.00
53510-02-24700 Terminal Maint/Repair	0.00	0.00	293.89	0.00	(293.89)
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	35.07	7.01	464.93
53510-02-24733 New Terminal - Maint/Imp.	750.00	130.00	1,388.51	185.13	(638.51)
53510-02-24735 Cleaning - New Terminal	1,250.00	150.00	1,100.00	88.00	150.00
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	223.16	29.75	526.84
53510-02-25000 Telephone (9-1-1 Backup)	900.00	8.84	53.95	5.99	846.05
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
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	758.00	0.00	(758.00)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2021

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	118,318.00	8,553.35	76,835.82	64.94	41,482.18
Supplies & Expenses					
53510-03-10000 Office Supplies	125.00	0.00	122.96	98.37	2.04
53510-03-32000 Education & Conference	100.00	0.00	100.00	100.00	0.00
53510-03-40000 Operating Supplies	2,000.00	135.00	1,185.28	59.26	814.72
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	0.00	0.00	3,000.00
53510-03-41500 Airport Promotion	500.00	0.00	240.00	48.00	260.00
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	3,117.36	89.07	382.64
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	3,000.00	83.33	600.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	90.98	0.00	(90.98)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	69.66	6.97	930.34
53510-03-50750 Equipment Maint/Repair	4,750.00	0.00	999.98	21.05	3,750.02
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	3,075.56	205.04	(1,575.56)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	1,043.80	3,037.20	55.22	2,462.80
TOTAL Supplies & Expenses	25,575.00	1,478.80	15,038.98	58.80	10,536.02
TOTAL EXPENDITURES	144,994.00	10,077.59	92,395.40	63.72	52,598.60
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(9,771.59)	(69,423.56)	0.00	(50,070.44)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2021

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Taxes (or Utility Rev.)					
43515-41110 Tax Levy - Airport 2020	0.00	0.00	0.00	0.00	0.00
TOTAL Taxes (or Utility Rev.)	0.00	0.00	0.00	0.00	0.00
Public Charges-Services					
43515-46340 Airport Revenue 2020	0.00	0.00	0.00	0.00	0.00
43515-46450 Jet-A Fuel Sales	32,500.00	375.39	12,604.48	38.78	19,895.52
43515-46457 100LL Fuel Sales	47,500.00	5,696.42	45,950.79	96.74	1,549.21
TOTAL Public Charges-Services	80,000.00	6,071.81	58,555.27	73.19	21,444.73
Miscellaneous Revenues					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	464.60	0.00	(464.60)
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	464.60	0.00	(464.60)
Other Financing Sources					
43515-53025 Donations (Non-Lapsing)	0.00	0.00	0.00	0.00	0.00
43515-53333 CC - Car Rentals	0.00	0.00	0.00	0.00	0.00
TOTAL Other Financing Sources	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	80,000.00	6,071.81	59,019.87	73.77	20,980.13
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	3,302.30	8,214.53	234.70	(4,714.53)
53515-02-25022 Telephone-Fuel Pumps	500.00	118.15	1,072.39	214.48	(572.39)
53515-02-25028 Telephone-CC Line	925.00	82.89	840.56	90.87	84.44
TOTAL Contractual Services	4,925.00	3,503.34	10,127.48	205.63	(5,202.48)
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	2,000.00	177.67	1,682.57	84.13	317.43
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	0.00	0.00	20,000.00
53515-04-53250 100LL Fuel Purchases	48,000.00	32,470.09	47,953.49	99.90	46.51
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	32,647.76	49,636.06	69.91	21,363.94
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	1,625.00	100.00	0.00
TOTAL Fixed Charges	1,625.00	0.00	1,625.00	100.00	0.00

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2021

27 -Merrill Airport Fuel

Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Capital Outlay					
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	77,550.00	36,151.10	61,388.54	79.16	16,161.46
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	(30,079.29)	(2,368.67)	0.00	4,818.67
FUND TOTAL REVENUES	80,000.00	6,071.81	59,019.87	73.77	20,980.13
FUND TOTAL EXPENDITURES	77,550.00	36,151.10	61,388.54	79.16	16,161.46
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	(30,079.29)	(2,368.67)	0.00	4,818.67

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