

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, August 19, 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 July 15, 2020
3. Approval of Vouchers
4. Runway 16/34 Project Status
5. Discussion Entitlement Projects
6. Discussion/Decision Fuel System Credit Card Reader
7. Discussion F-84 Display and Mounting
8. Discussion/Decision Airport Wage Rate
9. Discussion/Decision Spraying Weed Killer.
10. Manager's Report
11. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
 - Fiber Optic Project
12. Chairman's Report
13. Aviation Happenings
14. Public Comment
15. Agenda Items for Next Meeting
16. 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 July 15, 2020

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

Also: Draco Fink (Camera Man).

1. Joe call the meeting to order at 7 pm.
2. April minutes were reviewed. Mark Weix made a motion to approve the minutes, Gary Schulz seconded. Motion passed.
3. Vouchers were passed around and discussed. Mark Weix made a motion to approve paying the vouchers, Gary Schulz seconded, Motion passed.
4. Runway 16/34 project: Gary stated prior to meeting to me he has heard nothing.
5. Entitlement Projects: Nothing at this time.
6. Discussion/Decision fuel system credit card reader: Rich has quotes on approximate cost on new card readers. Brian who Rich was working with prior is no longer with the company. He is now working with Michael. The quotes will vary depending on equipment, minus a \$3500 trade in for our old unit. Cost will still run approximately \$11795 to \$12745 after the trade in. This price is delivered, not installed. We will need to contract with a local company to install. \$500.00 to \$1500.00 approximately for set up. Pricing is needed on all fuel farm hoses that need to be replaced next year. We will need to add to budget for next year.
7. Managers' Report: Golf cart at city garage for engine concern. Possible engine replacement is around \$1000.00. The cart is used around the airport for maintenance, and is very handy. Runway surface was inspected on Tuesday. No report back yet on condition of surfaces. Fiber optic, they are working on and some of the gates are hooked up. They are still working to get all the gates on fiber. We have a Cessna 175 now on the field in Doug's hanger. We have more airplanes then hangars now.
8. Airport General Maintenance: Teddy still waiting on lighting parts, external and internal before he can do repairs. He is still working on circuitry for airport signage. Drive belt on zero turn mower had to be replaced. Rich is still

waiting on 2 bids for spraying roundup on taxiways. Tom could not make meeting tonight. Jet mount, Rich has called Agra and Army Core of engineers. No estimates back yet. Tie downs Rich call Dustin and waiting on response if the City Street Dept. can help install.

9. Chairman's Report: No report.
10. Aviation Happenings: Covid has dropped commercial aviation to 4% at the lowest point. Currently at 25% capacity. Electric airplanes going strong. Boeing has discontinued production of 747.
11. Public Comment: None.
12. Agenda Items for Next Meeting: Fuel farm card reader. Roundup on taxi ways in new development area, jet mount tilting, Hugh's hourly wage adjustment.
13. A motion to adjourn was made by Mark Weix, seconded by Gary Schulz. Motion passed.

Minutes submitted by Joe Malsack

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 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	875.00	19,335.86	75.83	6,164.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	875.00	19,335.86	75.83	6,164.14
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	875.00	19,335.86	75.83	6,164.14
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	110.10	506.70	40.54	743.30
TOTAL Personnel Services	1,250.00	110.10	506.70	40.54	743.30
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	31,872.54	58.33	22,766.46
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	1,313.00	3,766.40	47.08	4,233.60
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	39.99	83.19	1.39	5,916.81
53510-02-21000 Water and Sewer	1,000.00	226.10	444.86	44.49	555.14
53510-02-22000 Electric and Natural Gas	13,500.00	863.84	7,987.96	59.17	5,512.04
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	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	0.00	538.41	71.79	211.59
53510-02-24700 Terminal Maint/Repair	16,250.00	23.40	41.40	0.25	16,208.60
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	19.36	1,066.48	142.20	(316.48)
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	750.00	60.00	500.00
53510-02-24750 House Maintenance/Repair	750.00	0.00	63.00	8.40	687.00
53510-02-25000 Telephone (9-1-1 Backup)	900.00	48.43	305.20	33.91	594.80
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	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	7,187.34	51,598.25	44.32	64,820.75

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 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	177.93	462.65	23.13	1,537.35
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	3,526.56	3,591.23	110.50	(341.23)
53510-03-42514 Access Control System	0.00	0.00	0.00	0.00	0.00
53510-03-42575 Fiber - Charter	5,225.00	849.00	6,283.00	120.25	(1,058.00)
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	246.74	433.86	43.39	566.14
53510-03-50750 Equipment Maint/Repair	4,500.00	126.00	558.00	12.40	3,942.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	600.39	1,310.37	87.36	189.63
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	179.66	2,085.44	36.27	3,664.56
TOTAL Supplies & Expenses	27,325.00	5,706.28	15,881.43	58.12	11,443.57
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TOTAL EXPENDITURES	144,994.00	13,003.72	67,986.38	46.89	77,007.62
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(12,128.72)	(48,650.52)	0.00	(70,843.48)

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 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	3,787.99	15,306.30	45.15	18,593.70
43515-46457 100LL Fuel Sales	55,000.00	10,968.31	27,266.01	49.57	27,733.99
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	14,756.30	42,572.31	47.89	46,327.69
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	14,756.30	42,722.31	48.00	46,277.69
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	90.00	1,213.35	48.53	1,286.65
53515-02-25022 Telephone-Fuel Pumps	0.00	113.28	795.42	0.00	(795.42)
53515-02-25028 Telephone-CC Line	925.00	78.68	543.80	58.79	381.20
TOTAL Contractual Services	3,425.00	281.96	2,552.57	74.53	872.43
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	325.47	1,099.04	54.95	900.96
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	0.00	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	325.47	42,159.39	50.64	41,090.61
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

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27 -Merrill Airport Fuel
 Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
FUND TOTAL REVENUES	89,000.00	14,756.30	42,722.31	48.00	46,277.69
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>607.43</u>	<u>44,711.96</u>	<u>50.64</u>	<u>43,588.04</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>700.00</u>	<u>14,148.87</u>	<u>(1,989.65)</u>	<u>0.00</u>	<u>2,689.65</u>

*** END OF REPORT ***