

CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Wednesday, November 20, 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 October 16, 2019 and November 5, 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
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, October 16, 2019**  
**Merrill Airport Terminal**

**Members Present:** Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Rich McCullough (Airport Manager)

**Public Present:** Larry Wenning, Steve Krueger, Draco Fink (Cameraman)

1. Call to Order – Meeting called to order by Malsack at 18:00.
2. Approval of Meeting Minutes from September 18, 2019 – Minutes read. Motion for approval by Banser; second by Malsack. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Banser; second by Schwartz. All ayes. Motion carried.
4. Runway 16/34 Project Status – Nothing new. Tied to AWOS.
5. Entitlement Grant Update – We received affidavit proof that ads were run in the Foto News for two Public Meetings for comment opportunities and are complying with all requirements for entitlement grant.
6. Discussion/Decision AWOS Update/Repair – AWOS was found to be off by 5 – 7 degrees and there is some discrepancy on the accuracy of magnetic North. We now need, according to the FAA rep., to have a monument set at 125' north of the AWOS system. It will be done by the end of next week. Then can be resurveyed.
7. Manager's Report –  
  
Plow truck was repaired by City Garage and is ready for service.  
  
The four-wheel drive pick-up is being upgraded to a 11'2" plow. The Airport plow will be swapped to use on a City truck in a trade for the Airport's 8'6" plow that fits the City's truck, which will be used for City parking lot plowing.  
  
Gee Asphalt is going to re-estimate the black top repair/coating and repaint for an FAA approved sealer. Work to be done in 2020.
8. Airport General Maintenance – Roof on FBO hangar was repaired by Great Lakes Roofing.

**9. Chairman's Report –**

Recognizing the budget constraints for the City, Chairman Schwartz worked with Kathy Unertl to trim items on the budget by a total of \$3,500.

Attended the City Meeting and received positive comments on the Merrill Airport being a very nice facility and user friendly.

Proposed the building of a City T-Hangar. Showed the need by presenting a list of 15 persons interested in renting it if it were built. McCullough reported 16 persons are now on the list.

Doug Drost asked about color for new hangar construction. Is hoping to start construction of a 60' x 64' hangar this fall. He will present colors proposed so we can agree on colors before construction.

**10. Aviation Happenings – Nothing new this month.**

**11. Public Comment –** Wenning asked if WiFi was installed yet. Schwartz reported that it is progressing and being installed by Tom O'Neal and shared by hangars on the northeast side of the Airport.

**12. Agenda Items for Next Meeting -**

Rear door for Maintenance Shop

Rear door flashing/cover for new Terminal

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

Minutes prepared by Lyle Banser

**CITY OF MERRILL  
AIRPORT COMMISSION MEETING  
Tuesday, November 5, 2019  
6:00 PM  
Merrill Airport Terminal**

**Members Present:** Chairman Gary Schwartz, Lyle Banser, Joe Malsack, Gary Shulz (via phone), Alderman Mike Rick, Airport Manager Rich McCullough.

**Public Present:** Hunter Lane (cameraman), Steve Krueger, Larry Wenning

1. **Call to Order** – Chairman Schwartz called the Meeting to order at 18:00.
2. **Discussion/Decision to Approve City Funded Construction of a New 8-Unit T-Hangar as Shown on our Merrill Municipal Airport Master Plan at the North End of Champagne Street** – Chairman Schwartz presented a Master Plan, dated 2011, showing the location of proposed T-hangar along with a map of other existing and proposed building site locations.

Airport Manager McCullough distributed a list of 15 people looking for hangars to rent.

Discussed the existing City T-hangar being consistently full, with no room to hangar additional aircraft at the Airport. The old City-owned hangar built in 1964 currently generates \$16,000 per year in rental fees; and since being built, it has generated well over \$400,000 for the 10-unit hangar.

The new proposed hangar would generate approximately the same income for 8 units (with higher rental fees).

Discussion followed that an increase in hangar space will have many peripheral benefits to the Airport rental fees, fuel sales, maintenance of planes by local mechanics and to the Community in property taxes, commerce around Merrill and home sales.

Alderman Mike Rick made a motion to present a proposal for an 8-unit T-hangar with approximate cost of 300K to the City Council. Second by Malsack. All ayes. Motion carried.

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

Minutes prepared by Lyle Banser

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

27 -Merrill Airport Fuel  
 Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
*****					
<u>Public Charges-Services</u>					
43515-46450 Jet-A Fuel Sales	33,500.00	2,504.07	28,523.35	85.14	4,976.65
43515-46457 100LL Fuel Sales	55,000.00	3,557.40	35,320.28	64.22	19,679.72
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	6,061.47	63,843.63	72.10	24,706.37
<u>Miscellaneous Revenues</u>					
43515-48500 P84 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	6,061.47	63,983.63	72.18	24,666.37
<b>EXPENDITURES</b>					
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<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	72.00	2,555.40	102.22	( 55.40)
53515-02-25022 Telephone-Fuel Pumps	1,300.00	0.00	912.65	70.20	387.35
53515-02-25028 Telephone-CC Line	1,000.00	0.00	691.35	69.14	308.65
TOTAL Contractual Services	4,800.00	72.00	4,159.40	86.65	640.60
<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	155.44	1,804.19	90.21	195.81
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	33,311.45	60,143.36	100.24	( 143.36)
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	33,466.89	62,037.55	74.43	21,312.45
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	1,625.00	100.00	0.00
TOTAL Fixed Charges	1,625.00	0.00	1,625.00	100.00	0.00
<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	33,538.89	67,821.95	75.55	21,953.05

CITY OF MERRILL  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 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	6,061.47	63,983.63	72.18	24,666.37
FUND TOTAL EXPENDITURES	<u>89,775.00</u>	<u>33,538.89</u>	<u>67,821.95</u>	<u>75.55</u>	<u>21,953.05</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 1,125.00)	( 27,477.42)	( 3,838.32)	0.00	2,713.32
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\*\*\* END OF REPORT \*\*\*

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

10 -General Fund  
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
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<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	25,000.00	1,191.00	23,511.86	94.05	1,488.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	1,191.00	23,511.86	94.05	1,488.14
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	220.98	3,925.98	0.00	( 3,925.98)
TOTAL Miscellaneous Revenues	0.00	220.98	3,925.98	0.00	( 3,925.98)
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TOTAL REVENUES	25,000.00	1,411.98	27,437.84	109.75	( 2,437.84)
<b>EXPENDITURES</b>					
=====					
<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	39.94	772.96	61.84	477.04
TOTAL Personnel Services	1,250.00	39.94	772.96	61.84	477.04
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	42,200.71	79.17	11,105.29
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	522.00	5,310.00	59.00	3,690.00
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	0.00	682.12	68.97	306.88
53510-02-22000 Electric and Natural Gas	13,000.00	830.43	13,590.75	104.54	( 590.75)
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	5,783.23	12,038.50	300.96	( 8,038.50)
53510-02-24277 Lightning Damage Repairs	0.00	0.00	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	0.00	219.45	43.89	280.55
53510-02-24733 New Terminal - Maint	750.00	208.98	687.38	91.65	62.62
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	1,213.53	97.08	36.47
53510-02-24750 House Maintenance/Repair	750.00	0.00	289.08	38.54	460.92
53510-02-25000 Telephone (9-1-1 Backup)	1,000.00	233.86	879.45	87.95	120.55
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
53510-02-31777 Legal Notice-Public Heari	0.00	378.00	378.00	0.00	( 378.00)
TOTAL Contractual Services	115,675.00	12,498.68	93,578.71	80.90	22,096.29

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

10 -General Fund  
 Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Supplies &amp; 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	191.19	2,395.23	239.52	( 1,395.23)
53510-03-41000 Promotion - Airport Day	3,000.00	549.00	2,614.34	87.14	385.66
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	9,170.00	81.69	2,055.00
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	0.00	647.78	64.78	352.22
53510-03-50750 Equipment Maint/Repair	4,500.00	185.03	2,323.16	51.63	2,176.84
53510-03-51000 Vehicle Repair/Maint	750.00	36.11	1,660.00	221.33	( 910.00)
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	439.87	4,712.05	99.20	37.95
TOTAL Supplies & Expenses	31,075.00	2,318.20	23,954.54	77.09	7,120.46
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TOTAL EXPENDITURES	148,000.00	14,856.82	118,306.21	79.94	29,693.79
REVENUES OVER/(UNDER) EXPENDITURES	( 123,000.00)	( 13,444.84)	( 90,868.37)	0.00	( 32,131.63)