

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, January 16, 2019
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 November 21, 2018
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Fuel System Issues Update
6. Manager's Report
7. Airport General Maintenance
 - Lightening Suppression Project Status – Fiber Optic
 - Repair of T Hangar Doors
8. Aviation Happenings
9. Public Comment
10. Agenda Items for Next Meeting
11. 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
November 21, 2018
Merrill Airport Terminal

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

Public Present: None Present

1. Call to Order – Meeting called to order at 1900 hours by Chairman Schwartz
2. Approval of Meeting Minutes from September 19, 2018 and October 17, 2018 – September and October Minutes read and approved. Motion by Schulz; second by Osness. All ayes. Motion carried.
3. Approval of Vouchers – Motion to pay vouchers by Banser; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – FAA is short of help in the planning department and will be hiring help for projects. Hopefully, that will alleviate a backlog of projects being heldup.
5. FAA Petition for 16/34 – Chairman Schwartz reported that procedure for petition has run through the proper channels and the Board of Aeronautics (BOA) has received a copy that completes Merrill Airport’s requirements. The Board will review and issue a finding that we are in compliance for Project 16/34.
6. Fuel System Issues Update – Manager McCullough reported fuel system contractor did an inspection and ordered parts and asked to be notified when parts came in. He has been notified they are in and will be working on the system next week.

Schwartz commented that the new card readers must be able to read the chips as well as the magnetic strip; so we may want to replace the whole reader at the pump instead of fixing the existing reader. This would save the expense of doing it at a later date. McCullough reported we have not had any problems with the reader since September.

7. Manager’s Report – WPS did pull lights off and left poles.

Had a deer on Airport and a bear crossing; but since snow, have not seen tracks. Fixed a hole in fence. McCullough is working with DNR to keep Airport clear of deer.

Lights around new FBO are being fixed and put on new motion detector. Discussed replacement for halogen lights to LED on some remaining fixtures. Discussion putting a light or reflective sign with directions to FBO/Mechanics Hangar/tie downs

McCullough reported fuel prices are still dropping so he is about to buy Jet A/100 Low Lead. Schwartz reported there is some concern about fuel contaminated with DEF (which is diesel

exhaust fluid or 32.5% Ureane and 67.5% deionized water) which will freeze. McCullough is checking and sampling all incoming fuel to the Airport to assure no cross contamination of fuel.

8. Airport General Maintenance – Contractor has installed conduit and boxes and will be direct-boring the underground conduit and install the fiber optic cable.

Mechanical builders (John Doering) has formulated a plan to fix Hangar No. 1 and has accumulated the required material. After completion, will have a picture of expenses and give us a quote for remaining hangar door repairs.

Chairman's Report (not listed on Agenda) –

Chairman Schwartz reported that Park City Flight Training has been using a common access code for all students/renters, which we are changing. The new process is to issue a code to pilots that have soloed to be able to know when people enter and leave the secured portion of the airport.

Plow truck has had some rebuilding to fix damage/wear on truck snow plow. Discussed updating truck to newer truck; that the City would be replacing. Will keep in contact with City Management.

New City T Hangar was originally approved but then dropped; but will be coming back up for discussion and re-vote, after it was determined the T Hangar Project will be revenue neutral. We do have a list of future tenants for new hangar space.

Schwartz reported NTC wants to use Airport property for parking; so he had Tom Hayden (City Attorney) to write up a two-page lease for additional parking.

9. Aviation Happenings – Schulz reported FAA has passed five-year budget. More inspection and Designated Pilot Examiner (DPE)s are being allowed to do more examinations; up to three from one and one-half per day and can operate anywhere versus a more limited area. Reported Boeing Airlines 737s have had some perceived trim problem, possibly human error in understanding the system. New pilots hired in some countries are trained with skills in computer understanding, but have limited skill in flying when instrument sensors are malfunctioning.

Gary reported on a one-bladed prop which is a very efficient prop. It is covered in AOPA November Issue.

10. Public Comment – None

11. Agenda Items for Next Meeting – Discussion on NTC Parking Contract

12. Adjournment – Schulz made a motion to adjourn; second by Osness. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 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	700.00	24,396.09	97.58	603.91
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	700.00	24,396.09	97.58	603.91
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	700.00	24,396.09	97.58	603.91
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	43.39	876.35	70.11	373.65
TOTAL Personnel Services	1,250.00	43.39	876.35	70.11	373.65
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	4,333.82	45,505.11	87.50	6,500.89
53510-02-15500 Snow Removal Services	7,000.00	216.00	7,331.40	104.73	(331.40)
53510-02-15550 Mowing Services	8,500.00	0.00	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	920.44	11,505.57	83.68	2,244.43
53510-02-24000 Crack Filling	15,000.00	12,217.00	21,677.00	144.51	(6,677.00)
53510-02-24250 Electrical Maint/Repair	4,000.00	2,540.41	3,177.99	79.45	822.01
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	16.20	933.12	124.42	(183.12)
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	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	(3,750.00)	2,279.02	455.80	(1,779.02)
53510-02-24733 New Terminal - Maint	1,000.00	125.00	410.84	41.08	589.16
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	1,546.00	123.68	(296.00)
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	123.59	823.11	82.31	176.89
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
53510-02-31117 Compass Rose Project	0.00	0.00	1,540.33	0.00	(1,540.33)
TOTAL Contractual Services	114,736.00	16,842.46	116,934.12	101.92	(2,198.12)

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

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies & 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	0.00	2,727.98	90.93	272.02
53510-03-41500 Airport Promotion	500.00	0.00	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	10,087.00	89.86	1,138.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	939.00	9.29	1,255.50	133.71	(316.50)
53510-03-50750 Equipment Maint/Repair	3,500.00	2,019.77	6,550.27	187.15	(3,050.27)
53510-03-51000 Vehicle Repair/Maint	3,000.00	54.00	170.29	5.68	2,829.71
53510-03-53000 Fuel & Oil-For Equipment	4,500.00	290.89	4,397.50	97.72	102.50
TOTAL Supplies & Expenses	32,014.00	3,290.95	30,826.76	96.29	1,187.24
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TOTAL EXPENDITURES	148,000.00	20,176.80	148,637.23	100.43	(637.23)
REVENUES OVER/ (UNDER) EXPENDITURES	(123,000.00)	(19,476.80)	(124,241.14)	0.00	1,241.14

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: NOVEMBER 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	592.85	28,496.73	47.49	31,503.27
43515-46457 100LL Fuel Sales	47,500.00	1,363.87	49,086.80	103.34	(1,586.80)
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	1,956.72	77,583.53	72.14	29,966.47
Miscellaneous Revenues					
43515-48500 FB4 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)
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	1,956.72	79,414.58	73.77	28,235.42
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	81.00	1,721.15	49.18	1,778.85
53515-02-25022 Telephone-Fuel Pumps	1,300.00	108.65	1,185.36	91.18	114.64
53515-02-25028 Telephone-CC Line	1,250.00	74.31	735.94	58.88	514.06
TOTAL Contractual Services	6,050.00	263.96	3,642.45	60.21	2,407.55
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	59.71	1,822.38	65.67	952.62
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	59.71	61,166.58	72.80	22,858.42
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	323.67	65,740.08	71.69	25,959.92

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 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	1,956.72	79,414.58	73.77	28,235.42
FUND TOTAL EXPENDITURES	<u>91,700.00</u>	<u>323.67</u>	<u>65,740.08</u>	<u>71.69</u>	<u>25,959.92</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>15,950.00</u>	<u>1,633.05</u>	<u>13,674.50</u>	<u>0.00</u>	<u>2,275.50</u>

*** END OF REPORT ***

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

27 -Merrill Airport Fuel
 Aviation Fuel

Preliminary

	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	1,454.60	30,257.96	50.43	29,742.04
43515-46457 100LL Fuel Sales	47,500.00	1,318.50	50,405.30	106.12	(2,905.30)
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	107,550.00	2,773.10	80,663.26	75.00	26,886.74
Miscellaneous Revenues					
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)
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	2,773.10	82,494.31	76.63	25,155.69
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	3,500.00	99.00	1,820.15	52.00	1,679.85
53515-02-25022 Telephone-Fuel Pumps	1,300.00	0.00	1,185.36	91.18	114.64
53515-02-25028 Telephone-CC Line	1,250.00	183.96	919.90	73.59	330.10
TOTAL Contractual Services	6,050.00	282.96	3,925.41	64.88	2,124.59
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	83.83	1,914.95	69.01	860.05
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	83.83	61,259.15	72.91	22,765.85
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	366.79	66,115.61	72.10	25,584.39

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

27 -Merrill Airport Fuel
Aviation Fuel

Preliminary

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	107,650.00	2,773.10	82,494.31	76.63	25,155.69
FUND TOTAL EXPENDITURES	<u>91,700.00</u>	<u>366.79</u>	<u>66,115.61</u>	<u>72.10</u>	<u>25,584.39</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>15,950.00</u>	<u>2,406.31</u>	<u>16,378.70</u>	<u>0.00</u>	<u>(428.70)</u>

*** END OF REPORT ***

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

10 -General Fund
 Airport

Preliminary

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43510-46340 Airport Revenue	25,000.00	545.00	24,941.09	99.76	58.91
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	545.00	24,941.09	99.76	58.91
Miscellaneous Revenues					
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
TOTAL REVENUES	25,000.00	545.00	24,941.09	99.76	58.91
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	<u>1,250.00</u>	<u>28.23</u>	<u>904.58</u>	<u>72.37</u>	<u>345.42</u>
TOTAL Personnel Services	1,250.00	28.23	904.58	72.37	345.42
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	52,006.00	6,554.91	52,060.02	100.10	(54.02)
53510-02-15500 Snow Removal Services	7,000.00	594.00	7,925.40	113.22	(925.40)
53510-02-15550 Mowing Services	8,500.00	0.00	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	264.83	1,112.99	130.94	(262.99)
53510-02-22000 Electric and Natural Gas	13,750.00	1,992.47	13,498.04	98.17	251.96
53510-02-24000 Crack Filling	15,000.00	0.00	21,677.00	144.51	(6,677.00)
53510-02-24250 Electrical Maint/Repair	4,000.00	23.40	3,201.39	80.03	798.61
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	2,259.95	3,193.07	425.74	(2,443.07)
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	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	2,279.02	455.80	(1,779.02)
53510-02-24733 New Terminal - Maint	1,000.00	57.92	468.76	46.88	531.24
53510-02-24735 Cleaning - New Terminal	1,250.00	150.00	1,696.00	135.68	(446.00)
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	8.04	831.15	83.12	168.85
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>0.00</u>	<u>1,540.33</u>	<u>0.00</u>	<u>(1,540.33)</u>
TOTAL Contractual Services	114,736.00	11,905.52	128,839.64	112.29	(14,103.64)

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

10 -General Fund
 Airport

preliminary

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies & 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	120.95	1,193.51	119.35	(193.51)
53510-03-41000 Promotion - Airport Day	3,000.00	490.00	3,217.98	107.27	(217.98)
53510-03-41500 Airport Promotion	500.00	0.00	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	11,004.00	98.03	221.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	939.00	380.50	1,636.00	174.23	(697.00)
53510-03-50750 Equipment Maint/Repair	3,500.00	2,417.87	8,968.14	256.23	(5,468.14)
53510-03-51000 Vehicle Repair/Maint	3,000.00	923.24	1,093.53	36.45	1,906.47
53510-03-53000 Fuel & Oil-For Equipment	<u>4,500.00</u>	<u>173.06</u>	<u>4,570.56</u>	<u>101.57</u>	<u>(70.56)</u>
TOTAL Supplies & Expenses	32,014.00	5,422.62	36,249.38	113.23	(4,235.38)
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TOTAL EXPENDITURES	148,000.00	17,356.37	165,993.60	112.16	(17,993.60)
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(16,811.37)	(141,052.51)	0.00	18,052.51