

CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Wednesday, August 15, 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 July 18, 2018
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. FAA Petition for 16/34
6. Fuel System POS Replacement
7. Discussion/Decision Repair of T Hangar Doors
8. Lightening Suppression Project Status – Fiber Optic
9. Airport Day 2018
10. Manager's Report
  - Compass Rose placement
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
  - Maintenance by City staff
  - Land rental and contract
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 July 18, 2018

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

Also present: Rich Mccullough (Airport Manager) and Anthony Kromire(Camera Man), Richard and Marlene Lussow.

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 has no real report at this time. Entitlement money will be tied up if we start a project. Should we use some of our entitlement money to purchase a new AWOS. We will have to spend approximately \$160,000. We will get some credit for the new parts we have already installed trying to keep the AWOS up. The snow broom we may have money enough to pay for with the entitlement money. Rich will get us an exact cost before we proceed.
5. Discussion/Decision FAA Petition for 16/34: The city has approved the petition, but we were not told we needed to hold a public hearing first. This will be worked out shortly to finish the petition.
6. Discussion/Decision Fuel System POS Replacement: Rich is still waiting on the final price. QT Technologies is giving us the bid.
7. Discussion/Decision transfer of ownership of hangar 25: Pat Heckert is transferring ownership to his son Kevin Heckert. Gary Schulz made a motion to transfer ownership to Kevin. Steve O. seconded, motion passed.
8. Discussion/Decision request for natural gas to hangar 22: Rich Prange wants gas for heat to hanger. The cost is his, ok'd by consensus.
9. Lightning Suppression Project Status: We did have another strike on the system. The boards on the gate that would usually short out are ok. However the main board in the old terminal was damaged. Per Mar has been contacted. They are working on grounding issues and do have 3 boards in stock in Wausau. They ran out when we had ours go out. A second board went out on another storm. We are not wanting to pay for the boards due to they were told that the grounding was not right. running fiber optic line from the gate to the controller will stop possible lightning damage. They will run a line on the top of the fence to try and see if that corrects issues. Lighting sensor was the oldest part of the sensor. That is why it went down. Weak link.
10. Airport Day 2018: Joe M. reported all seems to be in line, will have to have meeting next month. Car parking may be a concern, they will not meet until 1 week before. Military fly over will not happen

due to deployment. Air cup race on and scheduled. Tables and chairs all ready. We will set some chairs up incase public shows up to watch.

10. Managers Report: LED in shop will install and have the lights for the outside lighting. Lighting in vestibules see if we can put a motion sensor for 10 minutes and bulbs at Dollar tree for .50 each. Number 1 hangar door cable broke. They repaired the cable and reset the door. Pull behind mower from HS. Seems this unit has lost the starter 2 times. We are on the 3rd belt in 10 hours, battery has also been replaced. The dry weather has allowed them to cut the fence all the way around the airport. Repaired 2 more holes in the fence. No one has seen the deer recently. The Airport has linear 35000 feet of fence we maintain. Runway 45 watt light bulbs are a problems getting. Rich is trying to line up bulbs.

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

12. Chairman's report: none.

13. Aviation happenings: Gary Schulz light sport hours now can be applied to private pilot rating. Now you do not have to pass a test without the complex airplane. Just need the 10 hours logged in logbook. Piano recital last month Gary had organized. Hatz biplane 50th year anniversary and will be flying into Merrill about 9:00 am on Saturday.

14. Public items for next meeting. SRE building, spray weeds on taxi ways new area, DR pull behind mower, LED lights installing.

15. Public comment: none.

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

Minutes by Joe Malsack

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 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	500.00	20,171.09	80.68	4,828.91
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>500.00</b>	<b>20,171.09</b>	<b>80.68</b>	<b>4,828.91</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>500.00</b>	<b>20,171.09</b>	<b>80.68</b>	<b>4,828.91</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
53510-01-51000 Social Security	1,250.00	147.50	634.97	50.80	615.03
<b>TOTAL Personnel Services</b>	<b>1,250.00</b>	<b>147.50</b>	<b>634.97</b>	<b>50.80</b>	<b>615.03</b>
<b>Contractual Services</b>					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	4,333.82	28,169.83	54.17	23,836.17
53510-02-15500 Snow Removal Services	7,000.00	342.00	7,115.40	101.65	( 115.40)
53510-02-15550 Mowing Services	8,500.00	780.00	3,280.00	38.59	5,220.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	285.20	4,239.30	60.56	2,760.70
53510-02-21000 Water and Sewer	850.00	0.00	440.75	51.85	409.25
53510-02-22000 Electric and Natural Gas	13,750.00	731.30	8,030.24	58.40	5,719.76
53510-02-24000 Crack Filling	15,000.00	9,460.00	9,460.00	63.07	5,540.00
53510-02-24250 Electrical Maint/Repair	4,000.00	54.00	583.58	14.59	3,416.42
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24280 Lightening Mitigation Pro	0.00	7,594.56	7,594.56	0.00	( 7,594.56)
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	180.00	296.99	39.60	453.01
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	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	0.00	227.99	22.80	772.01
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	750.00	60.00	500.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	56.21	402.63	40.26	597.37
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>23,917.09</b>	<b>74,510.71</b>	<b>64.94</b>	<b>40,225.29</b>

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

## 10 -General Fund

## Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies &amp; Expenses</u>					
53510-03-10000 Office Supplies	750.00	0.00	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	234.48	716.94	71.69	283.06
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)
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	6,419.00	57.18	4,806.00
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	1,183.87	126.08	( 244.87)
53510-03-50750 Equipment Maint/Repair	3,500.00	630.53	3,851.25	110.04	( 351.25)
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	255.96	3,491.35	77.59	1,008.65
TOTAL Supplies & Expenses	32,014.00	2,037.97	16,570.43	51.76	15,443.57
<hr/>					
TOTAL EXPENDITURES	148,000.00	26,102.56	91,716.11	61.97	56,283.89
REVENUES OVER/(UNDER) EXPENDITURES	( 123,000.00)	( 25,602.56)	( 71,545.02)	0.00	( 51,454.98)

AS OF: JULY 31ST, 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	2,311.57	20,570.53	34.28	39,429.47
43515-46457 100LL Fuel Sales	47,500.00	10,058.02	34,935.29	73.55	12,564.71
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	12,369.59	55,505.82	51.61	52,044.18
<b>Miscellaneous Revenues</b>					
43515-48500 F84 Memorial Revenue	0.00	0.00	900.00	0.00	( 900.00)
TOTAL Miscellaneous Revenues	0.00	0.00	900.00	0.00	( 900.00)
<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
TOTAL Other Financing Sources	100.00	0.00	931.05	931.05	( 831.05)
<b>TOTAL REVENUES</b>	<b>107,650.00</b>	<b>12,369.59</b>	<b>57,336.87</b>	<b>53.26</b>	<b>50,313.13</b>
<b>EXPENDITURES</b>					
<b>Contractual Services</b>					
53515-02-24500 Fuel System Maintenance	3,500.00	50.40	699.40	19.98	2,800.60
53515-02-25022 Telephone-Fuel Pumps	1,300.00	107.53	752.86	57.91	547.14
53515-02-25028 Telephone-CC Line	1,250.00	73.42	513.90	41.11	736.10
TOTAL Contractual Services	6,050.00	231.35	1,966.16	32.50	4,083.84
<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	215.65	1,187.81	42.80	1,587.19
53515-04-53000 Jet-A Fuel Purchases	32,500.00	0.00	10,654.93	32.78	21,845.07
53515-04-53250 100LL Fuel Purchases	47,500.00	14,920.47	14,920.47	31.41	32,579.53
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	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	15,136.12	26,903.21	32.02	57,121.79
<b>Fixed Charges</b>					
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
<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)
TOTAL Capital Outlay	0.00	0.00	931.05	0.00	( 931.05)
<b>TOTAL EXPENDITURES</b>	<b>91,700.00</b>	<b>15,367.47</b>	<b>29,800.42</b>	<b>32.50</b>	<b>61,899.58</b>

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JULY 31ST, 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	12,369.59	57,336.87	53.26	50,313.13
FUND TOTAL EXPENDITURES	<u>91,700.00</u>	<u>15,367.47</u>	<u>29,800.42</u>	<u>32.50</u>	<u>61,899.58</u>
REVENUES OVER/(UNDER) EXPENDITURES	15,950.00	( 2,997.88)	27,536.45	0.00	( 11,586.45)

\*\*\* END OF REPORT \*\*\*