

CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Wednesday, May 16, 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 April 18, 2018
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Lightening Suppression Project
6. Discussion/Decision Wall Decorations
7. Discussion/Decision Sale of Beacon
8. Airport Day 2018
9. Manager's Report
10. Airport General Maintenance
  - Re-Sheet N, W, and S walls of old terminal
  - Ramp light system repair
  - Airport signage
  - LED light project
11. Chairman's Report
12. Aviation Happenings
13. Public Comment
14. Agenda Items for Next Meeting
15. 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.

AIRPORT COMMISSION MEETING  
Wednesday, April 18, 2018  
Merrill Municipal Airport Terminal

MINUTES

Members Present: Chairman Gary Schwartz, Gary Schulz, Lyle Banser, Joe Malsack, Manager Rich McCullough, Alderman Steve Osness

Also Present: Steve Krueger, Camera Man Hunter Lane

1. Meeting Called to Order – Chairman Schwartz called the meeting to order at 19:00 hours.
2. Approval of Minutes from March 21, 2018 – Motion by Malsack, second by Schulz. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers were reviewed and initialed by all. Motion by Malsack, second by Osness. All ayes. Motion carried.
4. Runway 16/34 Project Status – No permission to do anything yet. Chairman Schwartz has a meeting in May with FAA in Madison and the Board of Aeronautics.
5. Lightening Suppression Project – Manager McCullough explained the contractor has been waiting for the weather to cooperate and Merrill Airport will be first on the list for Peiper Contracting. Should be done before storm season.
6. Discussion/Decision 16/34 Mastic Project – Discussed project and ability to repair cracks that are wide and extend across the runway. Malsack made a motion to repair transverse cracks with Mastic fill for the estimated cost, with the ability to do other miscellaneous cracks determined at time of filling and possibly submit to the State for partial funding after project completion.
7. Discussion/Decision AWOS System – Discussion was held on Merrill AWOS System and its inadequacies/reliability. It affects traffic in and out of the airport. No flight plans are allowed to be filed without an Automated Weather Observation System. We are losing and will lose traffic without a reliable system. Motion by Osness to get a quote from DBT Communication to move equipment for AWOS from east side of Airport to new terminal, second by Malsack.
8. Airport Days 2018 - Nothing new to report.
9. T Hanger Lease Rates 2019 – Chairman Schwartz explained that the new T Hanger rates will be in effect January 1, 2019.
10. Manager's Report –

Manager McCullough noticed a mistake in bill from WPS. Will be corrected in next bill. McCullough reported radio for new terminal will be installed this week.

Rich notified the NTC Semi Driver Course that drivers were making U-turns on the lot apron entering the new terminal area. Hope to minimize the possibility of cracking and damage to blacktop.

11. Airport General Maintenance –

McCullough reported sign hung for FBO and Terminal. He is working with Tom Oneil on additional signs.

Estimate for LEDs are being discussed and Rich will be getting another estimate from Newton Electric and report at next meeting.

Obtained quotes for furnace for old Terminal to replace present furnace. Motion to accept bid from Jansen Heating by Osness, second by Malsack. All ayes. Motion carried.

12. Chairman's Report –

Chairman Schwartz reported we are currently slightly in the red with budget at 18%. Schwartz will work on his contact list to share with Commission members.

Discussed the possibility of purchasing a broom for light snow removal with the possibility of funding it with entitlement.

13. Aviation Happenings – Gary reported an engine failure on a GE Turbine engine on a 737 that caused a death. Discussed other general aviation engine failures. Schulz reported a shortage of commercial pilots, probably due to the high cost of schooling and also a similar problem with aviation mechanics. Schulz suggested a discussion with NTC to possibly initiate a course for Aviation Mechanics/Pilots. Currently, classes are not being offered in Wisconsin.

14. Public Comment – Krueger complimented Manger McCullough and his Staff for the great job of removing snow and tree trimming.

15. Agenda Items for Next Meeting – Follow up on AWOS System being repaired.

16. Adjournment – Motion by Malsack, second by Osness. All ayes. Meeting adjourned.

Minutes prepared by Lyle Banser

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: APRIL 30TH, 2018

## 10 -General Fund

## Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Public Charges-Services</b>					
43510-46340 Airport Revenue	25,000.00	700.00	14,027.97	56.11	10,972.03
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Public Charges-Services</b>	<b>25,000.00</b>	<b>700.00</b>	<b>14,027.97</b>	<b>56.11</b>	<b>10,972.03</b>
<b>Miscellaneous Revenues</b>					
43510-48445 Ins Recovery-Damages	0.00	0.00	0.00	0.00	0.00
<b>TOTAL Miscellaneous Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>25,000.00</b>	<b>700.00</b>	<b>14,027.97</b>	<b>56.11</b>	<b>10,972.03</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
53510-01-51000 Social Security	1,250.00	48.88	210.68	16.85	1,039.32
<b>TOTAL Personnel Services</b>	<b>1,250.00</b>	<b>48.88</b>	<b>210.68</b>	<b>16.85</b>	<b>1,039.32</b>
<b>Contractual Services</b>					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	4,333.82	15,168.37	29.17	36,837.63
53510-02-15500 Snow Removal Services	7,000.00	1,998.00	6,494.40	92.78	505.60
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	3,614.60	3,614.60	51.64	3,385.40
53510-02-21000 Water and Sewer	850.00	0.00	219.95	25.88	630.05
53510-02-22000 Electric and Natural Gas	13,750.00	910.43	5,421.00	39.43	8,329.00
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	325.98	424.98	10.62	3,575.02
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	9.00	89.99	12.00	660.01
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	37.99	162.58	32.52	337.42
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	400.00	32.00	850.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	14.49	230.81	23.08	769.19
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
<b>TOTAL Contractual Services</b>	<b>114,736.00</b>	<b>11,344.31</b>	<b>32,226.68</b>	<b>28.09</b>	<b>82,509.32</b>
<b>Supplies &amp; Expenses</b>					
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	191.72	191.72	19.17	808.28
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	14.73	285.73	57.15	214.27

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 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	3,668.00	32.68	7,557.00
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	1,636.60	2,296.35	65.61	1,203.65
53510-03-51000 Vehicle Repair/Maint	3,000.00	0.00	98.29	3.28	2,901.71
53510-03-53000 Fuel & Oil-For Equipment	4,500.00	622.05	2,136.80	47.48	2,363.20
TOTAL Supplies & Expenses	32,014.00	3,382.10	9,321.46	29.12	22,692.54
<b>TOTAL EXPENDITURES</b>	<b>148,000.00</b>	<b>14,775.29</b>	<b>41,758.82</b>	<b>28.22</b>	<b>106,241.18</b>
<b>REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>( 123,000.00)</b>	<b>( 14,075.29)</b>	<b>( 27,730.85)</b>	<b>0.00</b>	<b>( 95,269.15)</b>

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2018

27 -Merrill Airport Fuel  
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>Public Charges-Services</b>					
43515-46450 Jet-A Fuel Sales	60,000.00	3,826.43	10,494.87	17.49	49,505.13
43515-46457 100LL Fuel Sales	47,500.00	5,474.90	12,830.30	27.01	34,669.70
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
<b>TOTAL Public Charges-Services</b>	<b>107,550.00</b>	<b>9,301.33</b>	<b>23,325.17</b>	<b>21.69</b>	<b>84,224.83</b>
<b>Other Financing Sources</b>					
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
<b>TOTAL Other Financing Sources</b>	<b>100.00</b>	<b>0.00</b>	<b>931.05</b>	<b>931.05</b>	<b>( 831.05)</b>
<b>TOTAL REVENUES</b>	<b>107,650.00</b>	<b>9,301.33</b>	<b>24,256.22</b>	<b>22.53</b>	<b>83,393.78</b>
<b>EXPENDITURES</b>					
<b>Contractual Services</b>					
53515-02-24500 Fuel System Maintenance	3,500.00	81.00	257.40	7.35	3,242.60
53515-02-25022 Telephone-Fuel Pumps	1,300.00	107.79	430.27	33.10	869.73
53515-02-25028 Telephone-CC Line	1,250.00	73.29	293.90	23.51	956.10
<b>TOTAL Contractual Services</b>	<b>6,050.00</b>	<b>262.08</b>	<b>981.57</b>	<b>16.22</b>	<b>5,068.43</b>
<b>Special Services</b>					
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	201.92	456.27	16.44	2,318.73
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
<b>TOTAL Special Services</b>	<b>84,025.00</b>	<b>201.92</b>	<b>456.27</b>	<b>0.54</b>	<b>83,568.73</b>
<b>Fixed Charges</b>					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	0.00	0.00	1,625.00
<b>TOTAL Fixed Charges</b>	<b>1,625.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,625.00</b>
<b>Capital Outlay</b>					
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)
<b>TOTAL Capital Outlay</b>	<b>0.00</b>	<b>0.00</b>	<b>931.05</b>	<b>0.00</b>	<b>( 931.05)</b>
<b>TOTAL EXPENDITURES</b>	<b>91,700.00</b>	<b>464.00</b>	<b>2,368.89</b>	<b>2.58</b>	<b>89,331.11</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>15,950.00</b>	<b>8,837.33</b>	<b>21,887.33</b>	<b>0.00</b>	<b>( 5,937.33)</b>
<b>FUND TOTAL REVENUES</b>	<b>107,650.00</b>	<b>9,301.33</b>	<b>24,256.22</b>	<b>22.53</b>	<b>83,393.78</b>