



**CITY OF MERRILL**  
**AIRPORT COMMISSION**  
**AGENDA • WEDNESDAY, JULY 16, 2025**

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**Regular Meeting** **Merrill Airport Terminal** **7:00 PM**

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- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
  - 1. June 18th meeting minutes
- III. Approval of Vouchers**
  - 1. June Revenue and Expense Report
- IV. General Agenda Items for Consideration**
  - 1. Discussion Runway 16/34 Project
  - 2. Maintenance Hangar Status - discussion
  - 3. Follow-up T Hangar damage
  - 4. Follow-up Movies at the Airport
  - 5. Update F-84 Monument
  - 6. Discussion/Decision - T Hangar Rental Rates
  - 7. Discussion/Decision Airport General Maintenance
    - a. Lightning Damage - update
    - b. Status of Deer Ramps
    - c. Maintenance Hangar pass through door update
    - d. Status of flag pole
- V. Chairman's Report**
  - 1. RRL Fuels P&L
- VI. Aviation Happenings**
- VII. Public Comment**
- VIII. Agenda Items for Next Meeting**
- IX. Date and Time of Next Meeting - Wednesday, August 20th at 7:00 pm**
- X. 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, JUNE 18, 2025 MINUTES  
REGULAR MEETING MERRILL AIRPORT TERMINAL 7:00 PM**

- I. **Call to Order** Gary Schwartz called the meeting to order at 6:00 pm.  
Present: Lyle Banser, Joe Malsack, Gary Schulz, Gary Schwartz, D7 Alderperson Weix Jr.  
Present Not Voting: Rich McCollough (Airport Manager), Larry Wenning, Steve Krueger
- II. **Consider approving minutes from the previous meeting**
  1. **May 21st meeting minutes.** - ( Malsack/D7 Alderperson Weix Jr.)  
motion/second approve. The motion passed.
- III. **Approval of Vouchers**
  1. **May Revenue/Expense Report** - (D7 Alderperson Weix Jr./ Banser)  
motion/second approve. The motion passed.
- IV. **General Agenda Items for Consideration**
  1. **Discussion Runway 16/34 Project** - No new reports. Still waiting on letters sent out in the prior month. Tom Tiffany will try to talk to Sean Duffy.
  2. **Maintenance Hangar Status - discussion** - BOA is working with the other airports to release the funds they cannot use. BOA has not released the contract yet. Karl is working with the contractor to get all the paperwork ready so we can use the money prior to August deadline. We need to start construction by July 12 in order to spend the money from BOA.
  3. **Discuss and consider the T-Hangar Damage** - Rich stated wind turbines on top damaged from storms and are not holding up. They may have to cap off to seal up. Rich has a company coming to look at the SRE building and T-Hangar doors that need minor repairs. Some cables are starting to fray and will need replacement. Power washing T- Hangars due to mold growing on the bottoms of doors, Rich will see if he can get a quote for the next meeting. Joe made a motion to allow Rich to get the T-Hangar, SRE, and maintenance hangars repaired. Mark seconded. Motion passed. Power washing T-Hangars will be discussed next month to review quotes.
  4. **Discuss and consider a land rental for agricultural use** - They are looking at clearing 10 acres on north side of 7/25. Discussion followed on costs to clear land. Mark made a motion for not charging rent on the 10 acres for 5 years. Gary Schulz seconded, motion passed.
  5. **Discussion on the sale of the current FBO Hangar** - With the new maintenance hangar soon to be under construction. Discussion on finding another business to lease the building or sell the building. Questions on the costs of moving the city-owned computer/security system. The money from

the sale of the current hangar will help pay for the new maintenance hangar. The city will have the final approval to sell or lease the current hangar.

6. **Update F-84 Monument** - Rich was contacted when they would be coming to inspect and get things moving.
7. **Discuss and consider - Movies at the Airport** - Moving forward with everything. Rain location at Les and Jim's. We just need help during the event and power is installed on the outside of the vault. Todd Nienow will have power on the outside and a box to supply power away from the building. He will donate the use for the night. Foto News did write an article about the movies.
8. **Airport General Maintenance - discussion and consideration -**
  - a. **Lightning damages - update** - Rich stated the AWOS is transmitting and can be reached by phone, no uplink for internet. Waiting on parts. In the Light electric trying to get all new parts for the west gate thru the insurance.
  - b. **Status of deer ramps** - One ramp was built on the north side. Off the end of 7 on high ground due to wet ground. Rich would like a second on the south side. We will have to wait for the weather and ground to dry up to get to the fence.
  - c. **Trees growing through security fence - update** - Rich stated he and Josh will work on when the weather cools off this fall.
  - d. **Maintenance hangar pass-through door - update** - No report.
  - e. **Flag pole - status** - Dustin checking if we could repurpose the light pole. They have some lying there. Rich will look at the Marc that they built and are currently using one. He will report back for the next meeting.

## V. Chairman's Report

1. **Master Plan update** - The FAA is sitting on a forecast plan for 17 months. Without this approval, we cannot get the ALP approved.
2. **Economic Impact Study BOA** - No news, no one will talk. Remove from agenda.
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. Gary talked to Rod and wanted the garage exterior to match the house.

VI. **Aviation Happenings** 787 crash in India, possible dual engine failure on takeoff. Some other accidents have occurred and occupants survived.

VII. **Public Comment** Merrill is the finish line for the Air Cup Race for EAA, July 20. Keypad in terminal to go onto ramp not working at times. Hamburger night

June 11 at Merrill had a great turnout. Man hole covers on ramp sticking up. Looks like the black top is sinking around the covers. Rich will check with Dustin and possible repair. Small snow plow truck is due to be replaced. Rich stated the Jet A level was at 2100 gallons with 1000 usable and will get a full load. 100 LL at 7000 gallons, and ok for the summer.

**VIII. Agenda Items/Date Time of Next Meeting: Wednesday, July 16th at 7:00 pm**

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

Minutes prepared by Joe Malsack and published by City Clerk Anderson-Malm

*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
<b>REVENUES</b> =====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	22,500.00	3,358.12	20,218.78	89.86	2,281.22
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	3,358.12	20,218.78	89.86	2,281.22
<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)
<b>TOTAL REVENUES</b>	<b>22,500.00</b>	<b>3,358.12</b>	<b>21,023.03</b>	<b>93.44</b>	<b>1,476.97</b>
<b>EXPENDITURES</b> =====					
<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	108.94	396.70	0.00	( 396.70)
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	108.94	396.70	0.00	( 396.70)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	61,517.00	5,151.56	30,909.36	50.25	30,607.64
53510-02-15500 Snow Removal Services	0.00	0.00	3,208.18	0.00	( 3,208.18)
53510-02-15550 Mowing Services	13,630.00	1,336.06	2,068.50	15.18	11,561.50
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	126.00	2.10	5,874.00
53510-02-21000 Water and Sewer	1,250.00	283.65	551.47	44.12	698.53
53510-02-22000 Electric and Natural Gas	15,300.00	940.25	7,564.24	49.44	7,735.76
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	1,838.17	3,757.93	150.32	( 1,257.93)
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	0.00	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	22.99	( 54.56)	10.91-	554.56
53510-02-24733 New Terminal - Maint/Imp.	750.00	125.00	272.54	36.34	477.46
53510-02-24735 Cleaning - New Terminal	1,300.00	0.00	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	41.22	599.73	79.96	150.27
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	5.76	11.52	44.24
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	9,739.86	57,468.49	47.62	63,208.51
<u>Supplies &amp; 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	1,710.88	2,196.82	97.64	53.18
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	0.00	1,195.00	34.14	2,305.00
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	1,500.00	41.67	2,100.00
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	31.65	31.65	3.17	968.35
53510-03-50750 Equipment Maint/Repair	1,500.00	2,795.57	5,867.42	391.16	( 4,367.42)
53510-03-51000 Vehicle Repair/Maint	5,000.00	139.21	1,467.85	29.36	3,532.15
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	1,339.85	26.80	3,660.15
TOTAL Supplies & Expenses	22,825.00	4,977.31	14,668.59	64.27	8,156.41
TOTAL EXPENDITURES	143,502.00	14,826.11	72,533.78	50.55	70,968.22
REVENUES OVER/(UNDER) EXPENDITURES	( 121,002.00)	( 11,467.99)	( 51,510.75)	0.00	( 69,491.25)

27 -Merrill Airport Fuel  
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u> =====					
<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	11,610.74	23,174.09	38.30	37,325.91
TOTAL Public Charges-Services	76,000.00	11,610.74	23,174.09	30.49	52,825.91
<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	11,610.74	37,174.09	48.91	38,825.91
<u>EXPENDITURES</u> =====					
<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	0.00	( 5,952.63)	119.05-	10,952.63
53515-02-25022 Telephone-Fuel Pumps	1,400.00	171.10	841.38	60.10	558.62
53515-02-25028 Telephone-CC Line	1,200.00	0.00	670.69	55.89	529.31
TOTAL Contractual Services	7,600.00	171.10	( 4,440.56)	58.43-	12,040.56
<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	392.71	770.25	25.68	2,229.75
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	0.00	8.29	0.01	59,991.71
TOTAL Special Services	79,000.00	392.71	778.54	0.99	78,221.46

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JUNE 30TH, 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	563.81	2,662.98	2.86	90,362.02
REVENUES OVER/(UNDER) EXPENDITURES	( 17,025.00)	11,046.93	34,511.11	0.00	( 51,536.11)
FUND TOTAL REVENUES	76,000.00	11,610.74	37,174.09	48.91	38,825.91
FUND TOTAL EXPENDITURES	93,025.00	563.81	2,662.98	2.86	90,362.02
REVENUES OVER/(UNDER) EXPENDITURES	( 17,025.00)	11,046.93	34,511.11	0.00	( 51,536.11)

\*\*\* END OF REPORT \*\*\*

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