



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, SEPTEMBER 17, 2025

Regular Meeting

Merrill Airport Terminal

6:00 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 1. Minutes from the August 20th meeting
- III. Approval of Vouchers - Budget Discussion**
 1. August report
- IV. General Agenda Items for Consideration**
 1. Discussion Runway 16/34 Project
 2. Maintenance Hangar Status - discussion
 3. Follow-up on T Hangar Damage
 4. Current FBO Hangar - update
 5. Vehicle Needs - Trucks, Utility type vehicle - follow-up
 6. F-84 Monument update
 7. Discussion/Decision Airport General Maintenance
 - a. Lightning damages - update
 - b. Status of Deer Ramps
 - c. Trees growing through security fence - update
 - d. Status of Flag Pole
- V. Chairman's Report**
 1. BOA
- VI. Aviation Happenings**
- VII. Public Comment**
- VIII. Agenda Items for Next Meeting**
- IX. Date and Time of Next Meeting - Wednesday, October 15th at 6:00 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, AUGUST 20, 2025 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 7:00 PM**

- I. **Call to Order** Gary Schwartz called the meeting to order at 7:00 pm
Present: Lyle Banser, Joe Malsack, Gary Schulz, Gary Schwartz, D7 Alderperson Weix Jr.
Present Not Voting: Rich McCullough (Airport Manager), Larry Wenning
- II. **Consider approving minutes from the previous meeting**
 1. **July 16th meeting minutes** - (Malsack/Banser) motion/second place minutes on file. The motion passed.
- III. **Approval of Vouchers** (Malsack/Schulz) motion/second to approve. The motion passed. There were no financial reports to review.
- IV. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project** - No new reports. Still waiting on the FAA to approve.
 2. **Maintenance Hangar Status - discussion** - Construction started. Trying to spend the money the BOA is giving us by the deadline in September.
 3. **Follow-up on T-Hangar damage** - Rich is still working on quotes. Still trying to figure out caps for vents. Herbies Hangar Doors are coming to work on.
 4. **Airport Development: Where are we Going?** - Discussion about where we need expansion, consensus showed more T-Hangars due to the long waiting list, maintenance on the field, land availability at other airports to expand.
 5. **Discussion/Decision on the future sale of the current Maintenance Hangar** - Money from the sale will go to help pay for the new hangar construction. Joe Malsack made a motion to get the building appraised for potential sale after the new maintenance hangar is finished. Seconded by Mark Weix. Motion passed.
 6. **Update F-84 Monument** - There has been turnover in the positions in the Air Force National Guard. Rich is trying to get in contact to keep the process moving.
 7. **Discussion/Decision - Airport General Maintenance -**
 - a. **Lightning damages - update** - Waiting for gate repair. AWOS still waiting on parts, but not being paid by our insurance. BOA is covering the cost. Most of the lighting systems have been repaired.
 - b. **Status - Deer Ramps** - City did not put a backing on the pile. We need to get in and correct. Waiting on them for when they have time.

- c. **Trees growing through security fence - update** - Rich will work when the weather gets cooler. More towards fall.
- d. **Maintenance hangar pass through door - update** - No report.
- e. **Flag Pole - status** - Gary presented the information on 2 different poles and discussion followed. A discussion on the 20 ft. pole seemed to be the best fit. Gary Schulz made a motion to purchase and install a 20 ft. flag pole. The pole would be supplied by Gary and Bev Schulz. Joe Malsack seconded. Motion passed.

V. Chairman's Report

- 1. **BOA** - A lot of changes are happening down in Madison. Management change should help our cause for economic expansion.

VI. Aviation Happenings Fuel for aviation aircraft is the hot topic. Switching from 100LL to whatever substitute that wins FAA approval seems to be in the headlines.

VII. Public Comment None.

VIII. Agenda Items for Next Meeting possible utility tractor.

IX. Date and Time of Next Meeting - September 17th at 6:00 pm

X. Adjournment (D7 Alderperson Weix Jr./ Banser) 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
REVENUES					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	22,500.00	840.00	22,098.78	98.22	401.22
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	840.00	22,098.78	98.22	401.22
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	44,000.00	0.00	804.25	1.83	43,195.75
TOTAL Miscellaneous Revenues	44,000.00	0.00	804.25	1.83	43,195.75
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TOTAL REVENUES	66,500.00	840.00	22,903.03	34.44	43,596.97
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	142.87	696.82	0.00	(696.82)
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	142.87	696.82	0.00	(696.82)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	61,517.00	5,151.56	41,212.48	66.99	20,304.52
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	2,353.05	6,554.58	48.09	7,075.42
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	287.22	728.22	12.14	5,271.78
53510-02-21000 Water and Sewer	1,250.00	0.00	551.47	44.12	698.53
53510-02-22000 Electric and Natural Gas	15,300.00	943.90	9,538.04	62.34	5,761.96
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	0.00	4,346.13	173.85	(1,846.13)
53510-02-24277 Lightning Damage Repairs	44,000.00	0.00	43,956.13	99.90	43.87
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	373.50	149.40	(123.50)
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	(54.56)	10.91-	554.56
53510-02-24733 New Terminal - Maint/Imp.	750.00	127.30	399.84	53.31	350.16
53510-02-24735 Cleaning - New Terminal	1,300.00	0.00	1,125.00	86.54	175.00
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	0.00	617.72	82.36	132.28
53510-02-24753 Garage-Repairs/Maintence	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-25000 Telephone (9-1-1 Backup)	50.00	0.96	7.68	15.36	42.32
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	164,677.00	8,863.99	112,703.12	68.44	51,973.88
<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	234.94	2,599.76	115.54	(349.76)
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	750.00	200.00	1,040.00	138.67	(290.00)
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	4,256.92	121.63	(756.92)
53510-03-42575 Fiber - Spectrum	3,600.00	300.00	2,100.00	58.33	1,500.00
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	31.65	3.17	968.35
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	5,867.42	391.16	(4,367.42)
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	1,467.85	29.36	3,532.15
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	1,354.33	27.09	3,645.67
TOTAL Supplies & Expenses	22,825.00	734.94	18,947.93	83.01	3,877.07
TOTAL EXPENDITURES	187,502.00	9,741.80	132,347.87	70.58	55,154.13
REVENUES OVER/(UNDER) EXPENDITURES	(121,002.00)	(8,901.80)	(109,444.84)	0.00	(11,557.16)

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	0.00	35,690.19	58.99	24,809.81
TOTAL Public Charges-Services	76,000.00	0.00	35,690.19	46.96	40,309.81
<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	0.00	49,690.19	65.38	26,309.81
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	0.00	(5,952.63)	119.05-	10,952.63
53515-02-25022 Telephone-Fuel Pumps	1,400.00	169.10	1,467.21	104.80	(67.21)
53515-02-25028 Telephone-CC Line	1,200.00	142.69	813.38	67.78	386.62
TOTAL Contractual Services	7,600.00	311.79	(3,672.04)	48.32-	11,272.04
<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	0.00	1,198.69	39.96	1,801.31
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	22,966.47	153.11	(7,966.47)
53515-04-53250 100LL Fuel Purchases	60,000.00	0.00	8.29	0.01	59,991.71
TOTAL Special Services	79,000.00	0.00	24,173.45	30.60	54,826.55

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: AUGUST 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	311.79	26,826.41	28.84	66,198.59
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	(311.79)	22,863.78	0.00	(39,888.78)
FUND TOTAL REVENUES	76,000.00	0.00	49,690.19	65.38	26,309.81
FUND TOTAL EXPENDITURES	93,025.00	311.79	26,826.41	28.84	66,198.59
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	(311.79)	22,863.78	0.00	(39,888.78)

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