

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, July 18, 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 June 20, 2018
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. FAA Petition for 16/34
6. Discussion/Decision Fuel System POS Replacement
7. Discussion/Decision Transfer Ownership of Hangar 25
8. Discussion/Decision Request for Natural Gas Hangar 22
9. Lightening Suppression, Gate Systems
10. Airport Day 2018
11. Manager's Report
12. Airport General Maintenance
 - Re-Sheet N, W, and S walls of old terminal
 - Ramp light system repair
 - Airport signage
 - LED light project
13. Chairman's Report
14. Aviation Happenings
15. Public Comment
16. Agenda Items for Next Meeting
17. 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 June 20, 2018

Members present: (Chairman) Gary Schwartz, Joe Malsack, Steve Osness (Alderman), Gary Schulz, Lyle Banser (via phone).

Also present: Rich Mccullough (Airport Manager) and Anthony Kromire (Camera Man).

1. Gary called meeting to order at 7 pm.
2. Minutes from May were discussed. Steve made a motion to accept May's minutes, Gary Schulz seconded. Motion passed.
3. Vouchers were 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 had a telephone conference this morning. The project seems to be stalled at this time. Gary has talked to Karl and wants to set another meeting with the FAA to try and get us back on track. We want the project to be 1 and done. FAA wants this done in 2 projects, due to funding issues. They see the safety zone is not correct with the information we sent in. Their solution is to shorten the runway to 2830 feet. We have the master plan, but they want it updated with an approach plan before continuing.
5. Discussion/Decision FAA Petition for 16/34: Has expired based on time, we will have to redo it before moving forward on the project. If we proceed and fill it out, it locks up the entitlement money. We will need to table until we have decided on where to spend the entitlement money.
6. Discussion/Decision Fuel System POS Replacement: M3000 has been intermittently giving fuel away at times. Rich has been trying to trouble shoot with the company rep. They have not been able to duplicate the condition. The M4000 new system just released in 2017 and has WFII capability. They will give us \$3500 credit on the old system. We will not have to pay for the new system until we have the problem solved. Phone lines may be the possible cause of problem. Our monitoring system is outdated, the system is over kill. This system has the capacity for a 13-tank system and we only have 3 tanks. No one knows how to work on the system, and only one person knows how to work on it at Northwest petroleum. They think we can upgrade the circuit boards for \$450.00 - \$500.00. This will help monitor tank levels daily and we can compare to daily receipt sales to monitor fuel levels. EMV chip readers will have to be installed at the same time, due to majority of credit card companies are changing over to the new cards with no strip on. Tabled until we get all the costs associated with a replacement system.
7. Discussion/Decision use of funds from Sale of old Beacon: The balance of the money will be put into the F84 fund to help move the jet to the new terminal building. \$900.00 Steve made a motion, Joe seconded, motion passed.
8. Lightning Suppression Project Status: Rich thought we were done. We did have damage from the last storm. We lost a lightning sensor and phone board. The phone board issue will keep occurring until Charter gets switched to the new terminal. The new sensor cost is \$10634.00 and not available until

August 2018. Pieper will be coming out to check out why the sensor went out. The gate control board in the FBO building was damaged. Per Mar has to order the parts. They have to look at their grounds and had put in a temporary ground prior to the damage. They may have to change their wiring.

9. Airport Day 2018: Joe M. reported the Flight Simulator, Dream Flight, Lions for food are all lined up. Balloon Bounce, Boy Scouts, Trinity Youth, Merrill Police lined up, a call into Fire Dept. Jody will send out fliers for vendors for the flea market. More updates and status next month. NTC will not be participating this year.

10. Managers Report: We have 1-2 deer on the property. The fence was checked and holes were repaired. The poles on the north fence are pushing up in the wet areas. Fence line clean up and weed killing still moving forward. We will need to purchase more herbicide. Rich still working on spraying taxi way in the new area, he has not been able to get a quote on pricing yet. No one has returned his calls. Base station radio still on back order. LED lighting Gary has quotes for \$794.00 for 6 lights 275-watt equivalent. We will need 8 total lights. Dust to dawn, each has own sensor. Gary will get brochure to see what they look like. \$9.99 each for 4 ft bulbs. Ballasts have to be removed and fixture rewired. Rich will need 114 bulbs for old FBO building. Mastic patching of 16/34 will happen before the next meeting per Farner.

11. Airport General Maintenance: Airport signage. Same as above.

12. Chairman's report: Lease set up with person renting property. Only using 22 acres but 40 could be used if worked correctly. He will need to rotate crops.

13. Aviation happenings: Gary Schulz will be putting an ad out for Oshkosh travelers. He will see if we can add a link to show the terminal on the city website. Air cup race finish line will be Merrill again. Joe is helping to set up with tables and chairs. done to help maintain grass areas to help keep brush down. FAA short on personnel for testing due to funding issues.

14. Public items for next meeting. SRE building, AWOS, Fuel System, lighting in vestibule, fence repair north side.

16. A motion was made by Joe M. and seconded by Gary Schulz to adjourn, motion passed

Minutes by Joe Malsack

AS OF: JUNE 30TH, 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	550.00	19,671.09	78.68	5,328.91
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	550.00	19,671.09	78.68	5,328.91
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	550.00	19,671.09	78.68	5,328.91
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	236.85	487.47	39.00	762.53
TOTAL Personnel Services	1,250.00	236.85	487.47	39.00	762.53
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	4,333.82	23,836.01	45.83	28,169.99
53510-02-15500 Snow Removal Services	7,000.00	0.00	6,773.40	96.76	226.60
53510-02-15550 Mowing Services	8,500.00	2,500.00	2,500.00	29.41	6,000.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	321.50	3,954.10	56.49	3,045.90
53510-02-21000 Water and Sewer	850.00	220.80	440.75	51.85	409.25
53510-02-22000 Electric and Natural Gas	13,750.00	908.60	7,298.94	53.08	6,451.06
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	81.20	529.58	13.24	3,470.42
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	116.99	15.60	633.01
53510-02-24700 Terminal Maint/Repair	1,250.00	6.86	6.86	0.55	1,243.14
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	3,912.58	782.52	(3,412.58)
53510-02-24733 New Terminal - Maint	1,000.00	188.00	227.99	22.80	772.01
53510-02-24735 Cleaning - New Terminal	1,250.00	150.00	650.00	52.00	600.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	13.30	346.42	34.64	653.58
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
TOTAL Contractual Services	114,736.00	8,724.08	50,593.62	44.10	64,142.38
Supplies & Expenses					
53510-03-10000 Office Supplies	750.00	11.00	11.00	1.47	739.00
53510-03-32000 Education & Conference	350.00	0.00	0.00	0.00	350.00
53510-03-40000 Operating Supplies	1,000.00	125.00	482.46	48.25	517.54
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	0.00	780.73	156.15	(280.73)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 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	5,502.00	49.02	5,723.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	939.00	536.79	1,183.87	126.08	(244.87)
53510-03-50750 Equipment Maint/Repair	3,500.00	657.97	3,220.72	92.02	279.28
53510-03-51000 Vehicle Repair/Maint	3,000.00	0.00	116.29	3.88	2,883.71
53510-03-53000 Fuel & Oil-For Equipment	4,500.00	849.80	3,235.39	71.90	1,264.61
TOTAL Supplies & Expenses	32,014.00	3,097.56	14,532.46	45.39	17,481.54
<hr/>					
TOTAL EXPENDITURES	148,000.00	12,058.49	65,613.55	44.33	82,386.45
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(11,508.49)	(45,942.46)	0.00	(77,057.54)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JUNE 30TH, 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	3,902.82	18,258.96	30.43	41,741.04
43515-46457 100LL Fuel Sales	47,500.00	7,368.00	24,877.27	52.37	22,622.73
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	11,270.82	43,136.23	40.11	64,413.77
Miscellaneous Revenues					
43515-48500 F84 Memorial Revenue	0.00	900.00	900.00	0.00	(900.00)
TOTAL Miscellaneous Revenues	0.00	900.00	900.00	0.00	(900.00)
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	12,170.82	44,967.28	41.77	62,682.72
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	122.40	649.00	18.54	2,851.00
53515-02-25022 Telephone-Fuel Pumps	1,300.00	107.53	645.33	49.64	654.67
53515-02-25028 Telephone-CC Line	1,250.00	73.29	440.48	35.24	809.52
TOTAL Contractual Services	6,050.00	303.22	1,734.81	28.67	4,315.19
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	251.99	972.16	35.03	1,802.84
53515-04-53000 Jet-A Fuel Purchases	32,500.00	10,654.93	10,654.93	32.78	21,845.07
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	140.00	140.00	140.00	(40.00)
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	84,025.00	11,046.92	11,767.09	14.00	72,257.91
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	11,350.14	14,432.95	15.74	77,267.05

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

27 -Merrill Airport Fuel

Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	107,650.00	12,170.82	44,967.28	41.77	62,682.72
FUND TOTAL EXPENDITURES	<u>91,700.00</u>	<u>11,350.14</u>	<u>14,432.95</u>	<u>15.74</u>	<u>77,267.05</u>
REVENUES OVER/(UNDER) EXPENDITURES	15,950.00	820.68	30,534.33	0.00	(14,584.33)

*** END OF REPORT ***