

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, September 21, 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 August 17, 2022
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022
6. Discussion/Decision Airport Signage
7. Repairs to Runway 16/34
8. Airport General Maintenance
 - a. Maintenance hangar door
9. Chairman's Report
10. Aviation Happenings
11. Public Comment
12. Agenda Items for Next Meeting
13. Time Change for meeting to 6:00 PM
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**

City of Merrill
Airport Commission Meeting Minutes
Wednesday, August 17, 2022
Merrill Airport Terminal

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

Public Present: Larry Wenning, Draco Fink (Cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of July 2022 Minutes – Motion by Malsack; second by Schulz to approve minutes. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers not available. Will sign during the next week at FBO.
4. Runway 16/34 Project Status – Schwartz reported FAA sent their data to Karl Kemper (Beecher-Hoppe) to analyze. Schwartz is meeting with David Green and Mark Graychevik to talk about the Block Grant so the State is on board when the FAA approves the runway project. There are several other airports having the same crosswind runway issues with the FAA, Manitowish Waters being one of them. Aircraft Owners and Pilots Association (AOPA) is an advocate for pilots and are involved in this crosswind runway issue.
5. Update Entitlement Projects 2022 – Schwartz reported no new action taken yet for release of monies. Because of the stall in the release of funds and the fall weather coming, projects will probably be pushed into next year.
6. Discussion/Decision Hangar Ground Lease, Commercial Hangar – Nothing new.
7. Repairs to Runway 16/34 – Malsack reported that we should be able to do crack filling starting in early September.
8. Airport General Maintenance – Schulz reported of an outside night light at the new FBO and asked Rich to pick a photo cell light up at Menards or Home Depot. Malsack asked about putting some filler, tar/mastic filler in front of his City T-hangar to help the snow clean up. Schulz reported of a change in pianos at the new FBO; a more approachable piano with great sound.
9. Chairman's Report – Schwartz asked for volunteers for F-84 maintenance and display stand. Banser and McCullough will work on preservation and new mount for the display. Anyone interested please join our group. Schwartz reported on a conversation with Kathy Unertle about a compact tractor with brush mower to be added to the budget

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	4,500.00	19,355.66	75.90	6,144.34
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	4,500.00	19,355.66	75.90	6,144.34
<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	4,500.00	19,355.66	75.90	6,144.34
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	985.00	72.17	618.44	62.79	366.56
TOTAL Personnel Services	985.00	72.17	618.44	62.79	366.56
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	57,405.00	4,783.74	38,269.92	66.67	19,135.08
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	711.04	4,248.61	56.65	3,251.39
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	6,586.57	109.78	(586.57)
53510-02-21000 Water and Sewer	1,000.00	0.00	486.34	48.63	513.66
53510-02-22000 Electric and Natural Gas	15,000.00	1,044.48	11,334.85	75.57	3,665.15
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	0.00	1,553.64	38.84	2,446.36
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	140.00	0.00	(140.00)
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	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	0.00	48.36	6.45	701.64
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	850.00	68.00	400.00
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	2.90	15.05	2.01	734.95
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00
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	0.00	0.00	0.00

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

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	118,434.00	6,642.16	67,312.60	56.84	51,121.40
<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	134.08	2,555.54	127.78	(555.54)
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	2,976.24	2,976.24	85.04	523.76
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	2,399.00	66.64	1,201.00
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	162.67	16.27	837.33
53510-03-50750 Equipment Maint/Repair	4,750.00	232.30	509.80	10.73	4,240.20
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	4,008.51	267.23	(2,508.51)
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	176.45	2,513.33	45.70	2,986.67
TOTAL Supplies & Expenses	25,575.00	3,819.07	15,794.09	61.76	9,780.91
TOTAL EXPENDITURES	144,994.00	10,533.40	83,725.13	57.74	61,268.87
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(6,033.40)	(64,369.47)	0.00	(55,124.53)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	2,200.51	11,846.10	50.41	11,653.90
43515-46457 100LL Fuel Sales	56,500.00	8,232.20	30,977.81	54.83	25,522.19
TOTAL Public Charges-Services	80,000.00	10,432.71	42,823.91	53.53	37,176.09
<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>					
43515-53025 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	10,432.71	42,823.91	53.53	37,176.09
EXPENDITURES =====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	0.00	1,992.95	56.94	1,507.05
53515-02-25022 Telephone-Fuel Pumps	500.00	118.03	795.66	159.13	(295.66)
53515-02-25028 Telephone-CC Line	925.00	88.72	705.87	76.31	219.13
TOTAL Contractual Services	4,925.00	206.75	3,494.48	70.95	1,430.52
<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	342.22	1,381.31	69.07	618.69
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	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	342.22	48,335.18	68.08	22,664.82
<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: AUGUST 31ST, 2022

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Capital Outlay</u>					
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	548.97	51,829.66	66.83	25,720.34
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	9,883.74	(9,005.75)	0.00	11,455.75
FUND TOTAL REVENUES	80,000.00	10,432.71	42,823.91	53.53	37,176.09
FUND TOTAL EXPENDITURES	77,550.00	548.97	51,829.66	66.83	25,720.34
REVENUES OVER/ (UNDER) EXPENDITURES	2,450.00	9,883.74	(9,005.75)	0.00	11,455.75
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