

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, December 18, 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 November 20, 2019
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Manager's Report
6. Airport General Maintenance
 - Airport Lighting
 - Airport Signage
 - T Hangar Door Repair
7. Chairman's Report
8. Aviation Happenings
9. Public Comment
10. Agenda Items for Next Meeting
11. 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.

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	24,286.86	97.15	713.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,000.00	775.00	24,286.86	97.15	713.14
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	3,925.98	0.00	(3,925.98)
TOTAL Miscellaneous Revenues	0.00	0.00	3,925.98	0.00	(3,925.98)
TOTAL REVENUES	25,000.00	775.00	28,212.84	112.85	(3,212.84)
EXPENDITURES					

<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	35.10	808.06	64.64	441.94
TOTAL Personnel Services	1,250.00	35.10	808.06	64.64	441.94
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	53,306.00	4,442.18	46,642.89	87.50	6,663.11
53510-02-15500 Snow Removal Services	7,000.00	36.00	7,905.60	112.94	(905.60)
53510-02-15550 Mowing Services	9,000.00	180.00	5,490.00	61.00	3,510.00
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	375.44	13,966.19	107.43	(966.19)
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	0.00	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	36.00	138.16	18.42	611.84
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	297.77	985.15	131.35	(235.15)
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	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	41.68	921.13	92.11	78.87
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	379.00	757.00	0.00	(757.00)
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	115,675.00	5,788.07	99,366.78	85.90	16,308.22

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

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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	47.48	2,442.71	244.27	(1,442.71)
53510-03-41000 Promotion - Airport Day	3,000.00	0.00	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	10,087.00	89.86	1,138.00
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	207.00	2,530.16	56.23	1,969.84
53510-03-51000 Vehicle Repair/Maint	750.00	0.00	1,660.00	221.33	(910.00)
53510-03-53000 Fuel & Oil-For Equipment	4,750.00	273.55	4,985.60	104.96	(235.60)
TOTAL Supplies & Expenses	31,075.00	1,445.03	25,399.57	81.74	5,675.43
TOTAL EXPENDITURES	148,000.00	7,268.20	125,574.41	84.85	22,425.59
REVENUES OVER/(UNDER) EXPENDITURES	(123,000.00)	(6,493.20)	(97,361.57)	0.00	(25,638.43)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 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	1,185.21	29,708.56	88.68	3,791.44
43515-46457 100LL Fuel Sales	55,000.00	3,773.47	39,093.75	71.08	15,906.25
43515-46500 Aircraft Oil Sales Rev.	50.00	0.00	0.00	0.00	50.00
TOTAL Public Charges-Services	88,550.00	4,958.68	68,802.31	77.70	19,747.69
<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	4,958.68	68,942.31	77.77	19,707.69
EXPENDITURES					

<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	2,500.00	0.00	2,555.40	102.22	(55.40)
53515-02-25022 Telephone-Fuel Pumps	1,300.00	114.72	1,027.37	79.03	272.63
53515-02-25028 Telephone-CC Line	1,000.00	79.03	770.38	77.04	229.62
TOTAL Contractual Services	4,800.00	193.75	4,353.15	90.69	446.85
<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	109.95	1,914.14	95.71	85.86
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	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	109.95	62,147.50	74.56	21,202.50
<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	303.70	68,125.65	75.88	21,649.35
REVENUES OVER/(UNDER) EXPENDITURES	(1,125.00)	4,654.98	816.66	0.00	(1,941.66)

Minutes Merrill Airport Commission

Wednesday November 20, 2019

Present: Gary Schwartz (Chairman), Joe Malsack, Gary Schulz.

Also: Steve Krueger, Larry Wennig, Anthony Kromire (camera man).

1. Gary Schwartz called the meeting to order at 7 pm.
2. October and special meeting November 5 minutes were reviewed. Gary Schulz made a motion to approve as printed, Joe Malsack seconded. Motion passed.
3. Vouchers were passed around and discussed. Gary Schulz made a motion to approve paying the vouchers, Joe Malsack seconded, Motion passed.
4. Runway 16/34 project: The FAA has been contacted with the data of the AWOS being off 5-7 degrees and true north off 2 degrees. They have been asked to recalculate winds with this updated data for funding on 16/34.
5. Entitlement Grant update: Contract will be sent to city to sign for us to use the money and the city keeping the airport open and maintained. The next 2 projects are the AWOS and the blacktop surface preservation. We need to get this money spent or we will lose it.
6. Discussion/Decision AWOS Update/Repair: Repairing will be the most economical due to some of the components are new.
7. Managers' Report: No Report.
8. Airport General Maintenance: Shop north door needs replacing, Plow trucks have been down at the city garage and maintained for winter plowing season. Reil lights, airport runway number lights still not working (circuit boards inside not working), lighting in the new terminal not working, outside lights are they getting changed to day/night sensors, these items Gary Schwartz will talk to Rich and get an update for next meeting.
9. Chairman's Report: Gary Schwartz offering \$75.00 for each door that have been cut off too short buy the contractor of the new terminal building. Ok'd by members present. Both were bathroom doors. Only 2 available. New doors were provided by the original contractor under warranty.
10. Aviation Happenings: New Garmin Autoland system, it will communicate with ATC, choose an airport, set up the approach and land the airplane when the pilot becomes incapacitated. Boeing engine explosion, research is showing

more reinforcing in the cowl to protect passengers inside the airplane. 737 updates are coming out and FAA administrator stated take your time and get it right.

11. Public Comment: Ask about city council funding a T hanger project that will produce revenue. The city will not currently borrow money to fund this project at this time. Are there other options to look into? Gary Schwartz will check into.
12. Agenda Items for Next Meeting: Maintenance on t-hanger doors, lighting inside and outside, airport signage with Tom O'Neal.
13. A motion to adjourn was made by Joe Malsack, seconded by Gary Schulz. Motion passed.

Minutes submitted by Joe Malsack