

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, June 20, 2018
7:00 p.m.
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,
Gary Schulz, Steve Osness (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from May 16, 2018
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion/Decision FAA Petition for 16/34
6. Discussion/Decision Fuel System POS Replacement
7. Discussion/Decision Use of Funds Remaining From Beacon Sale
8. Lightening Suppression Project Status
9. Airport Day 2018
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.

Airport Commission minutes May, 16, 2018

Members present: (Chairman) Gary Schwartz, Joe Malsack, Steve Osnes (Alderman).

Also present: Rich Mccullough (Airport Manager), Larry Wenning, Mark Graczykowski and Michael Menon from WDOT, and Anthony Kromire(Camera Man).

1. Gary called meeting to order at 7 pm.
2. Minutes from April were discussed and 1 correction on line 7. The IFR was missing in the 3 sentence and should read" No IFR flights are allowed to be filed without an Automated Weather Observation System working at the destination airport. Steve made a motion to accept May's minutes with the correction, Joe seconded. Motion passed.
3. Vouchers where discussed and passed around for inspection. A motion was made by Joe M. and seconded by Steve to approve the vouchers to be paid. Motion passed.
4. Runway 16/34 status: Gary Schwartz met with Bob Lee, Gary Wilson, Paul Lo from the FAA. Discussion continued about the project and the numbers submitted regarding data they requested. After reviewing the numbers, they see the need for the runway project. Over 37% of operations occur on 16/34 runway. Now we need to get the Environmental Assessment, Airport Layout Plan and Runway Protection Zone all up to date to continue on with the project. We will see if we can do 2 or all 3 of these things at one time to shorten the timeline.
5. Lightening Suppression Project: Pieper Power stated they will start Friday weather permitting.
6. Discussion/Decision on wall Decorations purchased by Gary Schulz. Discussion followed about the art Gary purchased and how to fund for reimbursement. Funds from the sale of the old beacon can be used to reimburse Gary and Bev. Steve made a motion to use some of the money from the sale of the beacon to refund Gary Schulz \$2000.00. Joe M. seconded, motion passed.
7. Discussion/Decision on Sale of old Beacon: Gary Schulz reported to Gary Schwartz he has sold the beacon to a private party in Minnesota for \$2900.00 The balance of the money will be put into a fund to help move the jet to the new terminal building.
8. Airport Day 2018: Joe M. reported the Flight Simulator, Dream Flight, Lions for food are all lined up. Balloon Bounce we had to go to another vendor do to our other one booked for the weekend canceled. We will incur some costs due to insurance for the balloon company. Joe is also working with a gentleman who is trying to get a military flyover sometime during the day. More updates and status next month.
9. Managers Report: A new AWOS line was buried to get the system back up and running. The new furnace was installed in the old terminal building. Base station radio still on back order. LED lighting Rich is getting quotes and found higher from another source. \$350.00 to \$425.00 per unit. Gary Schwartz will also do some checking. Mastic patching of 16/34 will happen before the next meeting per Farner.

10. Airport General Maintenance: Airport signage. Same as above.
11. Chairman's report: Gary did receive an airport report card. There were only 4 categories to be addressed. Land use zoning ordinance, Wildlife Hazard Assessment, Approach Capability, Visual aids and Approach light configuration.
12. Aviation happenings: No report.
13. Public comments. None.
14. Agenda items for next meeting. Crack filling by city, land rent contract.
15. A motion was made by Joe M. and seconded by Steve to adjourn, motion passed

Minutes by Joe Malsack

AS OF: MAY 31ST, 2018

10 -General Fund

Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,000.00	3,593.12	19,121.09	76.48	5,878.91
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	3,593.12	19,121.09	76.48	5,878.91
<u>Miscellaneous Revenues</u>					
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	3,593.12	19,121.09	76.48	5,878.91
EXPENDITURES					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	39.94	250.62	20.05	999.38
TOTAL Personnel Services	1,250.00	39.94	250.62	20.05	999.38
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	4,333.82	19,502.19	37.50	32,503.81
53510-02-15500 Snow Removal Services	7,000.00	279.00	6,773.40	96.76	226.60
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	18.00	3,632.60	51.89	3,367.40
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	969.34	6,390.34	46.48	7,359.66
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	23.40	448.38	11.21	3,551.62
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	27.00	116.99	15.60	633.01
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	3,750.00	3,912.58	782.52	(3,412.58)
53510-02-24733 New Terminal - Maint	1,000.00	39.99	39.99	4.00	960.01
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	500.00	40.00	750.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	102.31	333.12	33.31	666.88
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
TOTAL Contractual Services	114,736.00	9,642.86	41,869.54	36.49	72,866.46
<u>Supplies & Expenses</u>					
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	165.74	357.46	35.75	642.54
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	495.00	780.73	156.15	(280.73)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 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	4,585.00	40.85	6,640.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	939.00	2.51	647.08	68.91	291.92
53510-03-50750 Equipment Maint/Repair	3,500.00	266.40	2,562.75	73.22	937.25
53510-03-51000 Vehicle Repair/Maint	3,000.00	18.00	116.29	3.88	2,883.71
53510-03-53000 Fuel & Oil-For Equipment	<u>4,500.00</u>	<u>248.79</u>	<u>2,385.59</u>	<u>53.01</u>	<u>2,114.41</u>
TOTAL Supplies & Expenses	32,014.00	2,113.44	11,434.90	35.72	20,579.10
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TOTAL EXPENDITURES	148,000.00	11,796.24	53,555.06	36.19	94,444.94
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(8,203.12)	(34,433.97)	0.00	(88,566.03)

AS OF: MAY 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	3,861.27	14,356.14	23.93	45,643.86
43515-46457 100LL Fuel Sales	47,500.00	4,678.97	17,509.27	36.86	29,990.73
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	8,540.24	31,865.41	29.63	75,664.59
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	8,540.24	32,796.46	30.47	74,853.54
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	269.20	526.60	15.05	2,973.40
53515-02-25022 Telephone-Fuel Pumps	1,300.00	107.53	537.80	41.37	762.20
53515-02-25028 Telephone-CC Line	1,250.00	73.29	367.19	29.38	882.81
TOTAL Contractual Services	6,050.00	450.02	1,431.59	23.66	4,618.41
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	263.90	720.17	25.95	2,054.83
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	263.90	720.17	0.86	83,304.83
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	713.92	3,082.81	3.36	88,617.19
REVENUES OVER/(UNDER) EXPENDITURES	15,950.00	7,826.32	29,713.65	0.00	(13,763.65)
FUND TOTAL REVENUES	107,650.00	8,540.24	32,796.46	30.47	74,853.54