

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, July 15, 2020
7:00 p.m.
Merrill Airport Terminal

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

1. Call to Order
2. Approval of Meeting Minutes from June 17, 2020
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Entitlement Projects
6. Fuel System Credit Card Reader
7. Manager's Report
8. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
 - Fiber Optic Project
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.

Minutes Merrill Airport Commission

Wednesday June 17, 2020

Present: Gary Schwartz (Chairman), Joe Malsack, Gary Schulz , and Mark Weix (Alderman), Rich McCullough (Airport Manager).

Also: Anthony Kromire (Camera Man).

1. Gary call the meeting to order at 7 pm.
2. May minutes were reviewed. Joe Malsack made a motion to approve the minutes, Mark Weix 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: Gary contacted BOA and DBT and has not been contacted. DBT was supposed to respond. He has heard nothing. Andy Larson who is our new representative has not contacted us from the BOA.
5. Entitlement Projects: Gary Schwartz has had no contact from BOA. We were assured in May we will not lose any funding due to the delays. Gary will try to contact David Green to see if he can get some answers.
6. Discussion/Decision fuel system credit card reader: Rich has not heard on a final dollar amount. The new unit will fit into the old unit case. Colored screen with Wi-Fi connection instead of dial up system. Rich is checking to see if anyone has one in the area so we can see before purchasing. Hoses on fuel systems will have to be replaced next year. We will need to budget for.
7. Managers' Report: Crack sealing has been done. Some of the cracks have to be filled with mastic. Stage 1 is done until we get our funds from BOA to work on mastic filling and stage 3 Gee 88. Rich is having a hard time getting ahold of Teddy to get here and finish some other lighting. Tom is waiting on help for direction on signage. Gary and Rich will discuss with Tom to determine a plan. Power is now to Doug's hanger in the new building area, and black top will be done tomorrow in front of his hanger to the ramp. Fiber optic crew has finished installing, so Per Mar will be back to hook up the airport to system. Vehicle gate on west side was hit and not operating correctly. We had to have someone come in and repair gate to correct the condition. They are also putting an estimate together for annual maintenance on all 3 electric gates.

Monday, they performed fence repair due to 2 deer and 3 cranes on airport property, Rich is working with the DNR to remove from airport. He has been chasing cranes off with bang gun. Weed spraying on fence they started this week. Fuel pricing is all over the board throughout the area. Gary and Rich will review and reset pricing if needed. Trees on north side of airport are getting just as high as the power lines with the balls on. We will need to work on soon. NTC is working on entry and setting up a gate so we can access. NTC fence is on property line. Rest of airport fence is set back 15 ft.

8. Airport General Maintenance: included with manager's report.
9. Chairman's Report: No report.
10. Aviation Happenings: Wausau Airport has someone who just purchased a Cirrus Jet. A group of people want to fly to Oshkosh, but you cannot camp there.
11. Public Comment: None.
12. Agenda Items for Next Meeting: Roundup on taxi ways in new development area, F-84 jet display mount tilting.
13. A motion to adjourn was made by Joe Malsack, seconded by Mark Weix. Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43510-46340 Airport Revenue	25,500.00	2,640.00	18,460.86	72.40	7,039.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	2,640.00	18,460.86	72.40	7,039.14
Miscellaneous Revenues					
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	2,640.00	18,460.86	72.40	7,039.14
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	146.65	396.60	31.73	853.40
TOTAL Personnel Services	1,250.00	146.65	396.60	31.73	853.40
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	27,319.32	50.00	27,319.68
53510-02-15500 Snow Removal Services	8,000.00	0.00	2,944.80	36.81	5,055.20
53510-02-15550 Mowing Services	8,000.00	1,724.40	2,453.40	30.67	5,546.60
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	43.20	0.72	5,956.80
53510-02-21000 Water and Sewer	1,000.00	0.00	218.76	21.88	781.24
53510-02-22000 Electric and Natural Gas	13,500.00	852.06	7,124.12	52.77	6,375.88
53510-02-24000 Crack Filling	0.00	0.00	0.00	0.00	0.00
53510-02-24250 Electrical Maint/Repair	4,000.00	241.20	1,119.03	27.98	2,880.97
53510-02-24271 Electric to New Hangar	0.00	0.00	393.48	0.00	(393.48)
53510-02-24277 Lightning Damage Repairs	0.00	0.00	36.00	0.00	(36.00)
53510-02-24600 T-Hangar Repair/Maint.	750.00	21.60	538.41	71.79	211.59
53510-02-24700 Terminal Maint/Repair	16,250.00	0.00	18.00	0.11	16,232.00
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	55.50	11.10	444.50
53510-02-24733 New Terminal - Maint	750.00	125.00	1,047.12	139.62	(297.12)
53510-02-24735 Cleaning - New Terminal	1,250.00	650.00	650.00	52.00	600.00
53510-02-24750 House Maintenance/Repair	750.00	45.00	63.00	8.40	687.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	46.73	256.77	28.53	643.23
53510-02-30000 Regulatory Fees/Permits	130.00	130.00	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	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	8,389.21	44,410.91	38.15	72,008.09

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
Supplies & Expenses					
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	83.97	284.72	14.24	1,715.28
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	280.00	56.00	220.00
53510-03-42500 Support - Gates/Cameras	3,250.00	0.00	64.67	1.99	3,185.33
53510-03-42575 Fiber - Charter	5,225.00	849.00	5,434.00	104.00	(209.00)
53510-03-42600 UPS-Computer Equipment	0.00	0.00	876.88	0.00	(876.88)
53510-03-50000 Repair/Maint Supplies	1,000.00	0.00	187.12	18.71	812.88
53510-03-50750 Equipment Maint/Repair	4,500.00	108.00	432.00	9.60	4,068.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	467.60	709.98	47.33	790.02
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	193.85	1,905.78	33.14	3,844.22
TOTAL Supplies & Expenses	27,325.00	1,702.42	10,175.15	37.24	17,149.85
TOTAL EXPENDITURES	144,994.00	10,238.28	54,982.66	37.92	90,011.34
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(7,598.28)	(36,521.80)	0.00	(82,972.20)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	4,147.24	11,518.31	33.98	22,381.69
43515-46457 100LL Fuel Sales	55,000.00	4,887.45	16,297.70	29.63	38,702.30
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	9,034.69	27,816.01	31.29	61,083.99
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 Donations/Door Sales	0.00	0.00	150.00	0.00	(150.00)
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	150.00	150.00	(50.00)
TOTAL REVENUES	89,000.00	9,034.69	27,966.01	31.42	61,033.99
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	72.00	1,123.35	44.93	1,376.65
53515-02-25022 Telephone-Fuel Pumps	0.00	116.10	682.14	0.00	(682.14)
53515-02-25028 Telephone-CC Line	925.00	77.27	465.12	50.28	459.88
TOTAL Contractual Services	3,425.00	265.37	2,270.61	66.30	1,154.39
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	288.21	773.57	38.68	1,226.43
53515-04-53000 Jet-A Fuel Purchases	20,000.00	0.00	18,155.03	90.78	1,844.97
53515-04-53250 100LL Fuel Purchases	60,000.00	22,905.32	22,905.32	38.18	37,094.68
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	23,193.53	41,833.92	50.25	41,416.08
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: JUNE 30TH, 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	9,034.69	27,966.01	31.42	61,033.99
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>23,458.90</u>	<u>44,104.53</u>	<u>49.95</u>	<u>44,195.47</u>
REVENUES OVER/(UNDER) EXPENDITURES	700.00	(14,424.21)	(16,138.52)	0.00	16,838.52

*** END OF REPORT ***