

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, February 19, 2020
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 January 15, 2020
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Entitlement Projects
6. Discussion/Decision Airport Day
7. Discussion/Decision Young Eagles Day
8. Manager's Report
9. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
 - Fiber Optic Project
10. Chairman's Report
11. Aviation Happenings
12. Public Comment
13. Agenda Items for Next Meeting
14. 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, January 15, 2020
Merrill Airport Terminal

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

Public Present: Larry Wenning, Steve Krueger, Anthony Kromire (Cameraman)

1. Call to Order – Meeting called to order by Malsack at 18:00.
2. Approval of Meeting Minutes from December 18, 2019 – Minutes read. Motion for approval by Schulz; second by Banser. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Banser; second by Schulz. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz has a future conference call with BOA to ensure every detail is completed to get entitlement money for airport projects.
5. Manager's Report – Snow removal is working faster with the wider V plow on pick-up. Snow blowing is being done around hangers because of build up.
6. Airport General Maintenance

Airport Lighting Outside - Contractor is working to determine if outdoor LED lights are to be replaced under warranty. Still working on the Reil lights in the next month.

Airport Lighting Inside - Manager McCullough reported he had talked with the lighting contractor about the can lights for the vestibule area. They should be here next week.

Airport Signage - Chairman Schwartz is working with Tom O'Neil on airport signs.

7. Chairman's Report – Chairman Schwartz has been working with BOA to keep project entitlement money moving.
8. Aviation Happenings – Schulz reported Boeing has got a fine from Federal Aviation Administration (FAA) for knowingly installing some sub-standard flap track hardware on 737s. Management at Boeing is undergoing changes which should help with problems Boeing has experienced recently. Also, airspace around Washington DC has been updated/changed.

Malsack reported articles in aircraft publications urge pilots to review their knowledge of ADS-B procedure and airspace.

9. Public Comment – None

10. Agenda Items for Next Meeting – Airport Days Discussion.

11. Adjournment – Banser motioned to adjourn; second by Schulz. All ayes. Motion carried.

Minutes prepared by Lyle Banser

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

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	25,500.00	100.00	100.00	0.39	25,400.00
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	100.00	100.00	0.39	25,400.00
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	25,500.00	100.00	100.00	0.39	25,400.00
EXPENDITURES					

<u>Personnel Services</u>					
53510-01-51000 Social Security	1,250.00	61.28	61.28	4.90	1,188.72
TOTAL Personnel Services	1,250.00	61.28	61.28	4.90	1,188.72
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	4,553.22	8.33	50,085.78
53510-02-15500 Snow Removal Services	8,000.00	801.00	801.00	10.01	7,199.00
53510-02-15550 Mowing Services	8,000.00	0.00	0.00	0.00	8,000.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	0.00	0.00	6,000.00
53510-02-21000 Water and Sewer	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-22000 Electric and Natural Gas	13,500.00	1,440.84	1,440.84	10.67	12,059.16
53510-02-24000 Crack Filling	0.00	0.00	0.00	0.00	0.00
53510-02-24250 Electrical Maint/Repair	4,000.00	0.00	0.00	0.00	4,000.00
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	0.00	0.00	750.00
53510-02-24700 Terminal Maint/Repair	16,250.00	0.00	0.00	0.00	16,250.00
53510-02-24703 LED Lighting Improvements	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,250.00	0.00	0.00	0.00	1,250.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	0.00	0.00	750.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	37.36	37.36	4.15	862.64
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00
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	0.00	0.00	0.00	0.00
53510-02-91000 AWOS - Airport	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	116,419.00	6,832.42	6,832.42	5.87	109,586.58

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

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	500.00	0.00	0.00	0.00	500.00
53510-03-32000 Education & Conference	100.00	0.00	0.00	0.00	100.00
53510-03-40000 Operating Supplies	2,000.00	0.00	0.00	0.00	2,000.00
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	0.00	0.00	500.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	0.00	0.00	3,250.00
53510-03-42575 Fiber - Charter	5,225.00	917.00	917.00	17.55	4,308.00
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	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	4,500.00	0.00	0.00	0.00	4,500.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	105.00	105.00	7.00	1,395.00
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	669.71	669.71	11.65	5,080.29
TOTAL Supplies & Expenses	27,325.00	1,691.71	1,691.71	6.19	25,633.29
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TOTAL EXPENDITURES	144,994.00	8,585.41	8,585.41	5.92	136,408.59
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(8,485.41)	(8,485.41)	0.00	(111,008.59)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2020

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43515-46450 Jet-A Fuel Sales	33,900.00	1,258.60	1,258.60	3.71	32,641.40
43515-46457 100LL Fuel Sales	55,000.00	710.47	710.47	1.29	54,289.53
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	1,969.07	1,969.07	2.21	86,930.93
Miscellaneous Revenues					
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
Other Financing Sources					
43515-53025 Donation - Piano	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	100.00
TOTAL REVENUES	89,000.00	1,969.07	1,969.07	2.21	87,030.93
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	0.00	0.00	0.00	2,500.00
53515-02-25022 Telephone-Fuel Pumps	0.00	114.60	114.60	0.00	(114.60)
53515-02-25028 Telephone-CC Line	925.00	77.77	77.77	8.41	847.23
TOTAL Contractual Services	3,425.00	192.37	192.37	5.62	3,232.63
Special Services					
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	61.46	61.46	3.07	1,938.54
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	0.00	0.00	60,000.00
53515-04-53333 Rental Car - Paid via CC	100.00	0.00	0.00	0.00	100.00
53515-04-53477 Oil -For Aircraft Sales	150.00	0.00	0.00	0.00	150.00
TOTAL Special Services	83,250.00	61.46	61.46	0.07	83,188.54
Fixed Charges					
53515-05-11000 Transfer - Debt Service	1,625.00	0.00	0.00	0.00	1,625.00
TOTAL Fixed Charges	1,625.00	0.00	0.00	0.00	1,625.00
Capital Outlay					
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

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2020

27 -Merrill Airport Fuel
 Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	89,000.00	1,969.07	1,969.07	2.21	87,030.93
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>253.83</u>	<u>253.83</u>	<u>0.29</u>	<u>88,046.17</u>
REVENUES OVER/ (UNDER) EXPENDITURES	700.00	1,715.24	1,715.24	0.00	(1,015.24)

*** END OF REPORT ***