

CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Wednesday, November 21, 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 September 19 and October 17, 2018
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. FAA Petition for 16/34
6. Fuel System Issues Update
7. Manager's Report
8. Airport General Maintenance
  - Lightening Suppression Project Status – Fiber Optic
  - Repair of T Hangar Doors
9. Aviation Happenings
10. Public Comment
11. Agenda Items for Next Meeting
12. 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.

City of Merrill  
Airport Commission Meeting Minutes  
September 19, 2018  
Merrill Airport Terminal

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

Public Present: Larry Wenning, Anthony Kromire (Camera Man) Karl Kemper (Project Engineer Becher- Hoppe), Mark Graczykowski – Bureau of Aeronautics (BOA)

1. Call to Order – Meeting called to order at 1900 hours. Chairman Schwartz recognized guests Karl Kemper and Mark Graczykowski and thanked them for attending.
2. Approval of Meeting Minutes from August 15, 2018 – August Minutes read and approved. Motion by Osness; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers – Motion by Malsack; second by Osness. All Ayes. Motion carried.
4. Runway 16/34 Project Status – Chairman Schwartz reported nothing definitive from FAA. Karl Kemper of Becher-Hoppe recorded all questions from FAA and compiled and answered all questions posed by FAA, even if they had been answered before. Discussion about the Project 16/34 continued with Mark Graczykowski explaining the project presented to FAA has been slowed/bogged down due to reasons unexplained by FAA officials.

Funding from FAA

Rebuild of existing runway would be 100% funded from FAA. This would shorten the length of runway from 2997' to 2797' (a 200' of safety zone is required on each end).

Rebuild and extension requested would be at 80%/20%, with several rework projects (pavement markings, runway lighting) being done separately. The Commission's concern is that by taking the 100%, for a shorter runway we will spend more to achieve the runway extension at a later date.

Karl and Mark will be working together on Merrill Airport's behalf to help advance the Commission's position of extending our runway all in one project to save costs on rework and reconstruction.

5. FAA Petition for 16/34 – Documentation of Public Hearing Meeting of September 19, 2018 which was at 6:00 p.m. will be completed.
6. Discussion 2019 Budget –

Discussion of budget. Some adjustments being made and appear reasonable.

Chairman Schwartz asked about acquiring a broom for sweeping snow from runways. Osness made a motion to get quotes for a broom; second by Malsack. All ayes. Motion carried.

Discussion of location of new T-Hangars at new FBO location.

Entitlement money is available but as of now not determined what will be used for.

7. Fuel System Issues Update – Manager McCullough reported that QT (the fuel system keypad supplier) was meeting with him tomorrow (September 20, 2018) to diagnose the problem with the key pad/charge card operations. They think it may be a wiring problem.
8. Repair of T-Hangar Doors – McCullough had a contractor (John Doering from Mechanical Inc.) give an estimate on the fix and rebuild. Banser made a motion to allow Mechanical Inc. to repair Hangar 1 to develop the best practice on repairs which would allow them to estimate additional repairs to other City hangar doors; second by Osness. All ayes. Motion carried.
9. Lightening Suppression Project Status – Fiber Optic – Osness made a motion to install fiber optic to mitigate lightening damage to gate electronics; second by Malsack. All ayes. Motion carried.
10. Discussion T-Hangar Protocol – discussed the new contract to be mailed out to all tenants and returned by January 1, 2019. Osness made a motion to approve the new T-Hangar lease document; second by Malsack. All ayes. Motion carried.
11. Discussion Courtesy Car Protocol – Discussion followed. Suggestion was made to put in place a Logbook to be signed by all courtesy car users. This would include date, signature, Driver's license no., approximate time of car check out and check back in and suggested donations. Manager McCullough will coordinate and report at October's Meeting.
12. Manager's Report – Manager McCullough reported Compass Rose was painted and looks good. An aerial picture will be taken to show to the public by submitting to local papers.

Discussion of lights being redone from motion detectors to photo cells. Four WPS lights are being removed. We will be installing LED, airport-owned lights for substantial savings.

13. Airport General Maintenance – Items were not discussed except for the LED light project (see info. under No. 12)

14. Chairman's Report –

Maintenance by City Staff – Chairman Schwartz will work with City crews to clean up sites around the Airport.

Land Lease Rates – After reviewing State land lease rates, we determined we are at an appropriate rate with our Contract of January 1, 2019.

15. Aviation Happenings – Schultz reported FAA budget will have to be passed by Congress to give some stability to airports.
16. Public Comment – Mark Graczykowski reported BOA has land use session coming up October 24 and 25, 2018 at the Holiday Inn in Stevens Point. All interested persons are invited. Check BOA website for further information.
17. Agenda Items for Next Meeting – Discuss utilities at Airport.
18. Adjournment – Osness made a motion to adjourn; second by Banser. All Ayes. Motion carried.

Minutes prepared by Lyle Banser

## Airport Commission minutes October 17, 2018

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

Also present: Rich Mccullough (Airport Manager) and Anthony Kromire (Camera Man), Larry Wenning and Steve Krueger.

1. Gary called meeting to order at 7 pm.
2. Minutes from September were not published and will be reviewed and approved next month.
3. Vouchers were discussed and passed around for inspection, and signature. 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 been in contact with the FAA, WI BOA and Becker Hoppe and they have been sending paperwork back and forth to get the project going. Gary has been asking about the process and time frame for this project. He has been told we should have an answer in two weeks on a possible time frame. Gary also asked about a consensus on funding for the project from the last meeting. Everyone wanted to stay on track for the whole project and not try to piece it together. Steve O. made a motion to go for the whole project and do the normal funding process which will cost us less in the end. Gary Schulz seconded. Motion passed.
5. Discussion/Decision FAA Petition for 16/34: The city has not approved the petition yet, it will be on the November City Council agenda.

6. Discussion on New T hangar: City has on the budget for 2019 to install a \$300000 T hangar. The city is in the budget process for 2019 and not ready to commit at this time. Should we use entitlement money the price will be \$400,000 to \$500,000 to construct an 8-unit hangar. Should we construct outside the program we would be in the \$300,000 range. We currently have 11 people on the list waiting for available hangars and only 3 do not have airplanes.

7. Fuel System Issues update: Wiring changes were made to help correct some of the problems with not billing at times. The technician will bring some components to switch out and to help eliminate the concern. They are stumped on why it is occurring now if the wiring is wrong and not happening from the start. They are reviewing the wiring diagrams and will be back next week to finish the project.

8. Discussion T hangar protocol: Discussed last month. Remove for future. Sundowner 93Y will be moving into #4 hangar.

9. Discussion Courtesy Car Protocol: Talked about last month and discussion to put donation jar on counter. This will help cover some of the costs of owning. Remove for next month.

10. Managers Report: Waiting on WPS to take lights down so we can put the new LED lights onto the poles. WPS will leave the poles in for us. Power lines are buried to the poles. Charter will be here next week to hook up phone lines due to Frontier never came to help with the current line problems. Then the AWOS will be up and running to call in and hear the weather. The 2 lines from Frontier were costing us \$2500.00 per year. T hangar door material is in for fixing the door on #1, John will have it installed before the month is over. Tom has a demo sign made up for us to look at, Rich forgot to bring over for us to

see. Lighting in vestibules will be done with the street lights and LED lighting.

11. Airport General Maintenance: Lightning suppression and fiber optic will be done in the spring.

12. Chairman's report: none.

13. Aviation happenings: Gary Schulz states the budget for the FAA has passed for 5 years. Second ADS B rebate is available for \$500.00 for those who missed the 1st rebate. We are still missing a FAA administrator, but will have to wait. We need someone who is a pilot to help benefit us. Ultra light single place quadcopter is now flying and may have very interesting future. AOPA had an article that 36 countries are looking at Basic Med in the US to help pilots in their countries keep flying affordable. Mark Baker talked about the possibility of LSA going up to 3600 lbs for weight to meet all the safety requirements and enhancements they are trying to add. Fuel program is back on trying to find a replacement for 100LL by mid 2020.

14. Public comment: Propeller someone wants to sell for wall hanger, Mary Kerstine.

15. Agenda Items for Next Meeting: Propeller decor for mantle.

16. A motion was made by Steve O. and seconded by Gary Schulz to adjourn, motion passed

Minutes by Joe Malsack

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

## 10 -General Fund

## Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>*****</b>					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,000.00	800.00	23,696.09	94.78	1,303.91
43510-46400 Fund 27 - Fuel Profit	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Public Charges-Services	25,000.00	800.00	23,696.09	94.78	1,303.91
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
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TOTAL REVENUES	25,000.00	800.00	23,696.09	94.78	1,303.91
<b>EXPENDITURES</b>					
<b>*****</b>					
<u>Personnel Services</u>					
53510-01-51000 Social Security	<u>1,250.00</u>	<u>24.94</u>	<u>832.96</u>	<u>66.64</u>	<u>417.04</u>
TOTAL Personnel Services	1,250.00	24.94	832.96	66.64	417.04
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	4,333.82	41,171.29	79.17	10,834.71
53510-02-15500 Snow Removal Services	7,000.00	0.00	7,115.40	101.65	( 115.40)
53510-02-15550 Mowing Services	6,500.00	326.00	5,675.50	66.77	2,824.50
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	0.00	5,916.30	84.52	1,083.70
53510-02-21000 Water and Sewer	850.00	0.00	848.16	99.78	1.84
53510-02-22000 Electric and Natural Gas	13,750.00	820.79	10,585.13	76.98	3,164.87
53510-02-24000 Crack Filling	15,000.00	0.00	9,460.00	63.07	5,540.00
53510-02-24250 Electrical Maint/Repair	4,000.00	0.00	637.58	15.94	3,362.42
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24280 Lightening Mitigation Pro	0.00	0.00	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	470.48	916.92	122.26	( 166.92)
53510-02-24700 Terminal Maint/Repair	1,250.00	101.17	170.11	13.61	1,079.89
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	6,029.02	205.80	( 5,529.02)
53510-02-24733 New Terminal - Maint	1,000.00	21.85	285.84	28.58	714.16
53510-02-24735 Cleaning - New Terminal	1,250.00	496.00	1,446.00	115.68	( 196.00)
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	101.45	699.52	69.95	300.48
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
53510-02-31117 Compass Rose Project	<u>0.00</u>	<u>1,540.33</u>	<u>1,540.33</u>	<u>0.00</u>	<u>( 1,540.33)</u>
TOTAL Contractual Services	114,736.00	8,211.89	100,091.66	87.24	14,644.34

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 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	0.00	1,072.56	107.26	( 72.56)
53510-03-41000 Promotion - Airport Day	3,000.00	412.97	2,727.98	90.93	272.02
53510-03-41500 Airport Promotion	500.00	495.00	1,347.90	269.58	( 847.90)
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	3,206.76	98.67	43.24
53510-03-42575 Fiber - Charter	11,225.00	917.00	9,170.00	81.69	2,055.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	939.00	57.14	1,246.21	132.72	( 307.21)
53510-03-50750 Equipment Maint/Repair	3,500.00	9.00	4,530.50	129.44	( 1,030.50)
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	216.33	4,106.61	91.26	393.39
TOTAL Supplies & Expenses	32,014.00	2,107.44	27,535.81	86.01	4,478.19
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TOTAL EXPENDITURES	148,000.00	10,344.27	128,460.43	86.80	19,539.57
REVENUES OVER/(UNDER) EXPENDITURES	( 123,000.00)	( 9,544.27)	( 104,764.34)	0.00	( 18,235.66)

AS OF: OCTOBER 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	4,042.64	27,903.88	46.51	32,096.12
43515-46457 100LL Fuel Sales	47,500.00	2,257.84	47,722.93	100.47	( 222.93)
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	6,300.48	75,626.81	70.32	31,923.19
<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>6,300.48</b>	<b>77,457.86</b>	<b>71.95</b>	<b>30,192.14</b>
<b>EXPENDITURES</b>					
<b>Contractual Services</b>					
53515-02-24500 Fuel System Maintenance	3,500.00	84.60	1,640.15	46.86	1,859.85
53515-02-25022 Telephone-Fuel Pumps	1,300.00	107.95	1,076.71	82.82	223.29
53515-02-25028 Telephone-CC Line	1,250.00	74.31	661.63	52.93	588.37
TOTAL Contractual Services	6,050.00	266.86	3,378.49	55.84	2,671.51
<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	94.74	1,762.67	63.52	1,012.33
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	0.00	48,549.27	102.21	( 1,049.27)
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	94.74	61,106.87	72.72	22,918.13
<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>361.60</b>	<b>65,416.41</b>	<b>71.34</b>	<b>26,283.59</b>

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 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	6,300.48	77,457.86	71.95	30,192.14
FUND TOTAL EXPENDITURES	<u>91,700.00</u>	<u>361.60</u>	<u>65,416.41</u>	<u>71.34</u>	<u>26,283.59</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>15,950.00</u>	<u>5,938.88</u>	<u>12,041.45</u>	<u>0.00</u>	<u>3,908.55</u>

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