



**CITY OF MERRILL  
AIRPORT COMMISSION**

**AGENDA • WEDNESDAY, JANUARY 21, 2026**

**Regular Meeting**

**Merrill Airport Terminal**

**6:00 PM**

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
  - 1. Approve the minutes from the December 17, 2025, 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. Fuel Budget (27)
  - 2. What is the airport going to be when it grows up - Discussion/Decision
  - 3. 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, February 18th 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, 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.*

10 -General Fund  
 Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
<b>=====</b>					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	22,500.00	0.00	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	0.00	26,028.79	115.68	( 3,528.79)
<u>Miscellaneous Revenues</u>					
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
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TOTAL REVENUES	66,500.00	0.00	63,517.04	95.51	2,982.96
<b>EXPENDITURES</b>					
<b>=====</b>					
<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	332.50	0.00	( 332.50)
53510-01-51000 Social Security	0.00	114.08	958.65	0.00	( 958.65)
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	114.08	1,291.15	0.00	( 1,291.15)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	61,517.00	7,727.34	61,818.72	100.49	( 301.72)
53510-02-15500 Snow Removal Services	0.00	2,531.36	5,739.54	0.00	( 5,739.54)
53510-02-15550 Mowing Services	13,630.00	0.00	7,589.09	55.68	6,040.91
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	128.10	1,062.93	17.72	4,937.07
53510-02-21000 Water and Sewer	1,250.00	335.87	1,253.05	100.24	( 3.05)
53510-02-22000 Electric and Natural Gas	15,300.00	1,517.60	13,629.73	89.08	1,670.27
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	31.50	5,032.47	201.30	( 2,532.47)
53510-02-24277 Lightning Damage Repairs	44,000.00	0.00	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	832.00	3,338.44	667.69	( 2,838.44)
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	1,800.00	138.46	( 500.00)
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	11.99	629.71	83.96	120.29
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	11.60	23.20	38.40
53510-02-30000 Regulatory Fees/Permits	130.00	130.00	130.00	100.00	0.00

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	13,396.74	178,716.04	108.53	( 14,039.04)
<u>Supplies &amp; 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	52.75	3,248.50	144.38	( 998.50)
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	750.00	440.00	1,930.00	257.33	( 1,180.00)
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	3,300.00	91.67	300.00
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	53.74	7,518.43	150.37	( 2,518.43)
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	846.49	28,684.54	125.67	( 5,859.54)
TOTAL EXPENDITURES	187,502.00	14,357.31	208,691.73	111.30	( 21,189.73)
REVENUES OVER/(UNDER) EXPENDITURES	( 121,002.00)	( 14,357.31)	( 145,174.69)	0.00	24,172.69

27 -Merrill Airport Fuel  
 Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b> =====					
<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	1,052.80	77,289.63	127.75	( 16,789.63)
TOTAL Public Charges-Services	76,000.00	1,052.80	79,161.63	104.16	( 3,161.63)
<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)
<b>TOTAL REVENUES</b>	<b>76,000.00</b>	<b>1,052.80</b>	<b>93,161.63</b>	<b>122.58</b>	<b>( 17,161.63)</b>
<b>EXPENDITURES</b> =====					
<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	1,120.25	( 4,832.38)	96.65-	9,832.38
53515-02-25022 Telephone-Fuel Pumps	1,400.00	342.24	2,319.77	165.70	( 919.77)
53515-02-25028 Telephone-CC Line	1,200.00	144.34	1,389.09	115.76	( 189.09)
TOTAL Contractual Services	7,600.00	1,606.83	( 1,123.52)	14.78-	8,723.52
<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	32.23	2,604.37	86.81	395.63
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	32.23	25,579.13	32.38	53,420.87

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: DECEMBER 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	1,639.06	30,780.61	33.09	62,244.39
REVENUES OVER/(UNDER) EXPENDITURES	( 17,025.00)	( 586.26)	62,381.02	0.00	( 79,406.02)
FUND TOTAL REVENUES	76,000.00	1,052.80	93,161.63	122.58	( 17,161.63)
FUND TOTAL EXPENDITURES	93,025.00	1,639.06	30,780.61	33.09	62,244.39
REVENUES OVER/(UNDER) EXPENDITURES	( 17,025.00)	( 586.26)	62,381.02	0.00	( 79,406.02)

\*\*\* END OF REPORT \*\*\*