

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, April 18, 2018
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 March 21, 2018
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Lightening Suppression Project
6. Discussion/Decision 16/34 Mastic Project
7. Discussion/Decision AWOD system
8. Airport Day 2018
9. T Hanger Lease rates 2019
10. Manager's Report
11. Airport General Maintenance
 - Re-sheet N, W, and S walls of old terminal
 - Ramp Light system repair
 - Airport signage
 - LED light project
12. Chairman's Report
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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.

Minutes Merrill Airport Commission

Wednesday March 21, 2018

Present: Gary Schwartz (Chairman), Joe Malsack, Gary Schulz via phone, Ryan Schwartzman (alderman).

Also: Steve Krueger, Larry Wennig, Anthony Kromire (camera man).

1. Gary called the meeting to order at 7 pm.
2. February minutes were passed out and reviewed. Joe M. made a motion to approve as printed, Gary Schulz seconded. Motion passed.
3. Vouchers were passed around and discussed. Joe M. made a motion to approve paying the vouchers, Gary Schulz seconded, Motion passed.
4. Runway 16/34 project: We are waiting on Dan Doyle from Farhner to give us a quote on mastic patching on the runway. Gary Schwartz mailed off all the information requested for operations on 16/34. He also compiled runway lengths for various airports in Wisconsin with 5000 ft. runways and the average for the crosswind runway was 3500 ft. Correct aircraft numbers for the airport was also submitted. Gary Wilson is the airport planner for the FAA. This is who we have to deal with first before it moves up the chain of command for approval.
5. Lightning Suppression Project: Roger Strand will start approximately 2nd week of April. They will be bringing in materials to set up and as soon as the ground thaws out they will start.
6. New t-hanger planning: no discussion.
7. Flight Instruction Status: 50-60 hours already flown this year. Plugs fouling due to fuel mixture is full rich for training. Switching plugs to try to reduce the problem.
8. Aviation Base Station at West Terminal: Rich checked and found it will cost between \$1500 – 2000 with the antenna to install for the West Terminal building. Joe M. made a motion to install a new base station in the West Terminal. Ryan S. 2nd. After discussion motion passed.
9. T-hanger lease to Luke Lazare Number 8 hanger: Joe M. made a motion to lease #8 t-hanger, Ryan S. 2nd, motion passed.

10. Managers Report: Brush cutting so far, we have approximately \$2500 bill with the street department, but they are not done with the airport, yet. We should have them cut as much as they can until weather stops them. Dustin stated that one area was too thick for their machine. He suggested Peterson Sand and Gravel. They have a heavier machine to clear that area. Rich will contact them to see what they will charge.
11. Airport General Maintenance: LED lighting, Etco is getting us a quote on lighting. Signage: Tom Oneil is waiting on material.
12. Chairman's report: none.
13. Aviation Happenings: ATC privatization is dead at this time. We won.
14. Addendum sent out, some members did not receive the email.
- 15.1. Discussion on replacement of east terminal furnace. Rich was only able to get one quote. They did get it running but it will not last. Rich will try to get 2 more quotes for next meeting.
- 16.2. Airport Day: Joe M. contacted NTC for setting up the day with them. Advertising with the state BOA website, Midwest Flyer and local EAA chapters needs to be set up. Sept 8, 2018. Gary Schulz will contact John Lumley for airplane rides.
- 17.3. Discussion potential city services to the Airport: Crack filling is the big thing we are trying to save money on.
18. Public Comment: Joe M. contacted AOPA and is getting in touch with the Merrill High school to get them information about Aviation Courses. The curriculum is supplied by AOPA thru a grant. High schools have to have so many STEM programs. He will see if they will teach some of the courses to help alleviate the aviation related job shortage. Ryan S. is up for election April 3, 2018. He hopes to be back.
19. Agenda Items for next meeting: Furnace east terminal office, airport days 2018, crack filling.
20. Adjournment: Ryan S made a motion to adjourn, Joe M. 2nd, motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

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	500.00	13,327.97	53.31	11,672.03
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	500.00	13,327.97	53.31	11,672.03
Miscellaneous Revenues					
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	500.00	13,327.97	53.31	11,672.03
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	55.77	161.80	12.94	1,088.20
TOTAL Personnel Services	1,250.00	55.77	161.80	12.94	1,088.20
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	4,333.82	10,834.55	20.83	41,171.45
53510-02-15500 Snow Removal Services	7,000.00	963.00	4,496.40	64.23	2,503.60
53510-02-15550 Mowing Services	8,500.00	0.00	0.00	0.00	8,500.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	0.00	0.00	0.00	7,000.00
53510-02-21000 Water and Sewer	850.00	219.95	219.95	25.88	630.05
53510-02-22000 Electric and Natural Gas	13,750.00	2.63	4,510.57	32.80	9,239.43
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	9.00	99.00	2.48	3,901.00
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
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	80.99	10.80	669.01
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	0.00	0.00	1,250.00
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	124.59	24.92	375.41
53510-02-24733 New Terminal - Maint	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	300.00	24.00	950.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	61.90	216.32	21.63	783.68
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
TOTAL Contractual Services	114,736.00	5,690.30	20,882.37	18.20	93,853.63
Supplies & Expenses					
53510-03-10000 Office Supplies	750.00	0.00	0.00	0.00	750.00
53510-03-32000 Education & Conference	350.00	0.00	0.00	0.00	350.00
53510-03-40000 Operating Supplies	1,000.00	0.00	0.00	0.00	1,000.00
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	271.00	54.20	229.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	0.00	0.00	3,250.00
53510-03-42575 Fiber - Charter	11,225.00	917.00	2,751.00	24.51	8,474.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	939.00	0.00	644.57	68.64	294.43
53510-03-50750 Equipment Maint/Repair	3,500.00	216.00	659.75	18.85	2,840.25
53510-03-51000 Vehicle Repair/Maint	3,000.00	9.00	98.29	3.28	2,901.71
53510-03-53000 Fuel & Oil-For Equipment	4,500.00	161.15	1,514.75	33.66	2,985.25
TOTAL Supplies & Expenses	32,014.00	1,303.15	5,939.36	18.55	26,074.64
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TOTAL EXPENDITURES	148,000.00	7,049.22	26,983.53	18.23	121,016.47
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(6,549.22)	(13,655.56)	0.00	(109,344.44)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2018

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	2,325.68	6,668.44	11.11	53,331.56
43515-46457 100LL Fuel Sales	47,500.00	3,596.75	7,355.40	15.49	40,144.60
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	5,922.43	14,023.84	13.04	93,526.16
Other Financing Sources					
43515-53027 Tax Refund-T of Merrill	0.00	0.00	931.05	0.00	(931.05)
43515-53333 CC - Car Rentals	100.00	0.00	0.00	0.00	100.00
TOTAL Other Financing Sources	100.00	0.00	931.05	931.05	(831.05)
TOTAL REVENUES	107,650.00	5,922.43	14,954.89	13.89	92,695.11
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	0.00	176.40	5.04	3,323.60
53515-02-25022 Telephone-Fuel Pumps	1,300.00	107.72	322.48	24.81	977.52
53515-02-25028 Telephone-CC Line	1,250.00	73.58	220.61	17.65	1,029.39
TOTAL Contractual Services	6,050.00	181.30	719.49	11.89	5,330.51
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	117.71	254.35	9.17	2,520.65
53515-04-53000 Jet-A Fuel Purchases	32,500.00	0.00	0.00	0.00	32,500.00
53515-04-53250 100LL Fuel Purchases	47,500.00	0.00	0.00	0.00	47,500.00
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	0.00	0.00	100.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	84,025.00	117.71	254.35	0.30	83,770.65
Fixed Charges					
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
Capital Outlay					
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
53515-08-85000 Property-Demo-Seed	0.00	0.00	0.00	0.00	0.00
53515-08-85111 Property Tax-Land Acq.	0.00	0.00	931.05	0.00	(931.05)
TOTAL Capital Outlay	0.00	0.00	931.05	0.00	(931.05)
TOTAL EXPENDITURES	91,700.00	299.01	1,904.89	2.08	89,795.11
REVENUES OVER/(UNDER) EXPENDITURES	15,950.00	5,623.42	13,050.00	0.00	2,900.00
FUND TOTAL REVENUES	107,650.00	5,922.43	14,954.89	13.89	92,695.11