

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, October 18 2023, 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 September 20, 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022/23
6. Discussion/Decision Acquisition Fuel Farm Maintenance, issues/parts
7. Sign Updated Airport Manager/FBO Contract
8. Discussion/Decision Jet A fuel truck
9. Update Airport Signage
10. Update F-84 Monument
11. Airport General Maintenance
 - a. Acquire used box snow blade for our tractor
 - b. AWOS
12. Chairman's Report
 - a. T-Hangar lease rates
 - b. Discussion- meeting with Rep. Calahan 10/6 to discuss RRL
 - c. Discussion – Coffman Associate first Master Plan Meeting.
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. Adjournment.

NOTE TIME CHANGE to 6:00 PM

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, September 20, 2023
Merrill Airport Terminal

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

Public Present: Larry Wenning, Draco Fink (Cameraman)

1. Call to Order – Meeting called to order at 19:00 hours by Chairman Schwartz.
2. Approval of Meeting Minutes from August 16, 2023. Motion by Weix; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers presented, received and initialed. Motion to pay vouchers by Banser; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – No new information. Schwartz will be attending the State Airport Managers Association Meeting and meeting with FAA on September 21.
5. Update Entitlement Projects 2022/2023 – Some additional sealing will need to be done by new tie down anchors and gas pumps. McCullough will check on a missing cover on light pedestal.
6. Discussion/Decision Acquisition of Garage for Airport Residence – The City has a garage we can move to a foundation by the Airport residence. Schutte Movers will move it for \$7000. Schwartz explained that all FAA projects require the contractor to have an office at the airport. The contractor agreed to use Merrill's Terminal Commission meeting room for the required office space. This fee will go towards the garage project, which will cover the garage move and cement pad expenses. In addition, we will also need to install new garage doors.
7. Discussion/Decision Airport Manager/FBO Contract Update – Motion to accept Airport Manager Contract. Motion by Weix; second by Malsack. All Ayes. Motion carried. Contract will include seven-day-a-week self serv fuel services.
8. Discussion/Decision Land Lease 100 x 100 Hangar South of Terminal – Ed Livingston Jr. proposed building a hangar south of new Terminal. Motion by Schulz to approve preconstruction of 100 x 100 hangar south of Terminal; second by Banser. All ayes. Motion carried.
9. Update Airport Signage –Malsack filled Commission in on upcoming sign installation. Suggestion was made to include FBO/maintenance sign under the new sign for Airport Maintenance Facility.
10. Update F-84 Monument – The Manager for the National Guard Unit in charge of maintenance

and retrieval is deployed until mid-November. Nothing new until then.

- Airport General Maintenance – McCullough explained maintenance on lights around the Airport and circuit board costs. Tractor mower has a broken shaft and is on order. Checking on newer fuel farm monitoring system and showed information on Pro Gauge Monitor. Schulz noted that the delay of work on Runway 16/34 is potentially causing a safety issue because the age of equipment feeding the lights on the east side of the Airport, all the lighting equipment was to be updated when construction on 16/34 is done, which has been delayed by FAA.
- McCullough reported sewer replacement is done and a nice job was done. Also, has the dishwasher but needs to be installed. Getting a quote to fix fence in areas where it has heaved. Also, McCullough got an estimate on replacing all fueling hoses in the 10K range and questioned the status of the Jet A truck. He reported there are currently 46 planes on the field that FAA recognize.
- AWOS – AWOS was working but had a problem just recently. McCullough will make contact for repairs.

11. Chairman's Report – Schwartz noted a meeting with Representative Callahan on Friday, October 6th, at 3:30, at the Merrill FBO. Please attend if able. He reported Airport Road will be rebuilt in 2024 by Town of Merrill. Banser's new term was approved by Mayor Hass.

12. Aviation Happenings – Schulz reported Mark Whitaker was nominated for FAA Administrator.

13. Public Comment – Wenning brought up the subject of possibly having a large blade snow box blade to help in snow removal and moving snow in early Winter before ground is frozen. Question was raised about the value of blacktop in north end of T-Hangars to facilitate snow plowing in early winter, before ground is frozen

14. Agenda Items for Next Meeting -

Lease rates for next year.

Winter Meetings will be moved back to 6:00PM.

Discuss fuel farm hoses update and future of Jet A truck.

Discussion to find/purchase a snow blade for tractor.

15. Adjournment – Motion by Weix to adjourn; second by Malsack. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

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	1,880.00	23,260.66	89.46	2,739.34
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	1,880.00	23,260.66	89.46	2,739.34
<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	26,000.00	1,880.00	23,260.66	89.46	2,739.34
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	664.06	664.06	0.00	(664.06)
53510-01-23000 Longevity	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	981.00	202.19	848.74	86.52	132.26
53510-01-52000 Retirement (WRS)	0.00	45.15	45.15	0.00	(45.15)
53510-01-55000 Life Insurance	0.00	3.24	3.24	0.00	(3.24)
TOTAL Personnel Services	981.00	914.64	1,561.19	159.14	(580.19)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	44,130.06	75.00	14,709.94
53510-02-15500 Snow Removal Services	7,500.00	0.00	5,704.56	76.06	1,795.44
53510-02-15550 Mowing Services	7,500.00	1,391.85	4,777.05	63.69	2,722.95
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	15,897.52	264.96	(9,897.52)
53510-02-21000 Water and Sewer	1,250.00	0.00	532.89	42.63	717.11
53510-02-22000 Electric and Natural Gas	15,000.00	1,192.25	14,682.03	97.88	317.97
53510-02-24000 Black Top Maintenance	15,149.00	0.00	0.00	0.00	15,149.00
53510-02-24250 Electrical Maint/Repair	2,500.00	161.85	376.05	15.04	2,123.95
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	0.00	0.00	750.00
53510-02-24700 Terminal Maint/Repair	0.00	10.50	10.50	0.00	(10.50)
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	69.95	69.95	13.99	430.05
53510-02-24733 New Terminal - Maint/Imp.	750.00	163.58	530.97	70.80	219.03
53510-02-24735 Cleaning - New Terminal	1,300.00	225.00	1,450.00	111.54	(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	2,832.78	377.70	(2,082.78)
53510-02-25000 Telephone (9-1-1 Backup)	750.00	0.92	7.96	1.06	742.04
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	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	118,669.00	8,119.24	91,132.32	76.80	27,536.68

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

10 -General Fund

Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<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	100.00	100.00	0.00
53510-03-40000 Operating Supplies	2,000.00	639.19	2,029.29	101.46	(29.29)
53510-03-41000 Promotion - Airport Day	0.00	55.30	55.30	0.00	(55.30)
53510-03-41500 Airport Promotion	500.00	72.90	362.90	72.58	137.10
53510-03-41523 Airport Signage	0.00	0.00	3,498.09	0.00	(3,498.09)
53510-03-42500 Support - Gates/Cameras	3,500.00	0.00	3,921.24	112.04	(421.24)
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	2,700.00	75.00	900.00
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	70.58	7.06	929.42
53510-03-50750 Equipment Maint/Repair	1,500.00	814.20	1,234.64	82.31	265.36
53510-03-51000 Vehicle Repair/Maint	5,000.00	48.60	1,758.07	35.16	3,241.93
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	0.00	3,414.30	62.08	2,085.70
TOTAL Supplies & Expenses	22,825.00	1,930.19	19,144.41	83.87	3,680.59
 TOTAL EXPENDITURES	 142,475.00	 10,964.07	 111,837.92	 78.50	 30,637.08
 REVENUES OVER/(UNDER) EXPENDITURES	 (116,475.00)	 (9,084.07)	 (88,577.26)	 0.00	 (27,897.74)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Public Charges-Services</u>					
43515-46450 Jet-A Fuel Sales	15,500.00	1,244.41	19,560.49	126.20	(4,060.49)
43515-46457 100LL Fuel Sales	60,500.00	14,856.11	58,780.80	97.16	1,719.20
TOTAL Public Charges-Services	76,000.00	16,100.52	78,341.29	103.08	(2,341.29)
<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	15,000.00	0.00	(15,000.00)
TOTAL Miscellaneous Revenues	0.00	0.00	15,000.00	0.00	(15,000.00)
TOTAL REVENUES					
	76,000.00	16,100.52	93,341.29	122.82	(17,341.29)
EXPENDITURES					
=====					
<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
TOTAL Personnel Services	0.00	0.00	0.00	0.00	0.00
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	136.50	1,534.50	43.84	1,965.50
53515-02-25022 Telephone-Fuel Pumps	500.00	226.88	1,049.38	209.88	(549.38)
53515-02-25028 Telephone-CC Line	925.00	0.00	882.36	95.39	42.64
TOTAL Contractual Services	4,925.00	363.38	3,466.24	70.38	1,458.76
<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	541.09	2,631.03	131.55	(631.03)
53515-04-53000 Jet-A Fuel Purchases	15,000.00	15,509.63	15,509.63	103.40	(509.63)
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	38,419.12	64.03	21,580.88
TOTAL Special Services	78,000.00	16,050.72	56,559.78	72.51	21,440.22
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	5,625.00	5,762.50	6,525.00	116.00	(900.00)
TOTAL Fixed Charges	5,625.00	5,762.50	6,525.00	116.00	(900.00)
<u>Capital Outlay</u>					
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					
	88,550.00	22,176.60	66,551.02	75.16	21,998.98

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202327 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	76,000.00	16,100.52	93,341.29	122.82	(17,341.29)
FUND TOTAL EXPENDITURES	<u>88,550.00</u>	<u>22,176.60</u>	<u>66,551.02</u>	<u>75.16</u>	<u>21,998.98</u>
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	(6,076.08)	26,790.27	0.00	(39,340.27)
	=====	=====	=====	=====	=====

*** END OF REPORT ***