

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, September 18, 2019
6:00 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 August 21, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Airport Day 2019 - Debrief
6. Discussion/Decision Potential New Hangars
7. Manager's Report
8. Airport General Maintenance
 - T-Hangar Issues
 - FBO Roof Repairs
 - Garage
9. Chairman's Report
10. Aviation Happenings
11. Public Comment
12. Agenda Items for Next Meeting
13. 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.

NOTICE – Please note that the Commission has agreed to change our normal meeting time from 7:00 PM to 6:00 PM starting with this meeting.

City of Merrill
Commission Meeting Minutes
Wednesday, August 21, 2019
Merrill Airport Terminal

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

Public Present: Larry Wenning, Doug Drost, Brad Bicconuet

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of Meeting Minutes from July 17, 2019 – Minutes read. Motion for approval by Osness; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion by Osness to pay vouchers; second by Banser. All ayes. Motion carried.
4. Runway 16/34 Project Status – Chairman Schwartz reported we are waiting for Merrill AWOS to be referenced (checked for proper alignment). Should be on site within the next week.
5. Airport Day 2019 – Malsack reported Flea Market is almost full. Bounce House, Dream Flight, Lions Club are all booked. A meeting is scheduled for August 22 for final planning/coordinating.
6. Discussion/Decision Potential New Hangar – Doug Drost explained his interest and progress on building a hangar in the new commercial hangar site. He has estimates on hangar construction and is obtaining additional estimates. An approximate 60' x 60' hangar is proposed.
7. Discussion/Decision Request for AT&T Cell Tower 3.25 miles Northeast of RRL on NorthStar Road at 263' height. Banser made a motion to approve AT&T cell tower inside RRL 5-mile avigation area; second by Malsack. Is not a factor for approach. All ayes. Motion carried.
8. Manager's Report – Manager McCullough explained why LED lights are giving us intermittent problems. Motion by Osness; second by Malsack to remove fusing and replace old lights with LEDs by Ballard Construction, LLC. Motion by Schulz; second by Malsack to replace Terminal Great Room lighting with new LEDs. This will also be done by Ballard Construction, LLC. In both lighting projects, the warranty will be 10 years from installation. All ayes. Motion carried.

9. Airport General Maintenance -

McCullough reported on runway/taxiway maintenance. He checked on a product called Gee Asphalt Coating/Sealing. We are looking for a reference to review FBO, possibly in Cedar Rapids, Iowa.

McCullough reported he has two bids to repair old FBO hangar roof. Approved for McCullough to hire contractor to make repairs.

City T-Hangar issues and Garage project will be addressed at next month's meeting.

Tie downs at new FBO apron are waiting for estimates.

McCullough is getting new cable to extend antenna to the peak of new Terminal for better reception.

Has received one estimate for a truck port. Will look for other estimates.

Rich to check on a high-power bill for July in budget report.

10. Chairman's Report – Discussed meeting start times. All agreed to try new hours. Starting time will be 7:00 PM for summer hours (June, July, August) and 6:00 PM for other nine months of year. Will start this at next month's meeting (September).

11. Aviation Happenings – Schulz reported a Russian 737 landed in what appeared to be a cornfield when they had engines out at 700'. They landed straight ahead with no loss of life.

FAA investigating a crash of Cessna 680 on a 4500' runway; apparently bounced and took the landing gear off. No loss of life.

Reported on equipment that can be installed and removed as needed to allow plane to be controlled by computer program.

Reported a woman parachutist from Canada had a primary and reserve failure at 5,000 feet and lived. Luckily, she hit some trees to help break her fall.

Reported on FAA administrator position being filled by Steve Dixon.

Talked about a program the FAA is beginning called Mosaic. It deals with enhancing safety in home built, light sport and legend (non-commercial). Program will allow restrictions for certified equipment to be lifted and be able to utilize non-certified equipment on legend planes. Also, the light sport weight limit is proposed to be going up.

12. Public Comment – None

13. Agenda Items for Next Meeting -

Resurfacing/Maintaining Runways

14. Adjournment – Motion to adjourn by Banser; second by Malsack. All ayes. Motion carried.

Minutes prepared by Lyle Banser

REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	675.00	20,260.86	81.04	4,739.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	675.00	20,260.86	81.04	4,739.14
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	3,705.00	0.00	(3,705.00)
TOTAL Miscellaneous Revenues	0.00	0.00	3,705.00	0.00	(3,705.00)
TOTAL REVENUES					
	25,000.00	675.00	23,965.86	95.86	1,034.14
EXPENDITURES					

<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	73.90	666.00	53.28	584.00
TOTAL Personnel Services	1,250.00	73.90	666.00	53.28	584.00
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	33,316.35	62.50	19,989.65
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	1,065.00	3,948.00	43.87	5,052.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	18.00	4,841.36	69.16	2,158.64
53510-02-21000 Water and Sewer	989.00	0.00	445.94	45.09	543.06
53510-02-22000 Electric and Natural Gas	13,000.00	810.52	11,863.35	91.26	1,136.65
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	5,421.25	6,183.27	154.58	(2,183.27)
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	125.00	478.40	63.79	271.60
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	1,013.53	81.08	236.47
53510-02-24750 House Maintenance/Repair	750.00	0.00	151.65	20.22	598.35
53510-02-25000 Telephone	1,000.00	154.31	605.33	60.53	394.67
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00
53510-02-31117 Compass Rose Project	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	115,675.00	12,136.26	71,024.93	61.40	44,650.07

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	45.98	6.13	704.02
53510-03-32000 Education & Conference	350.00	0.00	0.00	0.00	350.00
53510-03-40000 Operating Supplies	1,000.00	532.43	2,199.04	219.90	(1,199.04)
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	115.00	3.54	3,135.00
53510-03-42575 Fiber - Charter	11,225.00	917.00	7,336.00	65.35	3,889.00
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	87.62	615.56	61.56	384.44
53510-03-50750 Equipment Maint/Repair	4,500.00	825.90	2,059.80	45.77	2,440.20
53510-03-51000 Vehicle Repair/Maint	750.00	45.00	1,623.89	216.52	(873.89)
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	595.36	4,248.36	89.44	501.64
TOTAL Supplies & Expenses	31,075.00	3,003.31	18,514.63	59.58	12,560.37
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TOTAL EXPENDITURES	148,000.00	15,213.47	90,205.56	60.95	57,794.44
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(14,538.47)	(66,239.70)	0.00	(56,760.30)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: AUGUST 31ST, 2019

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
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<u>Public Charges-Services</u>					
43515-46450 Jet-A Fuel Sales	33,500.00	4,932.21	22,437.93	66.98	11,062.07
43515-46457 100LL Fuel Sales	55,000.00	7,425.07	28,378.46	51.60	26,621.54
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	12,357.28	50,816.39	57.39	37,733.61
<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>					
43515-53025 Donation - Piano	0.00	0.00	50.00	0.00	(50.00)
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	50.00	50.00	50.00
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TOTAL REVENUES	88,650.00	12,357.28	50,866.39	57.38	37,783.61
EXPENDITURES					
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<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	104.40	2,348.40	93.94	151.60
53515-02-25022 Telephone-Fuel Pumps	1,300.00	0.00	798.32	61.41	501.68
53515-02-25028 Telephone-CC Line	1,000.00	78.64	612.71	61.27	387.29
TOTAL Contractual Services	4,800.00	183.04	3,759.43	78.32	1,040.57
<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	340.01	1,432.24	71.61	567.76
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	90.00	90.00	45.00	110.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,350.00	430.01	28,354.15	34.02	54,995.85
<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
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TOTAL EXPENDITURES	89,775.00	613.05	32,926.08	36.68	56,848.92

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 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	12,357.28	50,866.39	57.38	37,783.61
FUND TOTAL EXPENDITURES	89,775.00	613.05	32,926.08	36.68	56,848.92
REVENUES OVER/(UNDER) EXPENDITURES	(1,125.00)	11,744.23	17,940.31	0.00	(19,065.31)
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