

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, April 17, 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 March 20, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. FAA Petition for 16/34
6. Airport Day 2019
7. Entitlement Grant Projects
8. New AWOS System
9. Manager's Report
10. Airport General Maintenance
 - T-Hangar Issues
 - Lightening Suppression Project Status – Fiber Optic
 - Fuel System Update
 - Updated Plow for Chevy
11. Chairman's Report
12. Aviation Happenings
13. Public Comment
14. Agenda Items for Next Meeting
15. 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.

not approved by Council yet

City of Merrill
Airport Commission Meeting Minutes
March 20, 2019
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Steve Osness (Alderman), Gary Schulz (via conference call), Rich McCullough (Airport Manager)

Public Present: Karl Kemper (Becker, Hoppe and Associates), Steve Krueger, Anthony Kromire (Cameraman)

1. Call to Order-Meeting called to order at 1900 hours by Chairman Schwartz
2. Approval of Meeting Minutes from February 20, 2019-February Minutes read and approved. Motion by Banser; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers-Vouchers presented, received and initialed. Motion to pay vouchers by Malsack; second by Banser. All ayes. Motion carried.
4. Runway 16/34 Project Status- Chairman Schwartz and Planning and Engineering Consultant Karl Kemper of Becker, Hoppe and Associates (BHA) flew to a meeting with the Federal Aviation Administration (FAA) officials on March 6, at the Great Lakes Regional Office in Des Plaines, IL. Discussed the requirement of 500 operations on 16/34 to justify a crosswind or alternate runway. We provided numbers of operations in March of 2018. Some FAA representatives are questioning the type and approach speeds of planes that were included in our original report; and were those operations needed or could some or all of them be done on 07/25 runways. Some FAA officials are asking for new information that is not as written in FAA regulations regarding justification of crosswind runways. We are dealing with a moving target from some FAA representatives and have asked them if we are to use the criteria that is documented in writing or other unwritten opinion. All at the meeting agreed to honor the written rules for runway justification. We are now waiting on FAA to recognize the existing written FAA documentation or to solidify their need for data that is not written into FAA regulations for qualifying reconstruction of crosswind runways.
5. FAA Petition for 16/34-Is in need of approval and signature of city official.
6. Airport Day 2019-Malsack reported he was waiting for this month's meeting to determine if reconstruction of 16/34 would be underway for summer of 2019, since it is not likely we will begin planning for Airport Day.
7. Manager's Report-AWOS System will be moved from old FBO to new FBO by next month. McCullough reported a runway light was hit and that he reported it to insurance. He removed snow and ice from roof of FBO to avoid water problems and has a temporary sump line run at the house until the normal line thaws.
8. Airport General Maintenance-
 - T-Hangar Issues-Nothing new.
 - Lightening Suppression Project Status-Is completed and will be tested during Spring/Summer lightening season.
 - Fuel System Update- Fuel system is working well.

Chairman's Report (not on Agenda)-ALP was done in 2010 and a supplement was added in 2016. Copies will be available from the Bureau of Aeronautics.

9. Aviation Happenings- Schulz reported there has been a nomination to head the FAA, an ex-employee, senior vice-president of operations at Delta Airlines. Will have a good background for the job.

Schulz also reported that Ballistic Recovery Parachutes are working when needed. They have a good safety record when deployed and have saved lives.

Schulz reported 737 Max 8 and 9 are under scrutiny since two crashes claimed the lives of all on board. They are trying to determine all related causes. The planes have been grounded almost everywhere until causes are addressed.

10. Public Comment-None.

11. Agenda Items for Next Meeting- Use of entitlement funds; A WOS System; Airport Day.

12. Adjournment-Motion by Malsack; second by Osness to adjourn. All Ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2019

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	2,160.00	14,520.86	58.08	10,479.14
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	2,160.00	14,520.86	58.08	10,479.14
<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	2,160.00	14,520.86	58.08	10,479.14
EXPENDITURES					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	<u>1,250.00</u>	<u>119.11</u>	<u>286.42</u>	<u>22.91</u>	<u>963.58</u>
TOTAL Personnel Services	1,250.00	119.11	286.42	22.91	963.58
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	11,105.45	20.83	42,200.55
53510-02-15500 Snow Removal Services	7,000.00	3,249.00	7,437.60	106.25	(437.60)
53510-02-15550 Mowing Services	9,000.00	0.00	0.00	0.00	9,000.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	2,063.79	4,127.58	58.97	2,872.42
53510-02-21000 Water and Sewer	989.00	228.90	228.90	23.14	760.10
53510-02-22000 Electric and Natural Gas	13,000.00	1,655.32	3,957.63	30.44	9,042.37
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	27.00	45.00	1.13	3,955.00
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	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	1.19	0.16	748.81
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	0.00	0.00	0.00	500.00
53510-02-24733 New Terminal - Maint	750.00	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	300.00	24.00	950.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone	1,000.00	182.82	289.47	28.95	710.53
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>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Contractual Services	115,675.00	11,949.01	27,492.82	23.77	88,182.18

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2019

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	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	37.27	37.27	3.73	962.73
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	235.00	47.00	265.00
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	2,751.00	24.51	8,474.00
53510-03-42600 UPS-Computer Equipment	0.00	0.00	0.00	0.00	0.00
53510-03-50000 Repair/Maint Supplies	1,000.00	129.43	135.43	13.54	864.57
53510-03-50750 Equipment Maint/Repair	4,500.00	0.00	266.15	5.91	4,233.85
53510-03-51000 Vehicle Repair/Maint	750.00	0.00	140.00	18.67	610.00
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	386.26	2,771.04	58.34	1,978.96
TOTAL Supplies & Expenses	31,075.00	1,469.96	6,335.89	20.39	24,739.11
TOTAL EXPENDITURES	148,000.00	13,538.08	34,115.13	23.05	113,884.87
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(11,378.08)	(19,594.27)	0.00	(103,405.73)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2019

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
=====					
<u>Public Charges-Services</u>					
43515-46450 Jet-A Fuel Sales	33,500.00	305.03	1,706.09	5.09	31,793.91
43515-46457 100LL Fuel Sales	55,000.00	3,718.21	5,796.65	10.54	49,203.35
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	4,023.24	7,502.74	8.47	81,047.26
<u>Miscellaneous Revenues</u>					
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
<u>Other Financing Sources</u>					
43515-53027 Tax Refund-T of Merrill	0.00	0.00	0.00	0.00	0.00
43515-53333 CC - Car Rentals	100.00	0.00	0.00	0.00	100.00
TOTAL Other Financing Sources	100.00	0.00	0.00	0.00	100.00
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TOTAL REVENUES	88,650.00	4,023.24	7,502.74	8.46	81,147.26
EXPENDITURES					
=====					
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	81.00	1,848.00	73.92	652.00
53515-02-25022 Telephone-Fuel Pumps	1,300.00	113.13	331.41	25.49	968.59
53515-02-25028 Telephone-CC Line	1,000.00	75.99	227.97	22.80	772.03
TOTAL Contractual Services	4,800.00	270.12	2,407.38	50.15	2,392.62
<u>Special Services</u>					
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	2,000.00	94.78	200.98	10.05	1,799.02
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	0.00	0.00	20,000.00
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	26,831.91	44.72	33,168.09
53515-04-53333 Rental Car - Paid via CC	200.00	0.00	0.00	0.00	200.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,350.00	94.78	27,032.89	32.43	56,317.11
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	1,625.00	812.50	812.50	50.00	812.50
TOTAL Fixed Charges	1,625.00	812.50	812.50	50.00	812.50
<u>Capital Outlay</u>					
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	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	89,775.00	1,177.40	30,252.77	33.70	59,522.23

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2019

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	88,650.00	4,023.24	7,502.74	8.46	81,147.26
FUND TOTAL EXPENDITURES	<u>89,775.00</u>	<u>1,177.40</u>	<u>30,252.77</u>	<u>33.70</u>	<u>59,522.23</u>
REVENUES OVER/(UNDER) EXPENDITURES	(1,125.00)	2,845.84	(22,750.03)	0.00	21,625.03
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*** END OF REPORT ***