

CITY OF MERRILL
AIRPORT COMMISSION MEETING
Wednesday, September 16, 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 August 19, 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. 9. Discussion/Decision Spraying Weed Killer.
9. Manager's Report
10. Airport General Maintenance
 - Airport Lighting Outside
 - Airport Lighting Inside
 - Airport Signage
 - Fiber Optic Project
11. Chairman's Report
12. Aviation Happenings
13. Public Comment
14. Agenda Items for Next Meeting
15. 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, August 19, 2020
Merrill Airport Terminal

Members Present: Gary Schwartz (Chairman), Lyle Banser, Joe Malsack, Rich McCullough (Airport Manager), Mark Wiex, Jr. (Alderman), City Camera Man

Public Present: Larry Wenning

1. Call to Order – Meeting called to order by Chairman Schwartz at 19:00.
2. Approval of Meeting Minutes from July, 2020 – Minutes read. Motion by Malsack for approval of July Minutes; second by Banser. All ayes. Motion carried.
3. Approval of Vouchers – Vouchers reviewed and initialed. Motion to pay vouchers by Malsack; second by Wiex. All ayes. Motion carried.
4. Runway 16/34 Project Status – Schwartz handed out wind analysis for 2020. Explained and discussed. The data on the form showed Merrill did not meet the FAA's standard for having and maintaining a crosswind runway. The Commission of the Merrill Airport suspects the weather collection data may not be correct because of maintenance personnel showing up on a Sunday morning in March unannounced and then claiming the AWOS System is correct; and since then, the maintenance logbook in which all maintenance is recorded is now missing. Because of this, we are recording wind data independent of the BOA. Schwartz reported that the BOA is internally working on a plan to return 30 crosswind runways in Wisconsin to turf and Merrill is one of them.
5. Discussion Entitlement Projects – BOA has approved all the projects identified and prioritized, but they are not moving on any projects.
6. Discussion/Decision Fuel System Credit Card Reader – Discussed the current card reader will not be supported in the future. We are currently looking for new card reader equipment and looking for the most current unit at the best price. New units should operate on WiFi, which should allow a savings on need for dedicated phone line which is currently at \$1,200.00 a year.
7. Discussion F-84 Display and Mounting – Working with a design engineer on a base to support the F-84 jet display at Champagne Street FBO location. A local Boy Scout group may be interested in helping to repaint the jet.

8. Discussion/Decision Airport Wage Rate – McCullough discussed a pay rate for a part-time worker who has two years' experience; after which, Banser made a motion to increase the wage rate for Hugh Hanig from \$12.00 to \$13.00 per hour. Second by Malsack. All ayes. Motion carried.
9. Discussion/Decision Spraying Weed Killer – McCullough is waiting for quotes on the weed spraying for parking lots and graveled areas.
10. Manager's Report – New Door and frame should be at the Airport next month. Discussed tie downs and adjusting the tail tie down placement.
11. Airport General Maintenance -

No lighting work is scheduled yet. Contractor is very busy.

McCullough report on signage. Will work with Tom O'Neal to make airport signage.

All gates are run on the new fiber optic and working properly.
12. Chairman's Report – Schwartz reported WiFi is operating. Ornamental bushes around new hangar need trimming. Also discussed fence posts heaving out of the ground and the repair/fix for posts. NTC is working on an entrance gate on South side of the field.
13. Aviation Happenings – Nothing New.
14. Public Comment: Larry Wenning asked if we could track the type of planes fueling to get the number of gallons used of 100LL; and would it be possible to justify the sale of Swift fuel vs. 100LL fuel. Malsack will review the current sale of 100LL and the type of planes using it. He will compile a list of planes buying 100LL fuel and determine which planes could run on Swift fuel and the volume of fuel sold to plane owners that require 100LL and cannot operate on Swift fuel.
15. Agenda Items for Next Meeting – Reinstalling heaved posts around the Airport.
16. Adjournment – Motion by Malsack; second by Banser. All ayes. Motion carried. Meeting adjourned.

Minutes prepared by Lyle Banser

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 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	675.00	20,010.86	78.47	5,489.14
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	25,500.00	675.00	20,010.86	78.47	5,489.14
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	675.00	20,010.86	78.47	5,489.14
EXPENDITURES					
Personnel Services					
53510-01-51000 Social Security	1,250.00	134.79	641.49	51.32	608.51
TOTAL Personnel Services	1,250.00	134.79	641.49	51.32	608.51
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	54,639.00	4,553.22	36,425.76	66.67	18,213.24
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	1,168.00	4,934.40	61.68	3,065.60
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	162.00	245.19	4.09	5,754.81
53510-02-21000 Water and Sewer	1,000.00	0.00	444.86	44.49	555.14
53510-02-22000 Electric and Natural Gas	13,500.00	872.31	8,860.27	65.63	4,639.73
53510-02-24000 Crack Filling	0.00	21,802.00	21,802.00	0.00	(21,802.00)
53510-02-24250 Electrical Maint/Repair	4,000.00	226.03	1,345.06	33.63	2,654.94
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	0.00	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	288.00	288.00	0.00	(288.00)
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	1,191.48	158.86	(441.48)
53510-02-24735 Cleaning - New Terminal	1,250.00	100.00	850.00	68.00	400.00
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	15.48	320.68	35.63	579.32
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	29,312.04	80,910.29	69.50	35,508.71

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 31ST, 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	165.41	628.06	31.40	1,371.94
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	621.00	4,212.23	129.61	(962.23)
53510-03-42514 Access Control System	0.00	9,795.00	9,795.00	0.00	(9,795.00)
53510-03-42575 Fiber - Charter	5,225.00	800.25	7,083.25	135.56	(1,858.25)
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	13.56	447.42	44.74	552.58
53510-03-50750 Equipment Maint/Repair	4,500.00	144.00	702.00	15.60	3,798.00
53510-03-51000 Vehicle Repair/Maint	1,500.00	0.00	1,310.37	87.36	189.63
53510-03-53000 Fuel & Oil-For Equipment	5,750.00	189.64	2,275.08	39.57	3,474.92
TOTAL Supplies & Expenses	27,325.00	11,728.86	27,610.29	101.04	(285.29)
TOTAL EXPENDITURES	144,994.00	41,175.69	109,162.07	75.29	35,831.93
REVENUES OVER/(UNDER) EXPENDITURES	(119,494.00)	(40,500.69)	(89,151.21)	0.00	(30,342.79)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 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	3,354.83	18,661.13	55.05	15,238.87
43515-46457 100LL Fuel Sales	55,000.00	5,712.41	32,978.42	59.96	22,021.58
43515-46500 Aircraft Oil Sales Rev.	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	88,900.00	9,067.24	51,639.55	58.09	37,260.45
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	9,067.24	51,789.55	58.19	37,210.45
EXPENDITURES					
Contractual Services					
53515-02-24500 Fuel System Maintenance	2,500.00	1,945.50	3,158.85	126.35	(658.85)
53515-02-25022 Telephone-Fuel Pumps	0.00	113.44	908.86	0.00	(908.86)
53515-02-25028 Telephone-CC Line	925.00	78.68	622.48	67.30	302.52
TOTAL Contractual Services	3,425.00	2,137.62	4,690.19	136.94	(1,265.19)
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	297.64	1,396.68	69.83	603.32
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	297.64	42,457.03	51.00	40,792.97
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: AUGUST 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	9,067.24	51,789.55	58.19	37,210.45
FUND TOTAL EXPENDITURES	<u>88,300.00</u>	<u>2,435.26</u>	<u>47,147.22</u>	<u>53.39</u>	<u>41,152.78</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>700.00</u>	<u>6,631.98</u>	<u>4,642.33</u>	<u>0.00</u>	<u>(3,942.33)</u>

*** END OF REPORT ***