

CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Wednesday July 20, 2016  
7:00 P.M.  
Merrill Airport Terminal

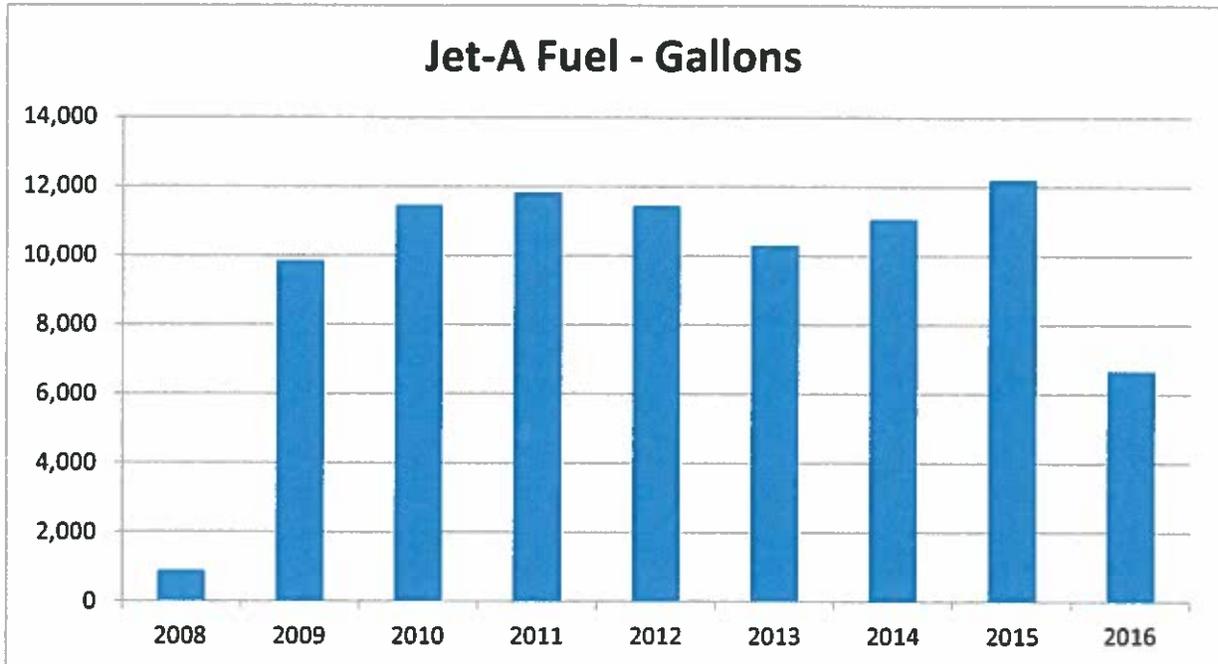
Voting Members: Gary Schwartz, (Chairperson), Lyle Banser, Joseph Malsack,  
Gary Schulz, Ryan Schwartzman (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from June 15, 2016
3. Approval of Vouchers
  - Fuel budget
4. Terminal Project Status
  - Counters
  - Furnishings
  - HVAC system
5. Runway 16/34 Project Status
6. Discussion/Decision to Move Garage
7. Property Purchase Status Bennish
8. Purchase Second Parcel on Taylor
9. Discussion/Decision to Purchase Utility Cart
10. Manager's Report
11. Airport General Maintenance
  - Improve grass areas north of 25
  - Re-sheet N, W, and S walls of old terminal, replace windows
  - Lightning damage and prevention project
12. Airport signage
13. Chairman's Report
14. Airport Day 2016
15. Aviation Happenings
16. Public Comment
17. Agenda Items for Next Meeting
18. Adjournment

Gary Schwartz, Chair  
Merrill 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.

## Merrill Municipal Airport - Jet-A Aviation Fuel Sales Report



Year	Jet A Gallons	Flow Fee Revenue	Gallons by Quarter			
			1st	2nd	3rd	4th
2008	889	\$445				880
2009	9,850	\$4,925	2,164	2,654	3,140	1,892
2010	11,466	\$5,733	3,361	2,816	3,347	1,942
2011	11,819	\$5,417	2,603	3,207	3,635	2,374
2012	11,452	\$5,696	2,969	3,741	3,152	1,591
2013	10,304	\$5,152	1,977	2,867	3,094	2,366
2014	11,057	\$4,439 *	2,328	1,993	4,130	2,606
2015	12,200	N/A	3,895	3,889	3,700	716
2016	6,679	N/A	2,199	4,480		

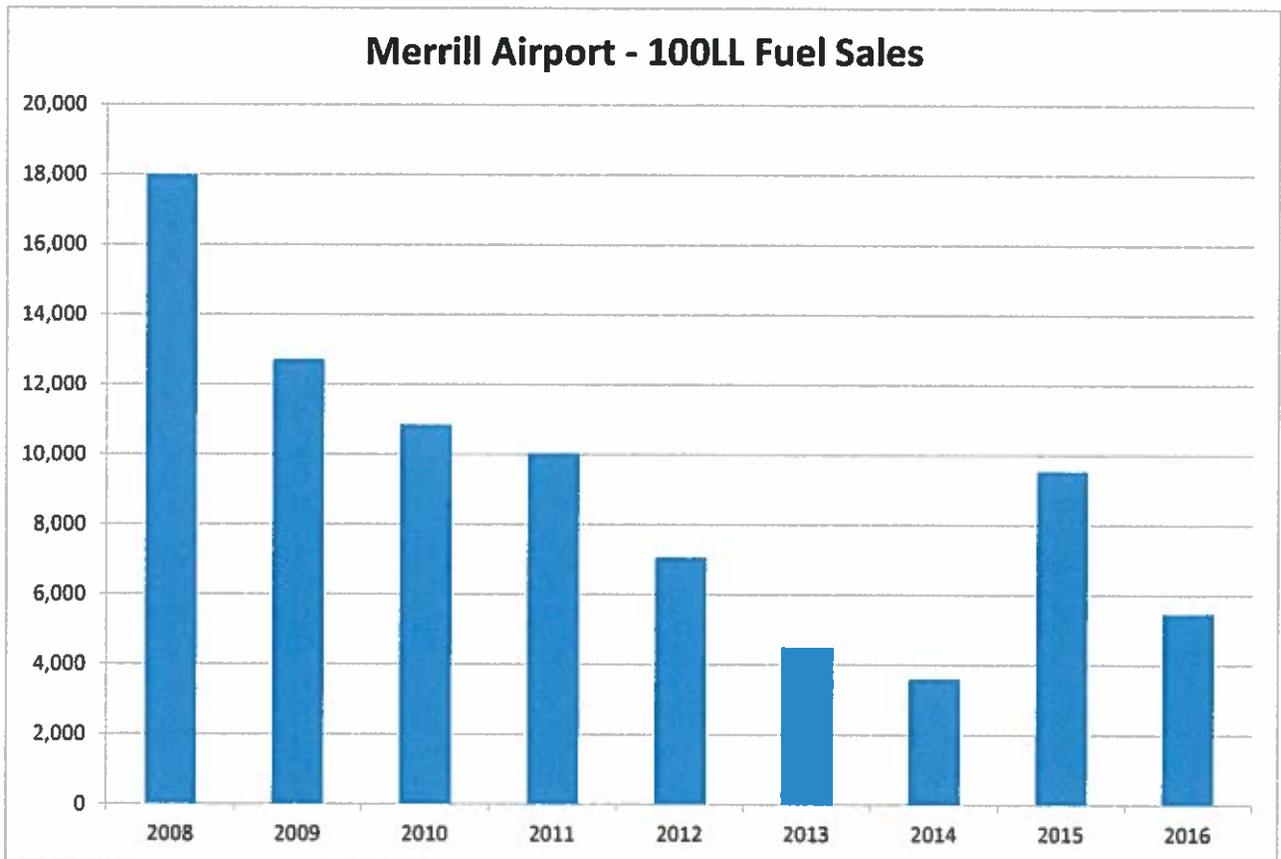
\*Merrill Aviation Services Corp. defaulted on payment to City - \$1,090 - 10/2014 - 12/2014.

Note: Jet-A fuel underground tank capacity of 12,000 gallons (Fall 2011). Of this, 1,100 gallons is unsellable (i.e. bottom of the tank).

# Merrill Municipal Airport - Aviation Fuel Sales Report

Year	100 LL	Flow Fee	Gallons (100LL) by Quarter			
	Gallons	Revenue	1st	2nd	3rd	4th
2008	17,981	\$1,247	3,458	6,749	5,473	2,300
2009	12,712	\$840	1,899	1,290	4,943	2,001
2010	10,861	\$743	1,681	3,063	3,795	2,321
2011	10,033	\$675	1,212	2,343	4,267	2,212
2012	7,066	\$474	970	1,960	3,005	1,131
2013	4,498	\$315	612	1,406	1,938	542
2014	3,602	\$241 *	208	1,109	2,044	241
2015	9,534	N/A	895	2,468	5,165	1,006
2016	5,478	N/A	1,016	4,463		

\*Merrill Aviation Services Corp. defaulted on \$11.61 payment to City - 10/2014 - 12/2014.



Underground Storage Tank Capacity 12,000 Gallons\*\*

\*\*Includes Unsellable 300 gallons (i.e. bottom of tank)

## City of Merrill Aviation Fuel

### Fuel Sales - 2016

	100LL		Jet-A				Total Jet-A	
	Gallons	Amount \$	Non-AGRA		AGRA		Gallons	Amount \$
January	268.11	\$1,042.95	72.99	\$349.62	401.00	\$1,765.09	473.99	\$2,114.71
February	191.00	\$702.60	241.67	\$940.10	319.00	\$1,240.91	560.67	\$2,181.01
March	556.46	\$1,942.05	105.63	\$363.57	1,059.00	\$3,737.61	1,164.63	\$4,101.18
April	1,269.36	\$4,413.51	678.25	\$2,183.97	606.00	\$1,951.32	1,284.25	\$4,135.29
May	1,454.18	\$5,031.46	1,118.49	\$3,457.00	70.00	\$225.40	1,188.49	\$3,682.40
June	1,739.07	\$6,017.17	1,119.08	\$3,653.09	888.00	\$2,918.02	2,007.08	\$6,571.11
July							0.00	\$0.00
August							0.00	\$0.00
September							0.00	\$0.00
October							0.00	\$0.00
November							0.00	\$0.00
December							0.00	\$0.00
<b>Total Sales</b>	<b>5,478.18</b>	<b>\$19,149.74</b>	<b>3,336.11</b>	<b>\$10,947.35</b>	<b>3,343.00</b>	<b>\$11,838.35</b>	<b>6,679.11</b>	<b>\$22,785.70</b>

### Fuel Sales by Quarter

	100LL		Jet-A				Total Jet-A	
	Gallons	Amount \$	Non-AGRA		AGRA		Gallons	Amount \$
Jan - March	1,015.57	\$3,687.60	420.29	\$1,653.29	1,779.00	\$6,743.61	2,199.29	\$8,396.90
April - June	4,462.61	\$15,462.14	2,915.82	\$9,294.06	1,564.00	\$5,094.74	4,479.82	\$14,388.80
July - Sept	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
Oct - Dec	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00

City of Merrill - RRT Aviation Fuel Profit and Loss

2016 Through 6/30th

REVENUE

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Jet-A	\$2,114.71	\$2,181.01	\$4,101.18	\$4,135.29	\$3,682.40	\$6,571.11							\$22,785.70
100LL	\$1,042.95	\$702.60	\$1,942.05	\$4,413.51	\$5,031.46	\$6,017.17							\$19,149.74
<b>TOTAL REVENUE</b>	<b>\$3,157.66</b>	<b>\$2,883.61</b>	<b>\$6,043.23</b>	<b>\$8,548.80</b>	<b>\$8,713.86</b>	<b>\$12,588.28</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,935.44</b>

COST OF GOODS SOLD

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Beginning Inventory	\$29,036.88	\$26,991.52	\$47,845.96	\$43,238.14	\$35,474.00	\$28,621.42							
Purchases		\$22,758.12											
Ending Inventory*	\$26,991.52	\$47,845.96	\$43,238.14	\$35,474.00	\$28,621.42	\$19,657.00							
<b>COST OF GOODS SOLD</b>	<b>\$2,045.36</b>	<b>\$1,903.68</b>	<b>\$4,607.82</b>	<b>\$7,764.14</b>	<b>\$6,852.58</b>	<b>\$8,964.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,138.00</b>

\*Calculated based upon sales

<b>TOTAL GROSS PROFIT</b>	<b>\$1,112.30</b>	<b>\$979.93</b>	<b>\$1,435.41</b>	<b>\$784.66</b>	<b>\$1,861.28</b>	<b>\$3,623.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,797.44</b>
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EXPENSES

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Fuel System Maint.		\$662.83			\$109.80	\$207.02							\$979.65
Jet-A Truck		\$342.53											\$342.53
Telephone - CC Line	\$102.96	\$102.61	\$102.61	\$102.45	\$102.56	\$102.56							\$615.75
Credit Card Fees	\$29.71	\$30.93	\$74.85	\$151.70	\$270.53	\$262.62							\$820.34
<b>TOTAL EXPENSE</b>	<b>\$132.67</b>	<b>\$1,138.90</b>	<b>\$177.46</b>	<b>\$254.15</b>	<b>\$482.89</b>	<b>\$572.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,758.27</b>

<b>TOTAL NET PROFIT</b>	<b>\$979.63</b>	<b>(\$158.97)</b>	<b>\$1,257.95</b>	<b>\$530.51</b>	<b>\$1,378.39</b>	<b>\$3,051.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,039.17</b>
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GALLONS SOLD

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
Jet-A	473.99	560.67	1,164.63	1,284.25	1,188.49	2,007.08							6,679.11
100LL	268.11	191.00	556.46	1,269.36	1,454.18	1,739.07							5,478.18
<b>TOTAL</b>	<b>742.10</b>	<b>751.67</b>	<b>1,721.09</b>	<b>2,553.61</b>	<b>2,642.67</b>	<b>3,746.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,157.29</b>

City of Merrill - RRT Aviation Fuel Profit and Loss

2016 Through 6/30th

**COST OF GOODS SOLD :**

**COST OF GOODS SOLD - 2015 INVENTORY:**

Purchase Price/Gallon	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Ending
Jet-A	\$2.0015	\$2.0015	\$2.0015	\$2.0015	\$2.0015	\$2.0015							
100LL	\$4.0916	\$4.0916	\$4.0916	\$4.0916	\$4.0916	\$4.0916							
<b>Inventory/Gallons - Month-End Calculated Gallons**:</b>													
Jet-A (9,284.15 Gallons)	8,810.16	8,249.49	7,084.86	5,800.61	4,612.12	2,605.04							
100LL (2,555.23 Gallons)	2,287.12	2,096.12	1,539.66	270.30	0.00	0.00							

\*\*This is sellable gallons - less 300 in 100LL bottom and less 1,100 in Jet-A bottom (expensed in 2014).

<b>Ending Inventory Value*</b>	<b>\$26,991.52</b>	<b>\$25,087.84</b>	<b>\$20,480.02</b>	<b>\$12,715.88</b>	<b>\$9,231.16</b>	<b>\$5,213.99</b>							
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\*Calculated based upon sales

**COST OF GOODS SOLD - 2016 INVENTORY:**

Purchase Price/Gallon	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Ending
Jet-A													
100LL		\$2.8448	\$2.8448	\$2.8448	\$2.8448	\$2.8448							
<b>Inventory/Gallons - Month-End Calculated Gallons:</b>													
Jet-A													
100LL		8,000.00	8,000.00	8,000.00	6,816.12	5,077.05							

<b>Ending Inventory Value*</b>	<b>\$0.00</b>	<b>\$22,758.12</b>	<b>\$22,758.12</b>	<b>\$22,758.12</b>	<b>\$19,390.26</b>	<b>\$14,443.01</b>							
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\*Calculated based upon sales

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2016

10 -General Fund  
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
*****					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,000.00	1,850.00	15,729.85	62.92	9,270.15
43510-46400 Aviation Fuel-Net Profit	<u>7,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>
TOTAL Public Charges-Services	32,000.00	1,850.00	15,729.85	49.16	16,270.15
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	<u>0.00</u>	<u>0.00</u>	<u>8,087.00</u>	<u>0.00</u>	<u>( 8,087.00)</u>
TOTAL Miscellaneous Revenues	0.00	0.00	8,087.00	0.00	( 8,087.00)
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TOTAL REVENUES	32,000.00	1,850.00	23,816.85	74.43	8,183.15
<b>EXPENDITURES</b>					
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<u>Personnel Services</u>					
53510-01-51000 Social Security	<u>625.00</u>	<u>229.03</u>	<u>371.45</u>	<u>59.43</u>	<u>253.55</u>
TOTAL Personnel Services	625.00	229.03	371.45	59.43	253.55
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	60,500.00	4,125.00	24,750.00	40.91	35,750.00
53510-02-15500 Snow Removal Services	6,000.00	801.00	2,673.00	44.55	3,327.00
53510-02-15550 Mowing Services	6,000.00	2,411.07	4,830.04	80.50	1,169.96
53510-02-15600 Brush Cutting/Tree Grub	5,000.00	0.00	7,140.00	142.80	( 2,140.00)
53510-02-21000 Water and Sewer	1,750.00	329.46	528.30	30.19	1,221.70
53510-02-22000 Electric and Natural Gas	15,750.00	832.07	7,085.55	44.99	8,664.45
53510-02-22016 Electric/Gas-FBO Hangar	4,750.00	0.00	1,334.33	28.09	3,415.67
53510-02-24000 Crack Filling	8,500.00	0.00	0.00	0.00	8,500.00
53510-02-24250 Electrical Maint/Repair	4,000.00	0.00	9,596.04	239.90	( 5,596.04)
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	52.20	6.96	697.80
53510-02-24700 Terminal Maint/Repair	1,250.00	244.90	519.05	41.52	730.95
53510-02-24725 FBO Hanger Maint/Repairs	0.00	0.00	3,561.60	0.00	( 3,561.60)
53510-02-24733 New Terminal - Maint	2,500.00	251.30	266.27	10.65	2,233.73
53510-02-24735 Cleaning - New Terminal	0.00	0.00	450.00	0.00	( 450.00)
53510-02-24750 House Maintenance/Repair	750.00	302.61	619.79	82.64	130.21
53510-02-25000 Telephone	2,500.00	336.73	1,478.62	59.14	1,021.38
53510-02-30000 Regulatory Fees/Permits	165.00	0.00	0.00	0.00	165.00
53510-02-90000 Weather Computer	0.00	0.00	0.00	0.00	0.00
53510-02-91100 NDB Inspection	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Contractual Services	120,165.00	9,634.14	64,884.79	54.00	55,280.21
<u>Supplies &amp; Expenses</u>					
53510-03-10000 Office Supplies	1,000.00	0.00	34.96	3.50	965.04
53510-03-32000 Education & Conference	350.00	0.00	100.00	28.57	250.00
53510-03-40000 Operating Supplies	1,000.00	0.00	412.48	41.25	587.52
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	0.00	0.00	3,000.00
53510-03-41500 Airport Promotion	0.00	140.00	407.00	0.00	( 407.00)

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2016

10 -General Fund  
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-03-42500 Support - Gates/Cameras	1,500.00	0.00	263.30	17.55	1,236.70
53510-03-42575 Fiber - Charter	11,500.00	821.48	5,656.48	49.19	5,843.52
53510-03-50000 Repair/Maint Supplies	610.00	172.78	172.78	28.32	437.22
53510-03-50750 Equipment Maint/Repair	3,500.00	490.31	649.95	18.57	2,850.05
53510-03-51000 Vehicle Repair/Maint	3,000.00	0.00	21.27	0.71	2,978.73
53510-03-53000 Fuel & Oil-For Equipment	5,500.00	486.81	1,522.16	27.68	3,977.84
53510-03-54000 Land Purchases	0.00	0.00	0.00	0.00	0.00
TOTAL Supplies & Expenses	30,960.00	2,111.38	9,240.38	29.85	21,719.62
<b>TOTAL EXPENDITURES</b>	<b>151,750.00</b>	<b>11,974.55</b>	<b>74,496.62</b>	<b>49.09</b>	<b>77,253.38</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>( 119,750.00)</b>	<b>( 10,124.55)</b>	<b>( 50,679.77)</b>	<b>0.00</b>	<b>( 69,070.23)</b>