



CITY OF MERRILL
AIRPORT COMMISSION
AGENDA • WEDNESDAY, MARCH 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 February 18th meeting
- III. Approval of Vouchers - Budget Discussion**
 1. Consider the vouchers and reports.
- IV. General Agenda Items for Consideration**
 1. Discussion Runway 16/34 Project
 2. Maintenance Hangar Project status
 3. Follow-up on T-Hangar damage
 4. Update on Current FBO Maintenance Hangar - discussion/decision
 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 the security fence - update
 - d. Flag pole - status
 8. Cory Krasslet to lease T-Hangar #2 - discussion/update
 9. Consider bathrooms on east side
 10. Consider enforcement of our current hangar policy - each hangar at RRL must contain at least one currently registered and operable airplane.
- V. Chairman's Report**
- VI. Airport Department Manager Reports & 2026 Issues/Goals Discussion**
 1. Event Coordinator - Joe Mulsack
 2. ASO - Aviation Safety Officer - Steve Krueger
 3. RAF type functions - turf runway, support and ops - Lyle Banser
 4. RRL Website - Tom O'Neal
 5. 2026 Issues/Goals discussion/update
- VII. Aviation Happenings**

VIII. Public Comment

IX. Agenda Items for Next Meeting

X. Date and Time of Next Meeting - Wednesday, April 15th at 6:00 pm

XI. 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, FEBRUARY 18, 2026 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. **Call to Order** Roll Call: Gary Schwartz called the meeting to order at 6:00 pm
Present: Lyle Banser, Joe Malsack, Gary Schulz (remote), Gary Schwartz, D7
Aldersperson Mark Weix Jr.
Present Not Voting: Rich McCullough (Airport Manager), Steve Krueger

- II. **Consider approving minutes from the previous meeting**
 1. **Minutes from the January 21st meeting.** - (Malsack/Banser) motion/second to place minutes on file. The motion passed.

- III. **Approval of Vouchers - Budget Discussion**
 1. **Consider the January vouchers and Revenue and Expense Report.**
- (Schulz/Banser) motion/second to approve the vouchers. The motion passed. The financial reports were viewed and discussed.

- IV. **General Agenda Items for Consideration**
 1. **Discussion Runway 16/34 Project** - Waiting for the ALP to be signed at BOA and Becker/Hoppe has been approved as contractor.
 2. **Maintenance Hangar Status - discussion** - The contractor will start with the steel frame this week.
 3. **Follow-up on T-Hangar damage** - Waiting until spring for work to be done. Vent covers, interior lights, pressure washing mold off, and hangar door repairs.
 4. **Update on current FBO Maintenance Hangar - discussion/decision** - We are waiting for the appraisal before we figure out the value of the building. We will then put out ads to sell.
 5. **Airport Standards (policy and operations)** - Gary has been updating and working on.
 6. **F-84 Monument update** - No report. Are we going to return or keep and repair? USAF Museum Rich is in contact with now via email.
 7. **Airport General Maintenance - discussion/decision** - Joe is working on: rear tires for zero turn ordered, skids for the big mower deck need to be replaced. Kraig will contact Dustin to get replaced. Waiting for a bid for both gates on the east side, receivers do not work with remotes when plowing. AWOS phone line not working. Information on damage passed to Gary Schwartz to contact the contractor that damage during footing installation. Waiting on price for replacement of the north maintenance hangar door. Working with John at the City. Window wash kit Steve is ordering. The old

gate is put up against the T-hangar's north side. After discussing with the installation crew, they can install a dead man switch to open and close. We can install it by the new maintenance building instead of the swing gates. Nienow has the light to replace by Kaiser's hangar, just waiting for truck availability and good weather.

- a. **Lightning Damages - update** - The gate on the west side has been replaced, done and working. This is the last claim, just waiting for the bill to submit to the insurance company.
- b. **Status of Deer Ramps** - The city will come out when they have time and weather permitting. There are deer inside the fence currently.
- c. **Trees growing through the security fence - update** - No trees on the fence were cut, but trees in the bog on the approach to 16 were cut. We still need to cut the trees off to the east of the runway 16 approach.
- d. **Status of Flag Pole** - Waiting on the city for installation in the spring.

V. Chairman's Report

1. **Fuel Budget (27)** - Gary is working on a spreadsheet for profit and loss.
2. **Consider enforcement of our current hangar policy - each hangar at RRL must contain at least one currently registered and operable airplane.**
- Gary inspected with Rich and found 1 hangar with no registered and operable aircraft. Discussion followed, and Gary Schulz made a motion to have the City of Merrill send a letter to the t-hangar tenant that is out of compliance with the bylaws of not having a registered and operable aircraft in their hangar. Lyle Banser seconded. Motion passed.
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: -** A motion was made by Joe Malsack to approve the appointment of 2 through 5 for these individuals are volunteering for. Seconded by Lyle Banser. Motion passed.
 - 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**
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- 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 -** Joe Malsack made a motion to approve a through m to work on for 2026. Lyle Banser seconded. Motion passed. Further discussion will follow on item n.
- o. **Completed item(s):**
Terminal/fuel system telephone lines shut down -

VI. Aviation Happenings None.

VII. Public Comment None.

VIII. Agenda Items for Next Meeting Cory Krasselt leasing T-hangar number 9, bathrooms on the east side when the old maintenance building sold.

IX. Date and Time of Next Meeting - Wednesday, March 18, 2026 at 6:00 pm

X. Adjournment Joe Malsack made a motion to adjourn, Lyle Banser seconded, 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	26,000.00	1,055.00	16,635.66	63.98	9,364.34
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	1,055.00	16,635.66	63.98	9,364.34
Miscellaneous Revenues					
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
TOTAL REVENUES	31,000.00	1,055.00	16,635.66	53.66	14,364.34
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	75.67	223.53	0.00	(223.53)
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	75.67	223.53	0.00	(223.53)
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	63,363.00	5,280.36	10,560.72	16.67	52,802.28
53510-02-15500 Snow Removal Services	0.00	989.06	3,161.62	0.00	(3,161.62)
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	1,991.89	1,991.89	12.83	13,538.11
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	13.64	131.24	5.25	2,368.76
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	0.00	69.30	9.24	680.70
53510-02-24700 Terminal Maint/Repair	250.00	29.99	101.39	40.56	148.61
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	225.00	375.00	24.19	1,175.00
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	0.00	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	8,529.94	16,392.14	13.21	107,707.86
<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	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	0.00	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	300.00	300.00	8.33	3,300.00
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	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	0.00	18.90	0.38	4,981.10
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	489.09	9.78	4,510.91
TOTAL Supplies & Expenses	22,825.00	300.00	1,008.99	4.42	21,816.01
TOTAL EXPENDITURES	146,925.00	8,905.61	17,624.66	12.00	129,300.34
REVENUES OVER/(UNDER) EXPENDITURES	(115,925.00)	(7,850.61)	(989.00)	0.00	(114,936.00)

Merrill Municipal Airport – Issues/Goals 2026

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2. Should Commission members be required to live in the City of Merrill or just Lincoln County?
3. Update the 1995 Merrill Municipal Airport Standards (FAA) – Gary working on as of March 1, 2026.
4. Record current airport policies, and consider new policies.
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 - a. Vice Chair
 - b. RRL Influencer
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8. How might we get funding assistance from Lincoln County?
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2026 Goals established

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- b. Pilot safety/education position – Steve Krueger – ASO
- c. Back country flying resources manager (RAF turf runway) – Lyle Banser
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