

**CITY OF MERRILL
AIRPORT COMMISSION
WEDNESDAY, DECEMBER 17, 2025 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. **Call to Order** Gar 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, Steve Krueger
Excused: D7 Alderperson Mark Weix Jr.
- II. **Consider approving minutes from the previous meeting**
 1. **Approve minutes from the November 26th meeting.** - (Malsack/Schulz) motion/second to place minutes on file. The motion passed.
- III. **Approval of Vouchers - Year-End Budget Discussion**
 1. **Consider the vouchers and reports.** - (Banser/Malsack) motion/second to approve. 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 has started. This is the last step to get the runway going. 2028 to 2029, possible construction. She stated that the ALP possibly done toward spring.
 2. **Maintenance Hangar Status - discussion** - The contractor started to dig footings this week. Steel is supposed to arrive in January if all works. Gary has been in contact with NTC to help wash the steel after transportation, due to the fact that Butler Steel will not tarp the loads. Without washing there is no warranty on corrosion due to the salt on the highways. We are still hoping to finish the hangar by spring.
 3. **Follow-up on T Hangar Damage** - Herbies Hangar Doors will be back in spring. Merrill Sheet Metal is putting a quote together on roof vents. No update yet.
 4. **Update on current FBO Maintenance Hangar** - We have 2 interested parties. We will not get an appraisal until the new hangar gets close to finishing. Spring?
 5. **Airport Standards (policy and operations)** - Discussion followed, and we will be looking at and updating the current standards Gary Schulz had from 1995. These standards will help us keep flying aircraft in the hangars, not just for storage.
 6. **Update F-84 Monument** - There was no report.
 7. **Discussion/Decision - Airport General Maintenance** -

- a. **Lightning Damages Update** - Waiting on gate repair.
- b. **Status of Deer Ramps** - Rich had inspected and found the one deer inside the fence did go halfway up and turned around. He will be trying to get the deer out from inside the fence.
- c. **Trees growing through security fence - update** - No report, too cold to work. Brush cutting has started by the City and trying to get as much done as they can before the weather gets worse. Trees on approaches need to be removed. Rich is working on pinpointing which ones with the help from the FAA.
- d. **Status of Flag Pole** - Waiting on the city to begin installation.

V. **Chairman's Report**

- 1. **Discussion/Decision to crack-fill 16/34 in 2026** - After discussion, Lyle Banser made a motion to crack fill and repaint 16/34 to help extend the life. Gary Schulz seconded, motion passed.
- 2. **Fuel Budget (27)** - Gary is working on a spreadsheet for profit and loss. We are also continuing to pay for the lights we have paid for.
- 3. **What is the airport going to be when it grows up - discussion** - Hangar space is the biggest concern. We will be losing 2 hangars on the 16/34 construction. We have to get over 50 aircraft on the field to help keep us in hopes of more federal funding.
- 4. **Community Events at the Airport - discussson** - Discussion followed and Air Cup race event with food and open gates. Joe Malsack wanted to have an open house when the new hangar is done and open it up to the public for the ribbon cutting. Have airplane rides, food and show off Rich's business at the airport. Joe will be organizing both of these events for the summer. Fliers about our airport and showing the available spaces open to build hangars. Possibly another movie night.

VI. **Aviation Happenings** None at this time due to the length of the meeting.

VII. **Public Comment** None.

VIII. **Agenda Items for Next Meeting** The annual budget, go over fuel P & L.

IX. **Date and Time of Next Meeting - Wednesday, January 21st at 6:00 pm**

X. **Adjournment** (Malsack/Banser) 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.