

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday November 16, 2022, 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 19 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Update Airport Signage
7. Repairs to Runway 16/34
8. Discussion/Decision Sale of RRL/FBO Hangar
9. Update F-84 Monument
10. Airport General Maintenance
11. Chairman's Report
12. Aviation Happenings
13. Public Comment
14. Agenda Items for Next Meeting
15. 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.

City of Merrill
Airport Commission Meeting Minutes
Wednesday, October 19, 2022
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Joe Malsack, Lyle Banser, Gary Schulz (via phone), Mark Weix Jr. (Alderman), Rich McCullough (Manager)

Public Present: Larry Wenning, Steve Krueger, Draco Finch (cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 18:00.
2. Approval of September 21, 2022 Minutes – Motion by Malsack; second by Weix, with correction of last name in No. 14, to approve minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed. Motion by Banser to pay vouchers; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – Wind analysis data was turned over to the Bureau of Aeronautics (BOA) to be forwarded to FAA ADO. Schwartz contacted Andy Trimble, who is our engineer to check the status of the submittal. Nothing was happening after four weeks, so Schwartz contacted Trimble again by email; and was then notified that the Wind Analysis is now approved by BOA. Schwartz then was in contact with the Bureau Director of BOA who agreed to send the data on to FAA ADPO.
5. Update Entitlement Projects 2022 – Crack filling should be completed today, October 19. A post-job meeting will be October 20 at 10:30 am. to review the job. Ramp construction has been approved and will proceed in the Spring. The top coat process, called GEE, will proceed in the Spring. Paint marking will happen Tuesday, October 25.
6. Discussion/Decision Airport Signage – Malsack displayed a sample of signage and locations of signs for taxiways. He is reviewing the regulations for signage and will be working with Beecher Hoppe to make sure they are within specifications. Also showed signs and discussed signs for 'Welcome to Merrill Airport' for drive ins, estimated cost at next meeting.
7. Repairs to Runway 16/34 – Center lines and lateral runway cracks will be done.
8. Discussion/Decision T Hangar 4 Lease to Craig Hanig – Malsack motioned to rent to Hanig; Schulz second. All ayes. Motion carried.
9. F-84 Monument – No report.
10. Airport General Maintenance McCullough reported the equipment is in good shape and

getting Winter equipment ready. Discussed the closure of Airport runway intersection. McCullough will be or will have someone on site for closure. Hangar door and lighting are on hold for contractor to have time.

11. Chairman's Report – Schwartz reported that National Transportation Safety Board (NTSB) was at the Airport on Tuesday the 18th, as well as a representative from Lycoming Engines to investigate the cause of off airport landing of 93 Yankee (the training plane) and to determine the cause of engine failure. The engine was removed and dismantled in Schwartz's hangar. The engine was full of broken metal fragments. Preliminary findings are that the hydraulic valve lifters were at fault and will be investigated to determine the origin of the defective lifter.
12. Aviation Happenings – Schulz reported on light sport aircraft changes in Brazil. Gross weight moved from 1320 pounds to approximately 3000 pounds. Fixed pitch props to constant speed props. Speed allowed is 130 mph to 212 mph. We are anticipating that the Federal Aviation Administration (FAA) will consider the move by Brazil in changes being considered in the US light sport regulations. Many more planes could be qualified into light sport if limits are raised.
13. Nomination/Vote Merrill Municipal Airport Commission Chair – Schulz made a motion to nominate Schwartz for Chair; second by Weix. All ayes. Motion Carried.
14. Public Comment – Krueger congratulated McCullough for completing his Certificate for Sport Pilot.
15. Agenda Items for Next Meeting – All carried forward.
16. Adjournment – Schulz motioned to adjourn; second by Weix. All ayes; motioned carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Intergovernmental</u>					
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
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,500.00	545.00	21,385.66	83.87	4,114.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	545.00	21,385.66	83.87	4,114.34
<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	25,500.00	545.00	21,385.66	83.87	4,114.34
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	985.00	45.30	781.04	79.29	203.96
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	985.00	45.30	781.04	79.29	203.96
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	47,837.40	83.33	9,567.60
53510-02-15500 Snow Removal Services	7,500.00	0.00	3,138.70	41.85	4,361.30
53510-02-15550 Mowing Services	7,500.00	592.37	6,374.17	84.99	1,125.83
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	6,777.15	112.95	(777.15)
53510-02-21000 Water and Sewer	1,000.00	289.27	775.61	77.56	224.39
53510-02-22000 Electric and Natural Gas	15,000.00	1,202.09	13,670.82	91.14	1,329.18
53510-02-24000 Black Top Maintenance	15,149.00	170.00	170.00	1.12	14,979.00
53510-02-24250 Electrical Maint/Repair	4,000.00	336.15	1,889.79	47.24	2,110.21
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	475.51	63.40	274.49
53510-02-24700 Terminal Maint/Repair	0.00	0.00	141.99	0.00	(141.99)
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	35.05	7.01	464.95
53510-02-24733 New Terminal - Maint/Imp.	750.00	150.00	409.96	54.66	340.04
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	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	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	750.00	1.32	17.50	2.33	732.50
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

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	118,434.00	7,624.94	82,943.65	70.03	35,490.35
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	0.00	0.00	125.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	404.98	2,999.51	149.98	(999.51)
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	669.00	133.80	(169.00)
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	2,976.24	85.04	523.76
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	2,999.00	83.31	601.00
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	385.04	38.50	614.96
53510-03-50750 Equipment Maint/Repair	4,750.00	0.00	509.80	10.73	4,240.20
53510-03-51000 Vehicle Repair/Maint	1,500.00	2,373.49	7,610.45	507.36	(6,110.45)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	0.00	3,050.31	55.46	2,449.69
TOTAL Supplies & Expenses	25,575.00	3,078.47	21,199.35	82.89	4,375.65
TOTAL EXPENDITURES	144,994.00	10,748.71	104,924.04	72.36	40,069.96
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(10,203.71)	(83,538.38)	0.00	(35,955.62)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Taxes (or Utility Rev.)</u>					
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
<u>Public Charges-Services</u>					
43515-46340 Airport Revenue 2020	0.00	0.00	0.00	0.00	0.00
43515-46450 Jet-A Fuel Sales	23,500.00	1,510.68	13,356.78	56.84	10,143.22
43515-46457 100LL Fuel Sales	56,500.00	3,969.94	44,592.30	78.92	11,907.70
TOTAL Public Charges-Services	80,000.00	5,480.62	57,949.08	72.44	22,050.92
<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
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<u>Other Financing Sources</u>					
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	5,480.62	57,949.08	72.44	22,050.92
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	577.95	2,570.90	73.45	929.10
53515-02-25022 Telephone-Fuel Pumps	500.00	118.03	1,031.72	206.34	(531.72)
53515-02-25028 Telephone-CC Line	925.00	92.11	892.02	96.43	32.98
TOTAL Contractual Services	4,925.00	788.09	4,494.64	91.26	430.36
<u>Special Services</u>					
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	177.03	1,881.17	94.06	118.83
53515-04-53000 Jet-A Fuel Purchases	20,000.00	13,348.63	13,348.63	66.74	6,651.37
53515-04-53250 100LL Fuel Purchases	48,000.00	0.00	46,953.87	97.82	1,046.13
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	71,000.00	13,525.66	62,183.67	87.58	8,816.33
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	0.00	0.00	1,625.00
TOTAL Fixed Charges	1,625.00	0.00	0.00	0.00	1,625.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2022

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	14,313.75	66,678.31	85.98	10,871.69
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	(8,833.13)	(8,729.23)	0.00	11,179.23
FUND TOTAL REVENUES	80,000.00	5,480.62	57,949.08	72.44	22,050.92
FUND TOTAL EXPENDITURES	77,550.00	14,313.75	66,678.31	85.98	10,871.69
REVENUES OVER/(UNDER) EXPENDITURES	2,450.00	(8,833.13)	(8,729.23)	0.00	11,179.23
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