

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, September 20 at 7:00 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 16, 2023
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Update Entitlement Projects 2022/23
6. Discussion/Decision Acquisition of Garage for Airport Residence
7. Discussion/Decision Airport Manager/FBO Contract Update
8. Discussion/Decision land lease 100x100 hangar south of terminal
9. Update Airport Signage
10. Update F-84 Monument
11. Airport General Maintenance
 - a. Status house sewer replacement
 - b. AWOS
12. Chairman's Report
 - a. Will Attend WAMA 9/21 to meet with Chicago FAA/ADO, and BOA
 - b. Discussion- meeting with Rep. Calahan 10/6 to discuss RRL
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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 at Merrill Airport

Wednesday, August 16, 2023 at 7:00 PM

Voting Members present: Joe Malsack, Gary Schulz, Mark Wiex Jr (Alderman).

Public Present: Larry Wenning, Jordan Laszewski, Summit Hoyt (Camera Man).

1. Joe Malsack called the meeting to order at 7:00 PM.
2. Approval of Minutes: Reviewed and 2 corrections needed. 1. Steve Hass was also present at the last meeting. 2. Correction to 1 sign being manufactured at this time, not multiples. Mark W. made a motion to approve with the corrections. Gary Schulz seconded. Motion passed.
3. Approval of Vouchers: Reviewed and Mark W. made a motion to pay vouchers. Gary Schulz seconded. Motion passed.
4. Runway 16/34 Project status: Gary Schwartz and Karl Kemper had a meeting in Madison August 14 with the BOA executive team. No other updates at this time.
5. Update Entitlement Projects 2022/23: Hangars done and resealing should start next week due to weather delays, behind schedule. Concrete tie downs installed in new ramp.
6. Discussion/Decision Acquisition of Garage for Airport Residence: Gary Schwartz has been working with Rod Akey in acquiring and moving a two-car garage next to the Airport Managers house. Gary Schulz made a motion to approve the garage, Mark W. Seconded. Motion passed.
7. Discussion/Decision Airport Manager/FBO Contract Update: City working on contract.
8. Discussion/Decision T-Hangar Use Policy: Next month due language and policies.
9. Update Airport Signage: Joe M. has the sign in the maintenance hangar and working with Rich and the city to get installed. Will happen after the fair.
10. Update F-84 Monument: No update due to Richs contacted Allen Haus has been deployed for 3 months.

11. Airport General Maintenance: Sewer coming in Aug 23. Toilet failure at main terminal and Rich repaired during the Veteran flying day. AWOS found loose antenna connection and repaired. Working now. Todd Nienow will be coming out and work on the LED and runway lights after school starts and has project finished at school. Flap on maintenance hangar door bad. Rich ordering to repair. Fuel hoses getting pricing due to over 1 year since last quote. Damaged aircraft removal, will be removed by August 19 . We will need to raise the price of fuel due to credit card fees. Rich will discuss with Gary Schwartz on raising pricing. Roof on Lyman's hangar, being worked on.

12. Chairman's Report: No report.

13. Aviation Happenings: EAA very large event, 677000 people, over 10000 aircraft. All parking and camping areas full. Weather helped. AOPA had meeting at Oshkosh talked about cross wind runways and new funding coming available in the new bills. Hangars are also part of the funding. AOPA is asking for pilots to contact elected officials to vote for the funding.

14. Discussion EAA Cup Race: Very successful event and good crowd. They are very interested in coming back next year. Foto News did a great job on publicity.

15. Public Comment: Piano, when being moved? Gary Schulz will have it moved in September this year. Merrill's hamburger night Wed. Aug 23.

16. Agenda Items for Next Meeting: T-Hangar rate increase.

17. Adjournment: Mark W. made a motion to adjourn, Gary Schulz seconded. Motion passed.

Minutes prepared by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	265.00	21,380.66	82.23	4,619.34
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	265.00	21,380.66	82.23	4,619.34
<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	265.00	21,380.66	82.23	4,619.34
EXPENDITURES =====					
<u>Personnel Services</u>					
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	981.00	83.30	646.55	65.91	334.45
53510-01-52000 Retirement (WRS)	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	981.00	83.30	646.55	65.91	334.45
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	58,840.00	4,903.34	39,226.72	66.67	19,613.28
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	1,088.85	3,385.20	45.14	4,114.80
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	1,291.13	13,489.78	89.93	1,510.22
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	21.00	214.20	8.57	2,285.80
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	0.00	0.00	0.00	0.00
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	0.00	0.00	500.00
53510-02-24733 New Terminal - Maint/Imp.	750.00	171.00	367.39	48.99	382.61
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	1,225.00	94.23	75.00
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	28.87	1,018.57	135.81	(268.57)
53510-02-25000 Telephone (9-1-1 Backup)	750.00	0.85	7.04	0.94	742.96
53510-02-30000 Regulatory Fees/Permits	130.00	130.00	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	7,785.04	81,198.87	68.42	37,470.13

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	330.00	1,390.10	69.51	609.90
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	500.00	0.00	290.00	58.00	210.00
53510-03-41523 Airport Signage	0.00	3,498.09	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	2,400.00	66.67	1,200.00
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	0.00	420.44	28.03	1,079.56
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	1,709.47	34.19	3,290.53
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	368.49	3,414.30	62.08	2,085.70
TOTAL Supplies & Expenses	22,825.00	4,496.58	17,214.22	75.42	5,610.78
TOTAL EXPENDITURES	142,475.00	12,364.92	99,059.64	69.53	43,415.36
REVENUES OVER/ (UNDER) EXPENDITURES	(116,475.00)	(12,099.92)	(77,678.98)	0.00	(38,796.02)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 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	11,022.53	18,316.08	118.17	(2,816.08)
43515-46457 100LL Fuel Sales	60,500.00	19,011.23	43,924.69	72.60	16,575.31
TOTAL Public Charges-Services	76,000.00	30,033.76	62,240.77	81.90	13,759.23
<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
TOTAL REVENUES	76,000.00	30,033.76	62,240.77	81.90	13,759.23
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	3,500.00	1,072.50	1,398.00	39.94	2,102.00
53515-02-25022 Telephone-Fuel Pumps	500.00	115.28	822.50	164.50	(322.50)
53515-02-25028 Telephone-CC Line	925.00	109.02	882.36	95.39	42.64
TOTAL Contractual Services	4,925.00	1,296.80	3,102.86	63.00	1,822.14
<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	1,007.60	2,089.94	104.50	(89.94)
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	38,419.12	64.03	21,580.88
53515-04-53333 Rental Car - Paid via CC	0.00	0.00	0.00	0.00	0.00
TOTAL Special Services	78,000.00	1,007.60	40,509.06	51.93	37,490.94
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	5,625.00	0.00	762.50	13.56	4,862.50
TOTAL Fixed Charges	5,625.00	0.00	762.50	13.56	4,862.50
<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	88,550.00	2,304.40	44,374.42	50.11	44,175.58
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	27,729.36	17,866.35	0.00	(30,416.35)
FUND TOTAL REVENUES	76,000.00	30,033.76	62,240.77	81.90	13,759.23
FUND TOTAL EXPENDITURES	88,550.00	2,304.40	44,374.42	50.11	44,175.58
REVENUES OVER/(UNDER) EXPENDITURES	(12,550.00)	27,729.36	17,866.35	0.00	(30,416.35)