

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, June 19, 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 May 15, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. FAA Petition for 16/34
6. Airport Day 2019
7. Discussion/Decision Ground Lease Rates
8. Discussion/Decision New Hangar Incentives
9. Discussion/Decision Components of Petition Process AWOS, SRE, Truck Port, Ramp Extension, T Hangar, Runway Preservation
10. Discussion/Decision Airport Vehicular Traffic, Airport Regulations
11. Discussion/Decision Fiber Optic, for Lightning Protection of the Gates
12. Manager's Report
13. Swift Fuel vs 100LL
14. Airport General Maintenance
 - T-Hangar Issues
 - FBO Roof Repairs
 - Garage
15. Chairman's Report
16. Aviation Happenings
17. Public Comment
18. Agenda Items for Next Meeting
19. 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
Commission Meeting Minutes
Wednesday, May 15, 2019
Merrill Airport Terminal**

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

Public Present: Anthony Kromire (Cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 7:00PM.
2. Approval of Meeting Minutes from April 17, 2019 –Motion for approval by Malsack; second by Osness. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion by Banser to pay vouchers; second by Malsack. All ayes. Motion carried.
4. Runway 16/34 Project Status – FAA appears to be rewriting the rules and holding project up. FAA has ignored existing written guidelines.
5. FAA Petition for 16/34 – Nothing until we get the project approved.
6. Airport Day 2019 – Malsack reported that Jody Malsack has the hangar about halfway booked up with vendors. Reserving bounce house. Simulator is booked. He is contacting Dream Flight. He is also working on the sound system. McCullough ordering portable toilets for Airport Day and one to be placed by North hangars.
7. Ground Lease Rates – McCullough will survey surrounding airports for ground lease rates and report next meeting.
8. New Hangar Incentives – Schwartz asked members to consider a possible incentive to hangar builders interested in new site; possibly two years no ground lease charge. Potential advantage is greater tax base.
9. Entitlement Grant Projects – BOA agrees that Tomahawk entitlement has been paid back; but Tomahawk would like us to take the entitlement back to Merrill to utilize before it expires. Using the Tomahawk entitlement may allow us to complete more projects; AWOS, SRE, ramp extension, plane tie down area, possible rehab of runway surfaces, truck port.

10. Airport Vehicular Traffic/Airport Regulations – Had discussion on who and what vehicles will be allowed to use taxiway between old and new FBO areas. All agreed we need some rules to reduce chance of conflict on runways/taxiways with the intention of only airport vehicles and designated airport personnel allowed to operate on all runways/taxiways; with exception being the short portion of taxiway between the NE hangars and old FBO area. We will be establishing rules for operating around Airport facilities. Motion by Malsack to purchase three portable radios and needed strobe lights to equip airport vehicles; second by Banser. All ayes. Motion carried.

11. Manager's Report –

Manager McCullough reported stump removal will be done soon on the old Bennis property.

West gate was not working due to a bad receiver; but gate is now operating. Fiber optic for gates is still in the works for construction.

City has an F150 we will be using at the Airport.

City Garage did the maintenance on the tractor and trucks. Thanks to Rich and City Garage.

McCullough will get costs for porta potty to be used during summer months.

Wausau Airport does not have a maintenance shop at this time; and a lot of that work is coming to Merrill.

Discussed lighting on the ramps. Schwartz reported the City lift truck will be beeded to help with the ramp lighting so should happen in next couple of weeks.

12. Swift Fuel vs 100 LL – Discussed advantages/disadvantages, if any. We will continue to build experience with the new 94 swift fuel into the future.

13. Airport General Maintenance –

T-Hangar Door Issues – McCullough will be working on them soon.

Lightning Suppression Project Status/Fiber Optic – Project is done. We haven't had lightning yet this season to test it. This topic will be removed from the Agenda.

FBO Roof Repairs – Nothing new.

Garage at Airport House – Nothing new.

14. Chairman's Report –

Schwartz asked to schedule a Public Notice Meeting for proposed projects using Airport entitlement money, starting at 6:30PM prior to June meeting.

Reported on a new product/method to fill cracks [that may be more durable] in runways/taxiways. We would like to get a price on the new product.

Commented on three ponds on Airport. They were not draining properly. McCullough will check into it.

Talked about the WiFi that is becoming available all around the Airport.

15. Aviation Happenings – Schulz reported on the significant shortage of pilots. He also reported on Space X, the private company launching 60 satellites at one time which, when deployed, will provide internet coverage.
16. Public Comment – None.
17. Agenda Items for Next Meeting – Discuss incentives for new hangars.
18. Adjournment – Motion by Malsack to adjourn; second by Osness. All ayes. Motion carried.

Minutes prepared by Lyle Banser

Note: Minutes are not official until acceptance at the next Airport Commission meeting.

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 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	775.00	16,070.86	64.28	8,929.14
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	775.00	16,070.86	64.28	8,929.14
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	<u>0.00</u>	<u>0.00</u>	<u>3,705.00</u>	<u>0.00</u>	(<u>3,705.00</u>)
TOTAL Miscellaneous Revenues	0.00	0.00	3,705.00	0.00	(3,705.00)
<hr/>					
TOTAL REVENUES	25,000.00	775.00	19,775.86	79.10	5,224.14
EXPENDITURES					

<u>Personnel Services</u>					
53510-01-51000 Social Security	<u>1,250.00</u>	<u>68.15</u>	<u>376.59</u>	<u>30.13</u>	<u>873.41</u>
TOTAL Personnel Services	1,250.00	68.15	376.59	30.13	873.41
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	19,989.81	37.50	33,316.19
53510-02-15500 Snow Removal Services	7,000.00	0.00	7,869.60	112.42	(869.60)
53510-02-15550 Mowing Services	9,000.00	270.00	270.00	3.00	8,730.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	0.00	4,127.58	58.97	2,872.42
53510-02-21000 Water and Sewer	989.00	0.00	228.90	23.14	760.10
53510-02-22000 Electric and Natural Gas	13,000.00	895.25	6,127.27	47.13	6,872.73
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	21.60	165.60	4.14	3,834.40
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	102.16	13.62	647.84
53510-02-24700 Terminal Maint/Repair	1,250.00	0.00	75.99	6.08	1,174.01
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	135.35	135.35	18.05	614.65
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	663.53	53.08	586.47
53510-02-24750 House Maintenance/Repair	750.00	0.00	47.94	6.39	702.06
53510-02-25000 Telephone	1,000.00	43.17	339.69	33.97	660.31
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	5,907.55	40,143.42	34.70	75,531.58

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 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	4.99	0.67	745.01
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	1,282.05	128.21	(282.05)
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	271.00	54.20	229.00
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	4,585.00	40.85	6,640.00
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	102.42	237.85	23.79	762.15
53510-03-50750 Equipment Maint/Repair	4,500.00	513.00	779.15	17.31	3,720.85
53510-03-51000 Vehicle Repair/Maint	750.00	34.26	174.26	23.23	575.74
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	90.27	2,971.23	62.55	1,778.77
TOTAL Supplies & Expenses	31,075.00	1,656.95	10,305.53	33.16	20,769.47
TOTAL EXPENDITURES	148,000.00	7,632.65	50,825.54	34.34	97,174.46
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(6,857.65)	(31,049.68)	0.00	(91,950.32)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: MAY 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	4,041.79	6,857.88	20.47	26,642.12
43515-46457 100LL Fuel Sales	55,000.00	2,069.14	9,510.89	17.29	45,489.11
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	6,110.93	16,368.77	18.49	72,181.23
<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
TOTAL REVENUES	88,650.00	6,110.93	16,368.77	18.46	72,281.23
EXPENDITURES					

<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	153.00	2,154.00	86.16	346.00
53515-02-25022 Telephone-Fuel Pumps	1,300.00	126.92	571.86	43.99	728.14
53515-02-25028 Telephone-CC Line	1,000.00	75.82	379.61	37.96	620.39
TOTAL Contractual Services	4,800.00	355.74	3,105.47	64.70	1,694.53
<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	193.71	482.42	24.12	1,517.58
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	193.71	27,314.33	32.77	56,035.67
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	812.50	50.00	812.50
TOTAL Fixed Charges	1,625.00	0.00	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
TOTAL EXPENDITURES	89,775.00	549.45	31,232.30	34.79	58,542.70

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 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	6,110.93	16,368.77	18.46	72,281.23
FUND TOTAL EXPENDITURES	<u>89,775.00</u>	<u>549.45</u>	<u>31,232.30</u>	<u>34.79</u>	<u>58,542.70</u>
REVENUES OVER/(UNDER) EXPENDITURES	(1,125.00)	5,561.48	(14,863.53)	0.00	13,738.53
	*****	*****	*****	*****	*****

*** END OF REPORT ***