



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, NOVEMBER 26, 2025

Regular Meeting

Merrill Airport Terminal

6:00 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 1. November 4th meeting minutes
- III. Approval of Vouchers - Budget Discussion**
 1. October Revenue and Expense 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. Follow-up on vehicle needs; trucks, utility-type vehicle.
 6. F-84 Monument update
 7. Discussion/Decision on Airport General Maintenance
 - a. Lightning damage update
 - b. Status of deer ramps
 - c. Trees growing through security fence update
 - d. Status of flag pole
- V. Chairman's Report**
- VI. Aviation Happenings**
- VII. Public Comment**
- VIII. Agenda Items for Next Meeting**
- IX. Date and Time of Next Meeting - Wednesday, December 17th 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
TUESDAY, NOVEMBER 4, 2025 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 4:30 PM**

- I. **Master Plan Fourth Advisory Committee** The meeting was held as published November 4, 2025, from 2:30 PM to 4:30 PM.
- II. **Call to Order** Gary Schwartz called the meeting to order at 4:30 PM to 5:30 PM to conduct a public workshop meeting explaining the Master Plan to all interested public.
Present: Lyle Banser, Joe Malsack, Gary Schulz (remote), GarySchwartz, D7 Alderperson Weix Jr.
Present Not Voting: Rich McCullough (Airport Manager), Larry Wenning, Steve Krueger, Karl Kemper (CEO of Becker Hoppe), Chandra Burks (Coffman Associates)
 1. **Discussion/Decision to approve Master Plan at 5:30 PM. -**
 1. Discussion/Decision to approve Master Plan at 5:30 PM. Joe Malsack made a motion to accept the recommended development plan presented. Lyle Banser seconded. Motion passed.
 2. The regularly scheduled Commission meeting continued, and Master Plan presenters Karl Kemper CEO Becker Hopee, and Chandra Burks were excused at their discretion.
- III. **Consider approving minutes from the previous meeting**
 1. **Minutes from the September meeting. -** (Banser/Malsack) motion/second to place minutes on file. The motion passed.
- IV. **Approval of Vouchers**
 1. **Consider the vouchers from September. -** Reviewed and signed vouchers to get paid. Approved to reimburse Evan Hanson for \$200.00 for travel expenses to pick up parts in Milwaukee for the maintenance hangar door repairs. Lyle Banser made a motion to pay the vouchers. Seconded by Joe Malsack. Motion passed. No financial reports to review.
- V. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project -** Gary Schwartz has previously contacted Angela Adams at BOA to try and get the project started. Funding for us would be at 2.5% instead of the normal 5% fee if some of the work can be completed in the 2026 fiscal year. 2028 to 2029 possible construction.
 2. **Maintenance Hangar Status - discussion -** Water, sewer and electrical are in. The contractor has 275 days to build. Urban Construction bid for the project without an approved design. Now the building is almost approved at the state level to continue construction. It is possible concrete will be poured this

month. Hopefully, in February, steel will be here for construction and April will pour the floor.

3. **Follow-up on T-Hangar damage** - Herbies Hangar Doors worked on hangars and has everything working. We have to work with a local contractor to fix the vented covers. The drag on the t hangars should be longer to hold the doors on better if we get into high winds.
4. **Update on current FBO Hangar** - No report. Waiting for an appraisal, delayed due to delay on construction of the new hangar.
5. **Update on F-84 Monument** - Rich reached out to the contacts provided on the original contract with the US Air Force Museum to gather information on this project.
6. **Discussion/Decision Airport General Maintenance:** -
 - a. **Lightning damage - update** - Waiting for gate repair. We received a check from the insurance company paying for the Van Ert electric repairs. On the gate on the west end, we have to pay \$31,800 up front as a deposit for replacement, before the contractor will order parts to install. The total cost is \$63,600, which is already approved by the insurance company. We will keep the old gate for parts when it is removed. Gary Schwartz made a motion to pay the \$31,800 deposit to move forward with the gate replacement. Joe Malsack seconded. Motion passed.
 - b. **Status of deer ramps** - The city has concrete barriers that they can use to hold the dirt in place. They have old cracked ones that they will use. Waiting on them. They are trying to get all the city street projects finished first.
 - c. **Update - trees growing through security fence** - Joe Malsack has been working on cleaning up.
 - d. **Status of flag pole** - Waiting on the city for installation to begin.

VI. Chairman's Report

1. Review WI DOT BOA -

VII. Aviation Happenings Elon Musk states he will have a prototype flying car by 2026. A pilot flying near Bemidji MN performed an emergency landing on the Indian reservation. The Indian Reservation impounded the aircraft. They had a law that no one could land on the reservation. Current regulations do not include. Sport pilot 2.0 started in September. Any EAB aircraft you own, you can take the 16-hour course to do all your own aircraft maintenance.

VIII. Public Comment None.

IX. Agenda Items for Next Meeting Runways will need crack sealing for next year to extend life. Snow plow on red truck has problems. The problem is that the truck works fine, waiting for the street dept to work on it. New plow, \$8000. Small snow blower still looking for, was approved last year.

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

XI. Adjournment (Malsack/Schulz) 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					
Public Charges-Services					
43510-46340 Airport Revenue	22,500.00	850.00	24,473.79	108.77	(1,973.79)
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	850.00	24,473.79	108.77	(1,973.79)
Miscellaneous Revenues					
43510-48445 Ins Recovery-Damages	44,000.00	36,684.00	37,488.25	85.20	6,511.75
TOTAL Miscellaneous Revenues	44,000.00	36,684.00	37,488.25	85.20	6,511.75
TOTAL REVENUES	66,500.00	37,534.00	61,962.04	93.18	4,537.96
EXPENDITURES					
Personnel Services					
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	55.51	797.55	0.00	(797.55)
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	55.51	797.55	0.00	(797.55)
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	61,517.00	5,151.56	51,515.60	83.74	10,001.40
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	523.97	7,481.61	54.89	6,148.39
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	808.83	13.48	5,191.17
53510-02-21000 Water and Sewer	1,250.00	0.00	917.18	73.37	332.82
53510-02-22000 Electric and Natural Gas	15,300.00	646.89	11,142.86	72.83	4,157.14
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	0.00	412.42	54.99	337.58
53510-02-24735 Cleaning - New Terminal	1,300.00	150.00	1,500.00	115.38	(200.00)
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	9.64	19.28	40.36
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	6,473.40	126,373.95	76.74	38,303.05
<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	0.00	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	0.00	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	2,700.00	75.00	900.00
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	5,868.61	391.24	(4,368.61)
53510-03-51000 Vehicle Repair/Maint	5,000.00	201.53	7,290.03	145.80	(2,290.03)
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	2,300.43	46.01	2,699.57
TOTAL Supplies & Expenses	22,825.00	501.53	27,045.39	118.49	(4,220.39)
TOTAL EXPENDITURES	187,502.00	7,030.44	154,216.89	82.25	33,285.11
REVENUES OVER/(UNDER) EXPENDITURES	(121,002.00)	30,503.56	(92,254.85)	0.00	(28,747.15)

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	1,872.00	1,872.00	12.08	13,628.00
43515-46457 100LL Fuel Sales	60,500.00	6,031.85	72,759.82	120.26	(12,259.82)
TOTAL Public Charges-Services	76,000.00	7,903.85	74,631.82	98.20	1,368.18
<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	7,903.85	88,631.82	116.62	(12,631.82)
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	1,806.41	129.03	(406.41)
53515-02-25028 Telephone-CC Line	1,200.00	144.34	1,100.41	91.70	99.59
TOTAL Contractual Services	7,600.00	313.94	(3,045.81)	40.08-	10,645.81
<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	201.53	2,459.32	81.98	540.68
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	201.53	25,434.08	32.20	53,565.92

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: OCTOBER 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	515.47	28,713.27	30.87	64,311.73
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	7,388.38	59,918.55	0.00	(76,943.55)
FUND TOTAL REVENUES	76,000.00	7,903.85	88,631.82	116.62	(12,631.82)
FUND TOTAL EXPENDITURES	93,025.00	515.47	28,713.27	30.87	64,311.73
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	7,388.38	59,918.55	0.00	(76,943.55)

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