

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday September 21, 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 August 17, 2016
3. Approval of Vouchers
4. Terminal Project Status
 - Furnishings
 - HVAC system
5. Brown Property Status
6. Runway 16/34 Project Status Phase I
7. Airport Budget 2017
8. Airport signage
9. Discussion/Decision Draft Ordinance
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. Chairman's Report
 - House/garage Demo Update
 - Telephone Issues
 - Update on Flight Instruction
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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.



City of Merrill

Kathy Unertl, Finance Director

1004 East 1st Street • Merrill, Wisconsin • 54452

Phone: 715.536.5594 • Fax: 715.539.2668

e-mail: Kathy.Unertl@ci.merrill.wi.us

Date: September 15th, 2016

To: Airport Commissioners

From: Kathy Unertl, Finance Director 

RE: Draft 2017 Budget – Fund 10 and Fund 27

There are two separate budgets for Airport operations for review:

- Fund 10 (General – Tax Levy Supported)
- Fund 27 (Aviation Fuel)

CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: SEPTEMBER 30TH, 2016

10 -General Fund
 Airport

| | 2014 ACTUAL | 2015 ACTUAL | (-----) 2016 CURRENT BUDGET | (-----) 2016 Y-T-D ACTUAL | (-----) 2016 PROJECTED YEAR END | (-----) 2017 REQUESTED BUDEGT | (-----) 2017 BUDGET CHANGE | (-----) 2017 PROPOSED BUDGET |
|---|----------------|----------------|-----------------------------------|---------------------------------|---------------------------------------|-------------------------------------|----------------------------------|------------------------------------|
| REVENUES | | | | | | | | |
| <u>Public Charges-Services</u> | | | | | | | | |
| 43510-46340 Airport Revenue | 24,782 | 18,987 | 25,000 | 17,685 | 24,000 | 25,000 | 0 | |
| 43510-46400 Fund 27 - Fuel Profit | 4,439 | 18,033 | 7,000 | 0 | 0 | 3,700 | (3,300) | |
| TOTAL Public Charges-Services | 29,221 | 37,020 | 32,000 | 17,685 | 24,000 | 28,700 | (3,300) | |
| 43510-46400 Fund 27 - Fuel Profit | | | | | | | | |
| | | | | | | | | |
| PERMANENT NOTES: Fuel flow fee in 2014. Effective 2015, aviation fuel profit to balance Fund 10 (General - Tax Levy) budget. | | | | | | | | |
| <u>Miscellaneous Revenues</u> | | | | | | | | |
| 43510-48445 Ins Recovery-Damages | 0 | 12,666 | 0 | 8,087 | 8,087 | 0 | 0 | |
| TOTAL Miscellaneous Revenues | 0 | 12,666 | 0 | 8,087 | 8,087 | 0 | 0 | |
| TOTAL REVENUES | 29,221 | 49,686 | 32,000 | 25,772 | 32,087 | 28,700 | (3,300) | |
| EXPENDITURES | | | | | | | | |
| <u>Personnel Services</u> | | | | | | | | |
| 53510-01-51000 Social Security | 0 | 450 | 625 | 789 | 925 | 925 | 300 | |
| TOTAL Personnel Services | 0 | 450 | 625 | 789 | 925 | 925 | 300 | |
| 53510-01-51000 Social Security | | | | | | | | |
| PERMANENT NOTES: For part-time employees hired for snow removal and mowing. | | | | | | | | |
| <u>Contractual Services</u> | | | | | | | | |
| 53510-02-13400 FBO/Airport Man. Contract | 56,690 | 37,440 | 60,500 | 35,063 | 49,500 | 50,738 | (9,762) | |
| 53510-02-15500 Snow Removal Services | 8,887 | 2,004 | 6,000 | 4,266 | 6,000 | 6,000 | 0 | |
| 53510-02-15550 Mowing Services | 6,618 | 7,677 | 6,000 | 8,737 | 9,750 | 8,500 | 2,500 | |
| 53510-02-15600 Brush Cutting/Tree Grub | 270 | 4,950 | 5,000 | 7,140 | 7,140 | 7,000 | 2,000 | |
| 53510-02-21000 Water and Sewer | 1,030 | 1,718 | 1,750 | 398 | 825 | 850 | (900) | |
| 53510-02-22000 Electric and Natural Gas | 13,142 | 14,119 | 15,750 | 8,820 | 13,837 | 14,500 | (1,250) | |
| 53510-02-22016 Electric/Gas-FBO Hangar | 0 | 4,623 | 4,750 | 1,334 | 1,334 | 0 | (4,750) | |
| 53510-02-24000 Crack Filling | 0 | 20,480 | 8,500 | 0 | 12,177 | 15,000 | 6,500 | |
| 53510-02-24250 Electrical Maint/Repair | 3,581 | 16,853 | 4,000 | 9,672 | 11,000 | 4,000 | 0 | |
| 53510-02-24600 T-Hangar Repair/Maint. | 324 | 534 | 750 | 52 | 750 | 750 | 0 | |
| 53510-02-24700 Terminal Maint/Repair | 1,996 | 1,150 | 1,250 | 519 | 1,250 | 1,250 | 0 | |
| 53510-02-24725 FBO Hanger Maint/Repairs | 0 | 0 | 0 | 3,562 | 3,562 | 500 | 500 | |
| 53510-02-24733 New Terminal - Maint | 0 | 9,539 | 2,500 | 581 | 1,000 | 1,000 | (1,500) | |
| 53510-02-24735 Cleaning - New Terminal | 0 | 225 | 0 | 750 | 1,250 | 1,250 | 1,250 | |
| 53510-02-24750 House Maintenance/Repair | 253 | 1,075 | 750 | 858 | 900 | 750 | 0 | |
| 53510-02-25000 Telephone | 2,500 | 2,689 | 2,500 | 1,096 | 1,200 | 1,000 | (1,500) | |

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: SEPTEMBER 30TH, 2016

10 -General Fund
 Airport

| | 2014 ACTUAL | 2015 ACTUAL | (----- 2016 -----) CURRENT BUDGET | (----- 2016 -----) Y-T-D ACTUAL | (----- 2016 -----) PROJECTED YEAR END | (----- 2017 -----) REQUESTED BUDEGT | (----- 2017 -----) BUDGET CHANGE | PROPOSED BUDGET |
|---|----------------|----------------|---|---------------------------------------|---|---|--|--------------------|
| 53510-02-30000 Regulatory Fees/Permits | 165 | 130 | 165 | 130 | 130 | 130 | (35) | |
| TOTAL Contractual Services | 95,455 | 125,206 | 120,165 | 82,977 | 121,605 | 113,218 | (6,947) | |
| 53510-02-2500Telephone | | | | | | | | |
| | | | | | | | | |
| 53510-02-2500Telephone | | | | | | | | |
| | | | | | | | | |
| Supplies & Expenses | | | | | | | | |
| 53510-03-10000 Office Supplies | 0 | 997 | 1,000 | 35 | 750 | 750 | (250) | |
| 53510-03-32000 Education & Conference | 225 | 0 | 350 | 100 | 350 | 350 | 0 | |
| 53510-03-40000 Operating Supplies | 655 | 1,393 | 1,000 | 412 | 1,000 | 1,000 | 0 | |
| 53510-03-41000 Promotion - Airport Day | 3,752 | 2,098 | 3,000 | 172 | 0 | 3,000 | 0 | |
| 53510-03-41500 Airport Promotion | 860 | 0 | 0 | 407 | 407 | 500 | 500 | |
| 53510-03-42500 Support - Gates/Cameras | 1,522 | 2,267 | 1,500 | 3,475 | 3,475 | 3,000 | 1,500 | |
| 53510-03-42575 Fiber - Charter | 5,225 | 11,179 | 11,500 | 8,439 | 11,225 | 11,225 | (275) | |
| 53510-03-50000 Repair/Maint Supplies | 169 | 1,304 | 610 | 223 | 600 | 607 | (3) | |
| 53510-03-50750 Equipment Maint/Repair | 7,283 | 4,277 | 3,500 | 1,437 | 3,500 | 3,500 | 0 | |
| 53510-03-51000 Vehicle Repair/Maint | 4,132 | 1,533 | 3,000 | 84 | 3,000 | 3,000 | 0 | |
| 53510-03-53000 Fuel & Oil-For Equipment | 8,056 | 5,194 | 5,500 | 2,247 | 5,000 | 5,000 | (500) | |
| TOTAL Supplies & Expenses | 31,879 | 30,241 | 30,960 | 17,033 | 29,307 | 31,932 | 972 | |
| 53510-03-4257Fiber - Charter | | | | | | | | |
| | | | | | | | | |
| TOTAL EXPENDITURES | 127,334 | 155,897 | 151,750 | 100,799 | 151,837 | 146,075 | (5,675) | |
| REVENUE OVER/(UNDER) EXPENDITURES | (98,113) | (106,211) | (119,750) | (75,027) | (119,750) | (117,375) | 2,375 | |

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: SEPTEMBER 30TH, 2016

27 -Merrill Airport Fuel
 Aviation Fuel

| | 2014 ACTUAL | 2015 ACTUAL | (-----2016-----) CURRENT BUDGET | (-----2016-----) Y-T-D ACTUAL | (-----2016-----) PROJECTED YEAR END | (-----2017-----) REQUESTED BUDEGT | (-----2017-----) BUDGET CHANGE | PROPOSED BUDGET |
|---|----------------|----------------|---------------------------------------|-------------------------------------|---|---|--------------------------------------|--|
| REVENUES | | | | | | | | |
| <u>Public Charges-Services</u> | | | | | | | | |
| 43515-46450 Jet-A Fuel Sales | 0 | 66,033 | 75,000 | 29,670 | 59,500 | 60,000 | (15,000) | |
| 43515-46457 100LL Fuel Sales | 0 | 18,166 | 20,000 | 36,529 | 46,500 | 47,500 | 27,500 | |
| 43515-46500 Aircraft Oil Sales Rev. | 0 | 0 | 0 | 24 | 50 | 50 | 50 | |
| TOTAL Public Charges-Services | 0 | 84,199 | 95,000 | 66,223 | 106,050 | 107,550 | 12,550 | |
| 43515-46450 Jet-A Fuel Sales | | | | | | | | PERMANENT NOTES: Total 2015 aviation fuel revenue was \$102,199 with \$18,033 transferred to balance Fund 10 (General - Airport). |
| 43515-46457 100LL Fuel Sales | | | | | | | | PERMANENT NOTES: Finance Director Note: If needed, aviation fuel net profit will be transferred to balance Fund 10 (General - Airport). |
| <u>Other Financing Sources</u> | | | | | | | | |
| 43515-53333 CC - Car Rentals | 0 | 327 | 0 | 37 | 100 | 100 | 100 | |
| TOTAL Other Financing Sources | 0 | 327 | 0 | 37 | 100 | 100 | 100 | |
| TOTAL REVENUES | 0 | 84,526 | 95,000 | 66,260 | 106,150 | 107,650 | 12,650 | |
| EXPENDITURES | | | | | | | | |
| <u>Contractual Services</u> | | | | | | | | |
| 53515-02-24500 Fuel System Maintenance | 0 | 3,524 | 3,500 | 980 | 3,500 | 3,500 | 0 | |
| 53515-02-25022 Telephone-Fuel Pumps | 0 | 0 | 1,300 | 970 | 1,300 | 1,300 | 0 | |
| 53515-02-25028 Telephone-CC Line | 0 | 1,398 | 0 | 823 | 1,400 | 1,400 | 1,400 | |
| TOTAL Contractual Services | 0 | 4,923 | 4,800 | 2,773 | 6,200 | 6,200 | 1,400 | |
| 53515-02-2502Telephone-Fuel Pumps | | | | | | | | PERMANENT NOTES: Actual telephone for fuel pumps was \$1,288 in 2015 (Fund 10 - General). |
| <u>Special Services</u> | | | | | | | | |
| 53515-04-51000 Jet-A Truck Repair/Maint | 0 | 0 | 1,000 | 343 | 1,000 | 1,000 | 0 | |
| 53515-04-52666 Fuel Credit Card Fees | 0 | 2,010 | 3,500 | 1,579 | 2,775 | 2,775 | (725) | |
| 53515-04-53000 Jet-A Fuel Purchases | 0 | 35,388 | 22,500 | 15,982 | 30,000 | 32,500 | 10,000 | |
| 53515-04-53250 100LL Fuel Purchases | 0 | 41,508 | 45,000 | 35,253 | 47,500 | 47,500 | 2,500 | |
| 53515-04-53333 Rental Car - Paid via CC | 0 | 327 | 0 | 0 | 100 | 100 | 100 | |
| 53515-04-53477 Oil -For Aircraft Sales | 0 | 370 | 0 | 0 | 150 | 150 | 150 | |
| TOTAL Special Services | 0 | 79,604 | 72,000 | 53,156 | 81,525 | 84,025 | 12,025 | |

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CITY OF MERRILL
 PROPOSED BUDGET WORKSHEET
 AS OF: SEPTEMBER 30TH, 2016

27 -Merrill Airport Fuel
 Aviation Fuel

| | 2014 ACTUAL | 2015 ACTUAL | (----- 2016 -----) CURRENT BUDGET | (----- 2016 -----) Y-T-D ACTUAL | (----- 2016 -----) PROJECTED YEAR END | (----- 2017 -----) REQUESTED BUDEGT | (----- 2017 -----) BUDGET CHANGE | (----- 2017 -----) PROPOSED BUDGET |
|--|----------------|----------------|---|---------------------------------------|---|---|--|--|
| Fixed Charges | | | | | | | | |
| 53515-05-11000 Transfer - Debt Service | 0 | 0 | 0 | 0 | 0 | 1,580 | 1,580 | |
| TOTAL Fixed Charges | 0 | 0 | 0 | 0 | 0 | 1,580 | 1,580 | |
| 53515-05-1100Transfer - Debt Service | | | | | | | | |
| PERMANENT NOTES: Debt Service on Series 2016B borrowing of \$75,000 (for future airport local match). | | | | | | | | |
| Capital Outlay | | | | | | | | |
| 53515-08-57500 Airport - Equipment | 0 | 0 | 1,700 | 1,700 | 1,700 | 0 | (1,700) | |
| TOTAL Capital Outlay | 0 | 0 | 1,700 | 1,700 | 1,700 | 0 | (1,700) | |
| TOTAL EXPENDITURES | 0 | 84,526 | 78,500 | 57,629 | 89,425 | 91,805 | 13,305 | |
| REVENUE OVER/ (UNDER) EXPENDITURES | 0 | 0 | 16,500 | 8,631 | 16,725 | 15,845 | (655) | |
| FUND TOTAL REVENUES | 0 | 84,526 | 95,000 | 66,260 | 106,150 | 107,650 | 12,650 | |
| FUND TOTAL EXPENDITURES | 0 | 84,526 | 78,500 | 57,629 | 89,425 | 91,805 | 13,305 | |
| REVENUE OVER/ (UNDER) EXPENDITURES | 0 | 0 | 16,500 | 8,631 | 16,725 | 15,845 | (655) | |

*** END OF REPORT ***

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CITY OF MERRILL

1004 EAST FIRST STREET
MERRILL, WI 54452-2586

AN ORDINANCE: By Airport Commission and Housing Authority
Re: Amending 2-155(a) Residency Required for Service on Boards or Commission, Limitation on Terms

ORDINANCE NO. 2016-

Introduced: _____
1st Reading: _____
2nd Reading: _____
3rd Reading: _____
Committee/Commission Action: _____

AN ORDINANCE

The Common Council of the City of Merrill, Wisconsin, does ordain as follows:

Section 1. Section 2-155(a) of the Code of Ordinances for the City of Merrill is amended to read as follows:

Residency. Except for the Library Board, Park and Recreation Commission, Tourism Commission, Historical Preservation Committee, Housing Authority, Airport Commission and ADA Compliance Committee, no citizen member not a resident of and not residing in the City of Merrill shall be appointed to any board, commission or committee. Composition of the Library Board shall be governed by Section 2-147. Up to one nonresident citizen may be a member of the Park and Recreation Commission, Tourism Commission, Historical Preservation Committee, Housing Authority, ~~Airport Commission~~ and ADA Compliance Committee.

Notwithstanding the above, the Airport Commission may include up to two non-resident members. One of those two members must own or be a principal in a Company or Enterprise which owns or maintains a hangar at the Merrill Municipal Airport or maintains an aircraft based at the Merrill Municipal Airport.

Any board, committee or commission citizen member who moves from the City shall immediately be removed from such board or commission, unless the board, commission or committee is allowed by this Section to have non-resident citizen members and the board commission or committee has not exceeded the number of nonresident members permitted.

Section 2. Severability. In the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance. It

is the legislative intent of the Common Council that this ordinance would have been adopted if such illegal provision had not been included or any illegal application had not been made.

Section 3. Repeal and Effective Date. All ordinances or parts of ordinances and resolutions in conflict herewith are hereby repealed. This ordinance shall take effect from and after its passage and publication.

Approved:

Moved by: _____

Adopted: _____

Approved: _____

Published: _____

William R. Bialecki
Mayor

Attest:

William N. Heideman,
City Clerk

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CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2016

10 -General Fund
Airport

| | ANNUAL BUDGET | CURRENT PERIOD | Y-T-D ACTUAL | % OF BUDGET | BUDGET BALANCE |
|--|------------------|-------------------|------------------|----------------|-------------------|
| REVENUES | | | | | |
| Public Charges-Services | | | | | |
| 43510-46340 Airport Revenue | 25,000.00 | 725.00 | 17,584.85 | 70.34 | 7,415.15 |
| 43510-46400 Fund 27 - Fuel Profit | 7,000.00 | 0.00 | 0.00 | 0.00 | 7,000.00 |
| TOTAL Public Charges-Services | 32,000.00 | 725.00 | 17,584.85 | 54.95 | 14,415.15 |
| Miscellaneous Revenues | | | | | |
| 43510-48445 Ins Recovery-Damages | 0.00 | 0.00 | 8,087.00 | 0.00 | (8,087.00) |
| TOTAL Miscellaneous Revenues | 0.00 | 0.00 | 8,087.00 | 0.00 | (8,087.00) |
| TOTAL REVENUES | 32,000.00 | 725.00 | 25,671.85 | 80.22 | 6,328.15 |
| EXPENDITURES | | | | | |
| Personnel Services | | | | | |
| 53510-01-51000 Social Security | 625.00 | 133.57 | 671.63 | 107.46 | (46.63) |
| TOTAL Personnel Services | 625.00 | 133.57 | 671.63 | 107.46 | (46.63) |
| Contractual Services | | | | | |
| 53510-02-13400 FBO/Airport Man. Contract | 60,500.00 | 4,125.00 | 33,000.00 | 54.55 | 27,500.00 |
| 53510-02-15500 Snow Removal Services | 6,000.00 | 0.00 | 3,330.00 | 55.50 | 2,670.00 |
| 53510-02-15550 Mowing Services | 6,000.00 | 1,746.00 | 8,138.44 | 135.64 | (2,138.44) |
| 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 | 0.00 | 398.30 | 22.76 | 1,351.70 |
| 53510-02-22000 Electric and Natural Gas | 15,750.00 | 842.31 | 8,820.16 | 56.00 | 6,929.84 |
| 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 | 45.00 | 9,671.69 | 241.79 | (5,671.69) |
| 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 | 0.00 | 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 | 193.96 | 580.75 | 23.23 | 1,919.25 |
| 53510-02-24735 Cleaning - New Terminal | 0.00 | 0.00 | 675.00 | 0.00 | (675.00) |
| 53510-02-24750 House Maintenance/Repair | 750.00 | 0.00 | 857.67 | 114.36 | (107.67) |
| 53510-02-25000 Telephone | 2,500.00 | 240.99 | 1,956.87 | 78.27 | 543.13 |
| 53510-02-30000 Regulatory Fees/Permits | 165.00 | 0.00 | 130.00 | 78.79 | 35.00 |
| TOTAL Contractual Services | 120,165.00 | 7,193.26 | 80,166.06 | 66.71 | 39,998.94 |
| Supplies & Expenses | | | | | |
| 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 | 0.00 | 407.00 | 0.00 | (407.00) |
| 53510-03-42500 Support - Gates/Cameras | 1,500.00 | 158.00 | 3,475.30 | 231.69 | (1,975.30) |
| 53510-03-42575 Fiber - Charter | 11,500.00 | 917.00 | 7,522.48 | 65.41 | 3,977.52 |

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2016

10 -General Fund
Airport

| | ANNUAL BUDGET | CURRENT PERIOD | Y-T-D ACTUAL | % OF BUDGET | BUDGET BALANCE |
|---|------------------|-------------------|-----------------|----------------|-------------------|
| 53510-03-50000 Repair/Maint Supplies | 610.00 | 0.00 | 223.44 | 36.63 | 386.56 |
| 53510-03-50750 Equipment Maint/Repair | 3,500.00 | 551.16 | 1,436.51 | 41.04 | 2,063.49 |
| 53510-03-51000 Vehicle Repair/Maint | 3,000.00 | 0.00 | 84.06 | 2.80 | 2,915.94 |
| 53510-03-53000 Fuel & Oil-For Equipment | 5,500.00 | 239.21 | 2,246.99 | 40.85 | 3,253.01 |
| TOTAL Supplies & Expenses | 30,960.00 | 1,865.37 | 15,943.22 | 51.50 | 15,016.78 |
| <hr/> | | | | | |
| TOTAL EXPENDITURES | 151,750.00 | 9,192.20 | 96,780.91 | 63.78 | 54,969.09 |
| REVENUES OVER/(UNDER) EXPENDITURES | (119,750.00) | (8,467.20) | (71,109.06) | 0.00 | (48,640.94) |