



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, JUNE 18, 2025

Regular Meeting

Merrill Airport Terminal

7:00 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 1. May 21st meeting minutes.
- III. Approval of Vouchers**
 1. May Revenue/Expense Report
- IV. General Agenda Items for Consideration**
 1. Discussion Runway 16/34 Project
 2. Maintenance Hangar Status - discussion
 3. Discuss and consider the T-Hangar Damage
 4. Discuss and consider a land rental for agricultural use
 5. Discussion on the sale of the current FBO Hangar
 6. Update F-84 Monument
 7. Discuss and consider - Movies at the Airport
 8. Airport General Maintenance - discussion and consideration
 - a. Lightning damages - update
 - b. Status of deer ramps
 - c. Trees growing through security fence - update
 - d. Maintenance hangar pass-through door - update
 - e. Flag pole - status
- V. Chairman's Report**
 1. Master Plan update
 2. Economic Impact Study BOA
 3. RRL Fuels P&L
 4. Telephone Service - update
 5. Garage Maintenance
- VI. Aviation Happenings**
- VII. Public Comment**
- VIII. Agenda Items/Date Time of Next Meeting: Wednesday, July 16th at 7:00 pm**

IX. Adjournment

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
AIRPORT COMMISSION
WEDNESDAY, MAY 21, 2025 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. **Call to Order** Gary Schwartz called the meeting to order at 6:00 pm
Present: Lyle Banser (remote), Joe Malsack, Gary Schulz (remote), Gary Schwartz, D7 Alderperson Weix Jr.
Present Not Voting: Rich McCullough - Airport Manager, Larry Wenning, Kraig Hanig
- II. **Consider approving minutes from the previous meeting**
 1. **April Minutes** - (Malsack/D7 Alderperson Weix Jr.) motion/second place minutes on file. The motion passed.
- III. **Approval of Vouchers** Reviewed and signed vouchers to get paid. Joe made a motion to pay vouchers. Seconded by Mark. Motion passed. No financial reports sent out with minutes. Commission reviewed Gary's copy.
- IV. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project** - WAMA has sent a letter to FAA and Sean Duffy in regards to runway rebuilding delays. Merrill was one of only several specific airports reviewed in the text of the letter. Gary sent a second letter directly to Secretary Duffy at US DOT.
 2. **Maintenance Hangar Status - discussion** - BOA is working with other airports to release the funds they cannot use. BOA has not released the contract yet. The contractor has to prove he has \$800,000 in the ground by August 21, 2025. The contractor has not ordered materials yet due to delays on the contract.
 3. **Discuss and consider the Snow Plow Blade** - Kraig inspected and stated the snow blade will work for the airport. We will have to have rings installed in bucket for attachment. Joe made a motion to purchase from MLD, Lyle seconded. Motion passed.
 4. **Discuss and consider a refund of the hangar development downpayment** - Deposits are non-refundable as was explained prior to signing paperwork. Mark made a motion due to past practices we will not refund the money back. Joe seconded, passed.
 5. **F-84 Monument - update** - Rich is working to get the paperwork ready to return the Jet to Army engineer group. Two representatives will be coming in June to inspect the airplane.
 6. **Discuss and consider Movies at the Airport** - Moving forward with everything. Rain location at Les and Jim's. Just need help and power installed on the outside of the vault. Foto News is writing an article about the movies.
 7. **Airport General Maintenance - discussion** -

- a. **Lightning Damages - update** - Rich stated the uplink to the internet was damaged in the last storm. The AWOS is transmitting and can be reached by phone. Problem is waiting on part with no update. Van Ert has been working on, but delayed today due to the rain. Trying to get all new parts for the west gate thru the insurance.
- b. **Deer ramps - update** - Waiting on city when they have time and weather permits. We will have to work on this summer.
- c. **Trees growing through the security fence - update** - Dustin will look at when working on deer ramps, possible when they are slow looking for work.
- d. **Maintenance hangar pass through door - update** - No report.
- e. **Flag pole - update** - Armory flag pole is not available. Dustin checking if they have any.

V. **Chairman's Report**

- 1. **Master Plan update** - FAA sitting on forecast plan now for 15 months. Without this approval we cannot get the ALP approved.
- 2. **Economic Impact Study BOA** - No news; no one will talk.
- 3. **RRL Fuels P&L** - Gary Schwartz is working on.
- 4. **Telephone Service - update** - No report.
- 5. **Garage Maintenance** - Still trying to get money owed for the rock used.

VI. Aviation Happenings Airport damaged due to tornado in Kentucky. Many aircraft and life flight helicopter destroyed. Flying Hamburger Social will be happening June, July, August Wednesday nights for summer.

VII. Public Comment Merrill is the finish line for the Air Cup Race for EAA, July 20. Tractor tire replaced. Keypad in terminal to go onto ramp not working at times. Rich will replace. Hamburger night June 11 at Merrill at 5 pm. Rich received a check for land rent, the farmer wants clear about 10 acres on the hill north of 7/25 runway by fence, not on the approach end. They would like 5 years of rent free. Lots of rocks and tree stumps to remove. Gary stated Karl stated ok. Kurt Zastrow is back with the Citation Jet for the summer. Gary has been talking to Rep. Callahan about grant for Merrill Airport. Letters of support for \$2.2 Million possible for new maintenance hangar.

VIII. Agenda Items & Date/Time of Next Meeting: Wednesday, June 18 at 6:00 pm Vents on t hangars damaged, SRE building/old FBO buildings, which one to sell. Rent on land. The time for the June 18th meeting is 7:00 pm.

IX. Adjournment (D7 Alderperson Weix/Malsack) motion/second to adjourn. The motion passed.

Minutes are in draft form until approved at the next scheduled meeting.

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	22,500.00	1,830.00	16,860.66	74.94	5,639.34
43510-46341 Airport Hangar Lease Int.	0.00	0.00	0.00	0.00	0.00
43510-46400 Fund 27 - Fuel Profit	0.00	0.00	0.00	0.00	0.00
TOTAL Public Charges-Services	22,500.00	1,830.00	16,860.66	74.94	5,639.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	0.00	0.00	804.25	0.00	(804.25)
TOTAL Miscellaneous Revenues	0.00	0.00	804.25	0.00	(804.25)
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TOTAL REVENUES	22,500.00	1,830.00	17,664.91	78.51	4,835.09
EXPENDITURES =====					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	0.00	0.00	0.00	0.00
53510-01-23000 Longevity	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	0.00	41.11	287.76	0.00	(287.76)
53510-01-52000 Retirement (WRS)	0.00	0.00	0.00	0.00	0.00
53510-01-54000 Health Insurance	0.00	0.00	0.00	0.00	0.00
53510-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	0.00	41.11	287.76	0.00	(287.76)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	61,517.00	5,151.56	25,757.80	41.87	35,759.20
53510-02-15500 Snow Removal Services	0.00	420.00	3,208.18	0.00	(3,208.18)
53510-02-15550 Mowing Services	13,630.00	423.43	732.44	5.37	12,897.56
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	126.00	126.00	2.10	5,874.00
53510-02-21000 Water and Sewer	1,250.00	0.00	267.82	21.43	982.18
53510-02-22000 Electric and Natural Gas	15,300.00	1,283.05	6,623.99	43.29	8,676.01
53510-02-24000 Black Top Maintenance	15,000.00	0.00	0.00	0.00	15,000.00
53510-02-24250 Electrical Maint/Repair	2,500.00	53.74	1,919.76	76.79	580.24
53510-02-24277 Lightning Damage Repairs	0.00	0.00	7,272.13	0.00	(7,272.13)
53510-02-24600 T-Hangar Repair/Maint.	750.00	0.00	125.74	16.77	624.26
53510-02-24700 Terminal Maint/Repair	250.00	223.50	223.50	89.40	26.50
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	12.97	0.00	(12.97)
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	(77.55)	15.51-	577.55
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	147.54	19.67	602.46
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	825.00	63.46	475.00
53510-02-24739 Parking Lots-Painting/Rep	0.00	0.00	0.00	0.00	0.00
53510-02-24750 House Maintenance/Repair	750.00	130.00	558.51	74.47	191.49
53510-02-24753 Garage-Repairs/Maintenance	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-25000 Telephone (9-1-1 Backup)	50.00	0.96	4.80	9.60	45.20
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
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	120,677.00	7,962.24	47,728.63	39.55	72,948.37
<u>Supplies & Expenses</u>					
53510-03-10000 Office Supplies	125.00	0.00	0.00	0.00	125.00
53510-03-32000 Education & Conference	100.00	0.00	230.00	230.00	(130.00)
53510-03-40000 Operating Supplies	2,250.00	168.00	485.94	21.60	1,764.06
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	750.00	0.00	840.00	112.00	(90.00)
53510-03-41523 Airport Signage	0.00	0.00	0.00	0.00	0.00
53510-03-42500 Support - Gates/Cameras	3,500.00	1,195.00	1,195.00	34.14	2,305.00
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	1,200.00	33.33	2,400.00
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	1,500.00	2,557.14	3,071.85	204.79	(1,571.85)
53510-03-51000 Vehicle Repair/Maint	5,000.00	285.14	1,328.64	26.57	3,671.36
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	290.30	1,339.85	26.80	3,660.15
TOTAL Supplies & Expenses	22,825.00	4,795.58	9,691.28	42.46	13,133.72
TOTAL EXPENDITURES	143,502.00	12,798.93	57,707.67	40.21	85,794.33
REVENUES OVER/(UNDER) EXPENDITURES	(121,002.00)	(10,968.93)	(40,042.76)	0.00	(80,959.24)

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<u>Intergovernmental</u>					
43515-43523 Federal CRRSAA O&M	0.00	0.00	0.00	0.00	0.00
TOTAL Intergovernmental	0.00	0.00	0.00	0.00	0.00
<u>Public Charges-Services</u>					
43515-46450 Jet-A Fuel Sales	15,500.00	0.00	0.00	0.00	15,500.00
43515-46457 100LL Fuel Sales	60,500.00	4,089.01	11,563.35	19.11	48,936.65
TOTAL Public Charges-Services	76,000.00	4,089.01	11,563.35	15.21	64,436.65
<u>Miscellaneous Revenues</u>					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	14,000.00	0.00	(14,000.00)
43515-48500 F84 Memorial Revenue	0.00	0.00	0.00	0.00	0.00
43515-48523 Field Office Usage	0.00	0.00	0.00	0.00	0.00
TOTAL Miscellaneous Revenues	0.00	0.00	14,000.00	0.00	(14,000.00)
TOTAL REVENUES	76,000.00	4,089.01	25,563.35	33.64	50,436.65
EXPENDITURES =====					
<u>Personnel Services</u>					
53515-01-21000 Streets - Wages	0.00	0.00	0.00	0.00	0.00
53515-01-51000 SS/Medicare	0.00	0.00	0.00	0.00	0.00
53515-01-52000 WRS - Retirement	0.00	0.00	0.00	0.00	0.00
53515-01-54000 Health Insurance	0.00	0.00	0.00	0.00	0.00
53515-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	0.00	0.00	0.00	0.00	0.00
<u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	5,000.00	515.25	(5,952.63)	119.05-	10,952.63
53515-02-25022 Telephone-Fuel Pumps	1,400.00	171.10	670.28	47.88	729.72
53515-02-25028 Telephone-CC Line	1,200.00	143.44	670.69	55.89	529.31
TOTAL Contractual Services	7,600.00	829.79	(4,611.66)	60.68-	12,211.66
<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	3,000.00	127.66	377.54	12.58	2,622.46
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	0.00	0.00	15,000.00
53515-04-53250 100LL Fuel Purchases	60,000.00	8.29	8.29	0.01	59,991.71
TOTAL Special Services	79,000.00	135.95	385.83	0.49	78,614.17

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2025

27 -Merrill Airport Fuel
 Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>Fixed Charges</u>					
53515-05-11000 Transfer - Debt Service	6,425.00	0.00	6,325.00	98.44	100.00
TOTAL Fixed Charges	6,425.00	0.00	6,325.00	98.44	100.00
<u>Capital Outlay</u>					
53515-08-23000 Garage Relocation Project	0.00	0.00	0.00	0.00	0.00
53515-08-57500 Airport - Equipment	0.00	0.00	0.00	0.00	0.00
TOTAL Capital Outlay	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	93,025.00	965.74	2,099.17	2.26	90,925.83
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	3,123.27	23,464.18	0.00	(40,489.18)
FUND TOTAL REVENUES	76,000.00	4,089.01	25,563.35	33.64	50,436.65
FUND TOTAL EXPENDITURES	93,025.00	965.74	2,099.17	2.26	90,925.83
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	3,123.27	23,464.18	0.00	(40,489.18)

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