

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, October 16, 2019
6:00 p.m.
Merrill Airport Terminal

Voting Members: Gary Schwartz, (Chairman), Lyle Banser, Joseph Malsack,
Gary Schulz, Mike Rick Jr. (Alderman)

1. Call to Order
2. Approval of Meeting Minutes from September 18, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Entitlement Grant Update
6. Discussion/Decision AWOS Update/Repair
7. Manager's Report
8. Airport General Maintenance
 FBO Roof Repairs
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.

City of Merrill
Commission Meeting Minutes
Wednesday, September 18, 2019
Merrill Airport Terminal

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

Public Present: Steve Krueger, Anthony Kromire (Cameraman)

1. Call to Order – Meeting called to order by Chairman Schwartz at 18:00.
2. Approval of Meeting Minutes from August 21, 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 – No new news. Still waiting for AWOS wind direction check.
5. Airport Day 2019 Debrief – Malsack reported a little lighter turnout; but it went well. Vendors reported they did well and would come back.
6. Discussion/Decision Potential New Hangar – No news.
7. Manager’s Report – Manager McCullough reported that he is waiting on word back from Engineer Karl Kemper on allowing a culvert on proposed hangar but should be able to report at October’s meeting.

Discussed crack filling in 2019 or 2020. Discussion was agreed upon to get approval for use of Entitlement Grant and do a total sealing of all asphalt by the Gee Coating process in Spring/Summer 2020.

8. Airport General Maintenance – Waiting on contractor for old FBO roof repairs. Power bill was back to normal this month.

Sent letter to AT&T to notify them that we don't have a conflict with the new tower on their proposed site.

Tie down hardware did not arrive yet.

McCullough reported on REIL light. It is still being built and will be on site in early October.

McCullough is working on animal issues on airport grounds.

PerMar said the equipment for gates and doors are no longer supported (used). Will need to update to continue with maintenance. Will talk with City for upgrade costs.

Discussed front door on FBO. It is worn out. Schulz made a motion to replace front door; second by Malsack. All ayes. Motion carried.

9. Chairman's Report – Chairman Schwartz reported the east fire escape door in the new Terminal leaks in heavy rain. We will repair by installing flashing or a small awning style cover over the door.

Discussed damage to REIL light cords by animals chewing on them. Will try a deterrent.

Schwartz asked City Engineer to look at T-Hangar area to solve ice/water problems in the winter. Suggests a trench drain along the edge of the hangar to drain the area. Project cannot be done this year so will consider this and other options because we have some time before 2020 construction season.

Showed pictures of a flying Corvair from 1970.

10. Aviation Happenings – Schulz reported an airbus had problems with the pilot's audio console when he accidentally spilled coffee. It started smoking minutes later. They turned to return and then the co-pilot's audio/radio also started smoking. They stayed on oxygen masks and safely returned to base. They will use coffee cups with tops on them as a fix for this problem.

11. Public Comment – None

12. Agenda Items for Next Meeting -

Signage for Airport

Foliage (trees) on 34 Approach

13. Adjournment – Motion to adjourn by Osness; second by Schulz. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2019

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	2,060.00	22,320.86	89.28	2,679.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	2,060.00	22,320.86	89.28	2,679.14
Miscellaneous Revenues					
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	2,060.00	26,025.86	104.10	(1,025.86)
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	67.02	733.02	58.64	516.98
TOTAL Personnel Services	1,250.00	67.02	733.02	58.64	516.98
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	37,758.53	70.83	15,547.47
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	840.00	4,788.00	53.20	4,212.00
53510-02-15600 Brush Cutting/Tree Grub	7,000.00	0.00	4,841.36	69.16	2,158.64
53510-02-21000 Water and Sewer	989.00	236.18	682.12	68.97	306.88
53510-02-22000 Electric and Natural Gas	13,000.00	896.97	12,760.32	98.16	239.68
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	72.00	6,255.27	156.38	(2,255.27)
53510-02-24277 Lightning Damage Repairs	0.00	3,070.63	3,070.63	0.00	(3,070.63)
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	219.45	219.45	43.89	280.55
53510-02-24733 New Terminal - Maint	750.00	0.00	478.40	63.79	271.60
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	1,113.53	89.08	136.47
53510-02-24750 House Maintenance/Repair	750.00	137.43	289.08	38.54	460.92
53510-02-25000 Telephone (9-1-1 Backup)	1,000.00	40.26	645.59	64.56	354.41
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	10,055.10	81,080.03	70.09	34,594.97
Supplies & Expenses					
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	5.00	2,204.04	220.40	(1,204.04)
53510-03-41000 Promotion - Airport Day	3,000.00	2,065.34	2,065.34	68.84	934.66
53510-03-41500 Airport Promotion	500.00	0.00	271.00	54.20	229.00

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2019

10 -General Fund
 Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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	8,253.00	73.52	2,972.00
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	32.22	647.78	64.78	352.22
53510-03-50750 Equipment Maint/Repair	4,500.00	78.33	2,138.13	47.51	2,361.87
53510-03-51000 Vehicle Repair/Maint	750.00	0.00	1,623.89	216.52	(873.89)
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	23.82	4,272.18	89.94	477.82
TOTAL Supplies & Expenses	31,075.00	3,121.71	21,636.34	69.63	9,438.66
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TOTAL EXPENDITURES	148,000.00	13,243.83	103,449.39	69.90	44,550.61
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(11,183.83)	(77,423.53)	0.00	(45,576.47)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 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	2,836.53	25,274.46	75.45	8,225.54
43515-46457 100LL Fuel Sales	55,000.00	1,607.70	29,896.16	54.36	25,103.84
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	4,444.23	55,170.62	62.30	33,379.38
<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	90.00	90.00	10.00
TOTAL Other Financing Sources	100.00	0.00	140.00	140.00	(40.00)
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TOTAL REVENUES	88,650.00	4,444.23	55,310.62	62.39	33,339.38
EXPENDITURES					
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<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	135.00	2,483.40	99.34	16.60
53515-02-25022 Telephone-Fuel Pumps	1,300.00	114.33	912.65	70.20	387.35
53515-02-25028 Telephone-CC Line	1,000.00	78.64	691.35	69.14	308.65
TOTAL Contractual Services	4,800.00	327.97	4,087.40	85.15	712.60
<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	146.57	1,578.81	78.94	421.19
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	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	146.57	28,500.72	34.19	54,849.28
<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	474.54	33,400.62	37.20	56,374.38

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 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	4,444.23	55,310.62	62.39	33,339.38
FUND TOTAL EXPENDITURES	<u>89,775.00</u>	<u>474.54</u>	<u>33,400.62</u>	<u>37.20</u>	<u>56,374.38</u>
REVENUES OVER/(UNDER) EXPENDITURES	(1,125.00)	3,969.69	21,910.00	0.00	(23,035.00)
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*** END OF REPORT ***