



**CITY OF MERRILL  
AIRPORT COMMISSION**

**AGENDA • WEDNESDAY, FEBRUARY 18, 2026**

**Regular Meeting**

**Merrill Airport Terminal**

**6:00 PM**

- I. Call to Order**
- II. Consider approving minutes from the previous meeting**
  1. Minutes from the January 21st meeting.
- III. Approval of Vouchers - Budget Discussion**
  1. Consider the January vouchers and 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. Update on current FBO Maintenance Hangar - discussion/decision
  5. Airport Standards (policy and operations)
  6. F-84 Monument update
  7. Airport General Maintenance - discussion/decision
    - a. Lightning Damages - update
    - b. Status of Deer Ramps
    - c. Trees growing through the security fence - update
    - d. Status of Flag Pole
- V. Chairman's Report**
  1. Fuel Budget (27)
  2. Consider enforcement of our current hangar policy - each hangar at RRL must contain at least one currently registered and operable airplane.
  3. Merrill Municipal Airport - Issues/Goals for 2026
    - a. Should each Commission member, other than our Council liaison, be a pilot or have specific aviation expertise.
    - b. Should Commission members be required to live in the City of Merrill or just Lincoln County.
    - c. Update the 1995 Merrill Municipal Airport Standards (FAA)
    - d. Record current airport policies and consider new policy's
    - e. Consider future Commission positions and/or exofficials:

- 1) Vice Chair
  - 2) Event Coordinator - Joe Malsack
  - 3) Pilot safety/education position - Steve Krueger - ASO
  - 4) Back country flying resources manager (RAF turf runway) - Lyle Banser
  - 5) Website (standalone) creation/maintenance - Tom Tiffany
  - 6) RRL Influencer
- f. Fuel P&L creation and maintenance
  - g. Terminal area lights out of the fuel budget
  - h. How might we get funding assistance from Lincoln County?
  - i. Runway 16/34 replacement project officially started in 2026
  - j. Verify airspace Avigation restrictions RRL
  - k. Work with the City to establish Avigation land protection for future airport needs in approaches (IFR, extended 25)
  - l. Start plan for new SRE building; FAA funded
  - m. Plan/build eight-unit T-hangar
  - n. Name change to Merrill Regional Airport
  - o. **Completed item(s):**  
Terminal/fuel system telephone lines shut down

**VI. Aviation Happenings**

**VII. Public Comment**

**VIII. Agenda Items for Next Meeting**

**IX. Date and Time of Next Meeting - Wednesday, March 18, 2026 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, JANUARY 21, 2026 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, D7 Alderperson Mark Weix Jr.  
Present Not Voting: Rich McCullough (Airport Manager), Steve Krueger
- II. **Consider approving minutes from the previous meeting**
  1. **Approve the minutes from the December 17, 2025, meeting.**  
- (Malsack/Banser) 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/Schulz) motion/second to approve. The motion passed. The financial reports were presented and discussed. There was a question
- IV. **General Agenda Items for Consideration**
  1. **Discussion Runway 16/34 Project** - Officially starting plans for reconstruction in 2026 once the ALP is done, possibly this spring. ALP cost will be approximately \$101,000. 50% of the cost will come from BOA and the other 50% will come from our entitlement money for this year. We will then be able to get back 45% of the ALP contract to put towards the runway project once started. Becker/Hoppe has been approved to do the ALP. Gary hopes to get everything signed by mid-February.
  2. **Maintenance Hangar Status - discussion** - The contractor has the footing base and footing walls of concrete done and is ready for the steel frame to start being installed. All concrete surpassed strength requirements. They will not work below 15 degrees. Plans for Rich to move possibly in May.
  3. **Follow-up on T Hangar Damage** - Vents were found and will be ordered closer to spring. Light bulbs for the inside of hangars have been purchased. Rich states he will have to pull out the aircraft to get the bucket truck in to replace bulbs. The Hangar 5 switch is giving us trouble, and we will have to replace the box to fix it. Pressure wash to remove mold from the building will be scheduled for spring.
  4. **Update on Current FBO Maintenance Hangar** - We will get an appraisal set up to verify the value of the building.
  5. **Airport Standards (policy and operations)** - Gary has been updating and is still working on the standards.
  6. **Update F-84 Monument** - Mayor Hass signed the yearly renewal for the aircraft.

**7. Discussion/Decision - Airport General Maintenance -**

- a. Lightning Damages Update** - Waiting for gate repair. Per the contractor, the gate was 8-10 weeks out when ordered. We are currently at 8 weeks. We should have more information by the next meeting. Possibly installed and working?
- b. Status of Deer Ramps** - Steve stated the top of the ramp seemed to be too far from the fence for the deer to jump out. He looked at it when snowmobiling. Rich will contact Dustin and follow up.
- c. Trees Growing through Security Fence - update** - No report; too cold to work.
- d. Status of Flag Pole** - Waiting on the city for installation to begin.

**V. Chairman's Report**

- 1. Fuel Budget (27)** - Gary is working on a spreadsheet for profit and loss for the sales of 100LL and Jet A fuels.
- 2. What is the airport going to be when it grows up - Discussion/Decision - GOALS 2026** - What is RRL going to be when it grows up – discussion:  
Unleaded fuel is coming by 2030. Gary passed out a sheet with these topics:  
Should each Commission member other than our Council liaison be a pilot or have specific aviation expertise?  
Should they be required to live in the City of Merrill, or just Lincoln County?  
Update of the Merrill Municipal Airport FAA Standards established in 1995. Gary is updating these standards for Commission approval.  
Record current airport policies, and consider new policies.  
Consider enforcement of our current hangar policy – each hangar at RRL must contain at least one currently registered and operable airplane.  
Consider future Commission positions, and or ex-official positions;

- 1. Vice Chair
- 2. Airport Public Event Coordinator
- 3. Aviation Safety Coordinator
- 4. RRL turf runway oversight. (RAF turf runway)
- 5. Website Coordinator (standalone creation/maintenance)
- 6. RRL Influencer

Fuel P&L creation and maintenance.

Terminal/fuel system telephone lines shut down. One turned off, working on the other.

Terminal area lights out of the fuel budget.

How might we get funding assistance from Lincoln County?

Runway 16/34 replacement project officially started in 2026.

- 1. Verify airspace Avigation restrictions RRL.

2. Work with City to establish Avigation land protection for future airport needs in approaches (IFR), Extension of 25, and possible land purchases.

Start plan for new SRE building, FAA funded.

Plan/build eight-unit T-hangar.

Name change to Merrill Regional Airport.

Community Events at the airport.

### **3. Community Events at the Airport - Discussion -**

**VI. Aviation Happenings** Recent aviation accidents. Unleaded fuel is a new player in the field.

**VII. Public Comment** None.

**VIII. Agenda Items for Next Meeting** Cory Krasselt leasing T-hangar number 9,  
a. Window cleaning supplies and carpet cleaning supplies.

**IX. Date and Time of Next Meeting - Wednesday, February 18th at 6:00 pm**

**X. Adjournment** (Schulz/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	26,000.00	15,580.66	15,580.66	59.93	10,419.34
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	26,000.00	15,580.66	15,580.66	59.93	10,419.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL Miscellaneous Revenues	5,000.00	0.00	0.00	0.00	5,000.00
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TOTAL REVENUES	31,000.00	15,580.66	15,580.66	50.26	15,419.34
<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	0.00	0.00	0.00
53510-01-51000 Social Security	0.00	147.86	147.86	0.00	( 147.86)
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	147.86	147.86	0.00	( 147.86)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	63,363.00	5,280.36	5,280.36	8.33	58,082.64
53510-02-15500 Snow Removal Services	0.00	2,172.56	2,172.56	0.00	( 2,172.56)
53510-02-15550 Mowing Services	14,708.00	0.00	0.00	0.00	14,708.00
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	0.00	0.00	6,000.00
53510-02-21000 Water and Sewer	1,269.00	0.00	0.00	0.00	1,269.00
53510-02-22000 Electric and Natural Gas	15,530.00	0.00	0.00	0.00	15,530.00
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	117.60	117.60	4.70	2,382.40
53510-02-24277 Lightning Damage Repairs	0.00	0.00	0.00	0.00	0.00
53510-02-24600 T-Hangar Repair/Maint.	750.00	69.30	69.30	9.24	680.70
53510-02-24700 Terminal Maint/Repair	250.00	71.40	71.40	28.56	178.60
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	0.00	0.00	0.00
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	0.00	0.00	500.00
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	0.00	0.00	750.00
53510-02-24735 Cleaning - New Terminal	1,550.00	150.00	150.00	9.68	1,400.00
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	0.00	0.00	750.00
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	0.98	1.96	49.02
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	124,100.00	7,862.20	7,862.20	6.34	116,237.80
<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	150.00	150.00	150.00	( 50.00)
53510-03-40000 Operating Supplies	2,250.00	0.00	0.00	0.00	2,250.00
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	750.00	51.00	51.00	6.80	699.00
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	0.00	0.00	3,500.00
53510-03-42575 Fiber - Spectrum	3,600.00	0.00	0.00	0.00	3,600.00
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	0.00	0.00	1,000.00
53510-03-50750 Equipment Maint/Repair	1,500.00	0.00	0.00	0.00	1,500.00
53510-03-51000 Vehicle Repair/Maint	5,000.00	18.90	18.90	0.38	4,981.10
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	489.09	489.09	9.78	4,510.91
TOTAL Supplies & Expenses	22,825.00	708.99	708.99	3.11	22,116.01
TOTAL EXPENDITURES	146,925.00	8,719.05	8,719.05	5.93	138,205.95
REVENUES OVER/ (UNDER) EXPENDITURES	( 115,925.00)	6,861.61	6,861.61	0.00	( 122,786.61)

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	15,525.00	0.00	0.00	0.00	15,525.00
43515-46457 100LL Fuel Sales	60,500.00	553.16	553.16	0.91	59,946.84
TOTAL Public Charges-Services	76,025.00	553.16	553.16	0.73	75,471.84
<u>Miscellaneous Revenues</u>					
43515-48222 Sale of Vehicles-Equipment	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
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TOTAL REVENUES	76,025.00	553.16	553.16	0.73	75,471.84
<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	0.00	0.00	0.00	5,000.00
53515-02-25022 Telephone-Fuel Pumps	1,400.00	0.00	0.00	0.00	1,400.00
53515-02-25028 Telephone-CC Line	1,200.00	160.40	160.40	13.37	1,039.60
TOTAL Contractual Services	7,600.00	160.40	160.40	2.11	7,439.60
<u>Special Services</u>					
53515-04-51000 Jet-A Truck Repair/Maint	0.00	0.00	0.00	0.00	0.00
53515-04-52666 Fuel Credit Card Fees	2,000.00	10.88	10.88	0.54	1,989.12
53515-04-53000 Jet-A Fuel Purchases	15,000.00	12,178.52	12,178.52	81.19	2,821.48
53515-04-53250 100LL Fuel Purchases	45,000.00	0.00	0.00	0.00	45,000.00
TOTAL Special Services	62,000.00	12,189.40	12,189.40	19.66	49,810.60

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2026

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	0.00	0.00	6,425.00
TOTAL Fixed Charges	6,425.00	0.00	0.00	0.00	6,425.00
<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	76,025.00	12,349.80	12,349.80	16.24	63,675.20
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 11,796.64)	( 11,796.64)	0.00	11,796.64
FUND TOTAL REVENUES	76,025.00	553.16	553.16	0.73	75,471.84
FUND TOTAL EXPENDITURES	76,025.00	12,349.80	12,349.80	16.24	63,675.20
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 11,796.64)	( 11,796.64)	0.00	11,796.64

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