CITY OF MERRILL

AIRPORT COMMISSION MEETING

Wednesday, December 20, 2017

7:00 P.M.

Merrill Airport Terminal

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

1. Call to Order
2. Approval of Meeting Minutes from November18, 2017
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Lightening Suppression Project
6. Discussion Planning New T-Hangar
7. Flight Instruction Status
8. Manager's Report
9. Airport General Maintenance
   - Re-sheet N, W, and S walls of old terminal
   - Light system repair
   - Airport signage
   - LED light project
10. Chairman's Report
11. Aviation Happenings
12. Public Comment
13. Agenda Items for Next Meeting
14. Adjournment

Gary Schwartz, Chairman
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.

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: NOVEMBER 30TH, 2017

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	100.00	22,385.86	89.54	2,614.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	100.00	22,385.86	89.54	2,614.14
Miscellaneous Revenues			46,160.77 *		
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	25,000.00	100.00	22,385.86	89.54	2,614.14
EXPENDITURES	* Received 12/7/2017				
Personnel Services					
53510-01-51000 Social Security	925.00	93.64	1,292.00	139.68	(367.00)
TOTAL Personnel Services	925.00	93.64	1,292.00	139.68	(367.00)
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	50,738.00	4,228.12	46,509.32	91.67	4,228.68
53510-02-15500 Snow Removal Services	7,000.00	342.00	3,963.60	56.62	3,036.40
53510-02-15550 Mowing Services	8,500.00	81.00	11,729.89	138.00	(3,229.89)
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	936.00	12,507.71	178.68	(5,507.71)
53510-02-21000 Water and Sewer	850.00	0.00	824.66	97.02	25.34
53510-02-22000 Electric and Natural Gas	14,450.00	878.52	10,784.27	74.63	3,665.73
53510-02-24000 Crack Filling	15,000.00	0.00	0.00	0.00	15,000.00
53510-02-24250 Electrical Maint/Repair	4,000.00	142.20	763.66	19.09	3,236.34
53510-02-24277 Lightning Damage Repairs	0.00	36,284.55 *	46,961.62	0.00	(46,961.62)
53510-02-24333 Blacktop-Hangar Area	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	1,069.11	142.55	(319.11)
53510-02-24700 Terminal Maint/Repair	1,250.00	16.20	699.14	55.93	550.86
53510-02-24711 SRE Building	0.00	0.00	450.00	0.00	(450.00)
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	1,533.36	306.67	(1,033.36)
53510-02-24733 New Terminal - Maint	1,000.00	0.00	1,432.89	143.29	(432.89)
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	925.00	74.00	325.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	164.53	21.94	585.47
53510-02-25000 Telephone	1,000.00	57.87	684.79	68.48	315.21
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
TOTAL Contractual Services	114,168.00	43,066.46	141,003.55	123.51	(26,835.55)
Supplies & Expenses					
53510-03-10000 Office Supplies	750.00	0.00	524.49	69.93	225.51
53510-03-32000 Education & Conference	350.00	0.00	100.00	28.57	250.00
53510-03-40000 Operating Supplies	1,000.00	134.33	2,273.83	227.38	(1,273.83)
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	1,811.00	60.37	1,189.00
53510-03-41500 Airport Promotion	500.00	187.00	733.00	146.60	(233.00)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: NOVEMBER 30TH, 2017

10 -General Fund

Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-03-42500 Support - Gates/Cameras	3,000.00	0.00	3,129.24	104.31	(129.24)
53510-03-42575 Fiber - Charter	11,225.00	917.00	10,087.00	89.86	1,138.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	1,404.98	0.00	(1,404.98)
53510-03-50000 Repair/Maint Supplies	582.00	51.64	1,019.39	175.15	(437.39)
53510-03-50750 Equipment Maint/Repair	3,500.00	435.60	3,343.72	95.53	156.28
53510-03-51000 Vehicle Repair/Maint	3,000.00	0.00	458.22	15.27	2,541.78
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	3,220.20	64.40	1,779.80
TOTAL Supplies & Expenses	31,907.00	1,725.57	28,105.07	88.08	3,801.93
TOTAL EXPENDITURES	147,000.00	44,885.67	170,400.62	115.92	(23,400.62)
REVENUES OVER/(UNDER) EXPENDITURES	(122,000.00)	(44,785.67)	(148,014.76)	0.00	26,014.76

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: NOVEMBER 30TH, 2017

27 -Merrill Airport Fuel

Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43515-46450 Jet-A Fuel Sales	60,000.00	2,169.58	28,163.72	46.94	31,836.28
43515-46457 100LL Fuel Sales	47,500.00	2,211.53	34,047.66	71.68	13,452.34
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	4,381.11	62,211.38	57.84	45,338.62
Other Financing Sources					
43515-53333 CC - Car Rentals	100.00	0.00	175.00	175.00	(75.00)
TOTAL Other Financing Sources	100.00	0.00	175.00	175.00	(75.00)
TOTAL REVENUES	107,650.00	4,381.11	62,386.38	57.95	45,263.62
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	1,787.60	2,172.80	62.08	1,327.20
53515-02-25022 Telephone-Fuel Pumps	1,300.00	107.30	1,147.76	88.29	152.24
53515-02-25028 Telephone-CC Line	1,400.00	73.24	788.66	56.33	611.34
TOTAL Contractual Services	6,200.00	1,968.14	4,109.22	66.28	2,090.78
Special Services					
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	2,775.00	95.81	1,671.86	60.25	1,103.14
53515-04-53000 Jet-A Fuel Purchases	32,500.00	0.00	15,901.86	48.93	16,598.14
53515-04-53250 100LL Fuel Purchases	47,500.00	0.00	58,918.04	124.04	(11,418.04)
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	530.00	530.00	(430.00)
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	84,025.00	95.81	77,021.76	91.67	7,003.24
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,580.00	0.00	0.00	0.00	1,580.00
TOTAL Fixed Charges	1,580.00	0.00	0.00	0.00	1,580.00
Capital Outlay					
53515-08-57500 Airport - Equipment	0.00	0.00	2,879.99	0.00	(2,879.99)
TOTAL Capital Outlay	0.00	0.00	2,879.99	0.00	(2,879.99)
TOTAL EXPENDITURES	91,805.00	2,063.95	84,010.97	91.51	7,794.03
REVENUES OVER/(UNDER) EXPENDITURES	15,845.00	2,317.16	(21,624.59)	0.00	37,469.59
FUND TOTAL REVENUES	107,650.00	4,381.11	62,386.38	57.95	45,263.62
FUND TOTAL EXPENDITURES	91,805.00	2,063.95	84,010.97	91.51	7,794.03
REVENUES OVER/(UNDER) EXPENDITURES	15,845.00	2,317.16	(21,624.59)	0.00	37,469.59