



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, DECEMBER 17, 2025

Regular Meeting

Merrill Airport Terminal

6:00 PM

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
 - 1. Approve minutes from the November 26th meeting.
- III. Approval of Vouchers - Year-End Budget Discussion**
 - 1. Consider the vouchers and reports.
- 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. Update on current FBO Maintenance Hangar
 - 5. Airport Standards (policy and operations)
 - 6. Update F-84 Monument
 - 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. Discussion/Decision to crack-fill 16/34 in 2026
 - 2. Fuel Budget (27)
 - 3. What is the airport going to be when it grows up - discussion
 - 4. Community Events at the Airport - discussion
- VI. Aviation Happenings**
- VII. Public Comment**
- VIII. Agenda Items for Next Meeting**
- IX. Date and Time of Next Meeting - Wednesday, January 21st 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, NOVEMBER 26, 2025 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. **Call to Order** Chair Gary Schwartz called the meeting to order at 6:00 pm.
Present: Joe Malsack, Gary Schulz (remote), Gary Schwartz
Present Not Voting: Rich McCullough (Airport Manager), Larry Wenning
Excused: Lyle Banser, D7 Alderperson Mark Weix Jr.
- II. **Consider approving minutes from the previous meeting**
 1. **November 4th meeting minutes** - (Schulz/Malsack) motion/second to approve. The motion passed.
- III. **Approval of Vouchers - Budget Discussion**
 1. **October Revenue and Expense report** - (Schulz/Malsack) motion/second to approve the vouchers. The motion passed. The financial reports were reviewed and discussed.
- IV. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project** - Gary Schwartz has been in contact with Brenda at BOA and the ALP process has started. This is the last step to get the runway going. 2028 to 2029 possible construction.
 2. **Maintenance Hangar Status - discussion** - Plans have been approved by the State of Wisconsin and the contractor will try to get the frost wall in before the end of the year. In February, steel will be here to install and finish the floor in April.
 3. **Follow-up on T Hangar damage** - Herbies Hangar Doors will be back in spring to finish door work. Merrill Sheet Metal is putting a quote together on roof vents.
 4. **Current FBO hangar update** - No report.
 5. **Follow-up on vehicle needs; trucks, utility-type vehicle.** - A new small plow truck will be needed for next year and the city has a single-axle big truck coming out of service next year to replace ours, hopefully before winter.
 6. **F-84 Monument update** - Rich has been in contact with Mark from the USAF and sent out a packet to send the aircraft back. We may be responsible for costs returning.
 7. **Discussion/Decision on Airport General Maintenance** -
 - a. **Lightning damage update** - Waiting for gate repair. We paid a \$31,800 deposit to order the gate. We want the old gate for parts when removed. Hoping it will be installed before winter is over.

- b. **Status of deer ramps** - The city was here last week and brought some barriers and a few loads of dirt to build up. Rich has not inspected but will get out and take some pictures.
- c. **Trees growing through security fence update** - Joe Malsack has been working on cleaning up. Showed progress on a map. We have 3 big trees. We will need a chain saw to cut down. Rich will contact Dustin to see how much brush cutting we can do this year. Rich also received letters on trees approaching intrusion on 34. Rich will get a map and find which trees need to be trimmed. Some might be on private property.
- d. **Status of flag pole** - Waiting on the city to begin installation.

V. **Chairman's Report** No report.

VI. **Aviation Happenings** Outcome from LD11 on engine mount fracture. Debris going into the center engine causing loss of 2 engines on a 3-engine aircraft. Loaded heavy and 1 engine not enough to keep flying. Not enough runway to stop the aircraft so they were committed to take off.

VII. **Public Comment**

VIII. **Agenda Items for Next Meeting** 16/34 will need crack sealing for next year to extend life to 2028. Fuel profit and loss statement to be corrected. Airport standards (policy and operations). Community events at the Airport. Look over the budget for next year.

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

X. **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	1,555.00	26,028.79	115.68	(3,528.79)
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	1,555.00	26,028.79	115.68	(3,528.79)
Miscellaneous Revenues					
43510-48445 Ins Recovery-Damages	44,000.00	0.00	37,488.25	85.20	6,511.75
TOTAL Miscellaneous Revenues	44,000.00	0.00	37,488.25	85.20	6,511.75
TOTAL REVENUES	66,500.00	1,555.00	63,517.04	95.51	2,982.96
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	332.50	332.50	0.00	(332.50)
53510-01-51000 Social Security	0.00	47.02	844.57	0.00	(844.57)
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	379.52	1,177.07	0.00	(1,177.07)
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	61,517.00	2,575.78	54,091.38	87.93	7,425.62
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	107.48	7,589.09	55.68	6,040.91
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	126.00	934.83	15.58	5,065.17
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	969.27	12,112.13	79.16	3,187.87
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	654.84	5,000.97	200.04	(2,500.97)
53510-02-24277 Lightning Damage Repairs	44,000.00	31,800.00	75,756.13	172.17	(31,756.13)
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	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	2,561.00	2,506.44	501.29	(2,006.44)
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	1,650.00	126.92	(350.00)
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	10.62	21.24	39.38
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	38,945.35	165,319.30	100.39	(642.30)
<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	318.00	3,195.75	142.03	(945.75)
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	3,000.00	83.33	600.00
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	174.66	7,464.69	149.29	(2,464.69)
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	792.66	27,838.05	121.96	(5,013.05)
TOTAL EXPENDITURES	187,502.00	40,117.53	194,334.42	103.64	(6,832.42)
REVENUES OVER/(UNDER) EXPENDITURES	(121,002.00)	(38,562.53)	(130,817.38)	0.00	9,815.38

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	1,872.00	12.08	13,628.00
43515-46457 100LL Fuel Sales	60,500.00	3,477.01	76,236.83	126.01	(15,736.83)
TOTAL Public Charges-Services	76,000.00	3,477.01	78,108.83	102.77	(2,108.83)
<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	3,477.01	92,108.83	121.20	(16,108.83)
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	171.12	1,977.53	141.25	(577.53)
53515-02-25028 Telephone-CC Line	1,200.00	144.34	1,244.75	103.73	(44.75)
TOTAL Contractual Services	7,600.00	315.46	(2,730.35)	35.93-	10,330.35
<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	112.82	2,572.14	85.74	427.86
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	112.82	25,546.90	32.34	53,453.10

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: NOVEMBER 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	428.28	29,141.55	31.33	63,883.45
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	3,048.73	62,967.28	0.00	(79,992.28)
FUND TOTAL REVENUES	76,000.00	3,477.01	92,108.83	121.20	(16,108.83)
FUND TOTAL EXPENDITURES	93,025.00	428.28	29,141.55	31.33	63,883.45
REVENUES OVER/(UNDER) EXPENDITURES	(17,025.00)	3,048.73	62,967.28	0.00	(79,992.28)

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