



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • TUESDAY, NOVEMBER 4, 2025

Regular Meeting

Merrill Airport Terminal

4:30 PM

I. Master Plan Fourth Advisory Committee

The meeting will be held November 4, 2025, from 2:30 PM to 4:30 PM

II. Call to Order

The meeting will take place from 4:30 p.m. to 5:30 p.m. to conduct a public workshop meeting explaining the Master Plan to all interested public.

1. Discussion/Decision to approve Master Plan at 5:30 PM.

III. Consider approving minutes from the previous meeting

1. Minutes from the September meeting.

IV. Approval of Vouchers

1. Consider the vouchers from September.

V. General Agenda Items for Consideration

1. Discussion Runway 16/34 Project
2. Maintenance Hangar Status - discussion
3. Follow-up on T-Hangar damage
4. Update on current FBO Hangar
5. Update on F-84 Monument
6. Discussion/Decision Airport General Maintenance:
 - a. Lightning damage - update
 - b. Status of deer ramps
 - c. Update - trees growing through security fence
 - d. Status of flag pole

VI. Chairman's Report

1. Review WI DOT BOA

VII. Aviation Happenings

VIII. Public Comment

IX. Agenda Items for Next Meeting

X. Date and Time of Next Meeting - Wednesday, December 17 at 6:00 pm

XI. 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, SEPTEMBER 17, 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, Joe Malsack, Gary Schulz, Gary Schwartz
Present Not Voting: Rich McCullough - Airport Manager, Larry Wenning
Excused: D7 Alderperson Mark Weix Jr.
- II. **Consider approving minutes from the previous meeting**
 1. **Minutes from the August 20th meeting** - (Malsack/Banser) motion/second to approve. The motion passed.
- III. **Approval of Vouchers - Budget Discussion**
 1. **August report** - (Malsack/Banser) motion/second to approve the vouchers. The motion passed. There were no financial reports to review.
- IV. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project** - We started the 16/34 project in 2010. ALP is the only thing left and will be approved within 45 days. Master plan is getting close to being finished also. NEPA will need to be done for environmental study. Working on getting to 3400 feet and taxiway. No roads will be affected. Currently, at 2997 feet.
 2. **Maintenance Hangar Status - discussion** - The contractor has 275 days to build the project. Their bid was made without an approved design. Now the building is on hold due to no approved plans and waiting for the manufacturer/state to approve.
 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. **Current FBO Hangar - update** - No report. Waiting on appraisal.
 5. **Vehicle Needs - Trucks, Utility type vehicle - follow-up** - A small snow plow truck will have to be replaced next year. Need Utility tractor.
 6. **F-84 Monument update** - There has been turnover in the positions and Rich is trying to get in contact with the Air Guard to keep the process moving.
 7. **Discussion/Decision Airport General Maintenance** -
 - a. **Lightning damages - update** - Waiting on gate replacement.
 - b. **Status of 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. **Status of Flag Pole** - Waiting on one part before installation can begin.

V. Chairman's Report

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

VI. Aviation Happenings VNE on some of the new aircraft coming out are pushing 160 mph. Impressive for these light aircraft.

VII. Public Comment No public comment.

VIII. Agenda Items for Next Meeting None

IX. Date and Time of Next Meeting - Wednesday, October 15th at 6:00 pm

X. Adjournment (Banser/Malsack) motion/second to 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 | 1,525.01 | 23,623.79 | 104.99 | (1,123.79) |
| 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 | 1,525.01 | 23,623.79 | 104.99 | (1,123.79) |
| <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 |
| <hr/> | | | | | |
| TOTAL REVENUES | 66,500.00 | 1,525.01 | 24,428.04 | 36.73 | 42,071.96 |
| 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 | 45.22 | 742.04 | 0.00 | (742.04) |
| 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 | 45.22 | 742.04 | 0.00 | (742.04) |
| <u>Contractual Services</u> | | | | | |
| 53510-02-13400 FBO/Airport Man. Contract | 61,517.00 | 5,151.56 | 46,364.04 | 75.37 | 15,152.96 |
| 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 | 403.06 | 6,957.64 | 51.05 | 6,672.36 |
| 53510-02-15600 Brush Cutting/Tree Grub | 6,000.00 | 80.61 | 808.83 | 13.48 | 5,191.17 |
| 53510-02-21000 Water and Sewer | 1,250.00 | 365.71 | 917.18 | 73.37 | 332.82 |
| 53510-02-22000 Electric and Natural Gas | 15,300.00 | 957.93 | 10,495.97 | 68.60 | 4,804.03 |
| 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 | 12.58 | 412.42 | 54.99 | 337.58 |
| 53510-02-24735 Cleaning - New Terminal | 1,300.00 | 225.00 | 1,350.00 | 103.85 | (50.00) |
| 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/Maintenance | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 53510-02-25000 Telephone (9-1-1 Backup) | 50.00 | 0.98 | 8.66 | 17.32 | 41.34 |
| 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 | 7,197.43 | 119,900.55 | 72.81 | 44,776.45 |
| <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 | 277.99 | 2,877.75 | 127.90 | (627.75) |
| 53510-03-41000 Promotion - Airport Day | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 53510-03-41500 Airport Promotion | 750.00 | 450.00 | 1,490.00 | 198.67 | (740.00) |
| 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 | 2,400.00 | 66.67 | 1,200.00 |
| 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 | 1.19 | 5,868.61 | 391.24 | (4,368.61) |
| 53510-03-51000 Vehicle Repair/Maint | 5,000.00 | 107.48 | 1,575.33 | 31.51 | 3,424.67 |
| 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 | 1,136.66 | 20,084.59 | 87.99 | 2,740.41 |
| TOTAL EXPENDITURES | 187,502.00 | 8,379.31 | 140,727.18 | 75.05 | 46,774.82 |
| REVENUES OVER/(UNDER) EXPENDITURES | (121,002.00) | (6,854.30) | (116,299.14) | 0.00 | (4,702.86) |

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 | 50,262.59 | 83.08 | 10,237.41 |
| TOTAL Public Charges-Services | 76,000.00 | 0.00 | 50,262.59 | 66.13 | 25,737.41 |
| <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 | 64,262.59 | 84.56 | 11,737.41 |
| 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 | 169.60 | 1,636.81 | 116.92 | (236.81) |
| 53515-02-25028 Telephone-CC Line | 1,200.00 | 142.69 | 956.07 | 79.67 | 243.93 |
| TOTAL Contractual Services | 7,600.00 | 312.29 | (3,359.75) | 44.21- | 10,959.75 |
| <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 | 1,697.35 | 56.58 | 1,302.65 |
| 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 | 24,672.11 | 31.23 | 54,327.89 |

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 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 | 312.29 | 27,637.36 | 29.71 | 65,387.64 |
| REVENUES OVER/(UNDER) EXPENDITURES | (17,025.00) | (312.29) | 36,625.23 | 0.00 | (53,650.23) |
| FUND TOTAL REVENUES | 76,000.00 | 0.00 | 64,262.59 | 84.56 | 11,737.41 |
| FUND TOTAL EXPENDITURES | 93,025.00 | 312.29 | 27,637.36 | 29.71 | 65,387.64 |
| REVENUES OVER/(UNDER) EXPENDITURES | (17,025.00) | (312.29) | 36,625.23 | 0.00 | (53,650.23) |
| | ===== | ===== | ===== | ===== | ===== |

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