



**CITY OF MERRILL  
AIRPORT COMMISSION**

**AGENDA • WEDNESDAY, APRIL 15, 2026**

**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 March 18th meeting.
- III. Approval of Vouchers - Year-Budget Discussion**
- 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) - discussion
  6. Update - F-84 Monument
  7. DiscussionDecision - Airport General Maintenance
    - a. Status of Deer Ramps
    - b. Trees growing through security fence - update
    - c. Status of Flag Pole
  8. 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 Managers Reports**
  1.
    - a. Event Coordinator - Joe Malsack
    - b. Aviation Safety Officer - ASO - Steve Krueger
    - c. Turf Runway, Support, and Operations - RAF Type functions - Lyle Banser
    - d. RRL Website - Tom ONeal
- VII. Aviation Happenings**
- VIII. Public Comment**
- IX. Agenda Items for Next Meeting**
- X. Date and Time of Next Meeting - Wednesday, May 20th at 6:00 pm.**
- XI. Adjournment**

The Merrill Airport is accessible to the physically disadvantaged. If special accommodations are needed, please contact Merrill Airport at 715-536-2024.



**CITY OF MERRILL  
AIRPORT COMMISSION  
WEDNESDAY, MARCH 18, 2026 MINUTES  
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. **Call to Order** Chair Schwartz called the meeting to order at 6:00 pm.  
Present: Lyle Banser, Joe Malsack, Gary Schulz (remote), Gary Schwartz, D7 Alderperson Mark Weix Jr.  
Present Not Voting: Rich McCullough (Airport Manager), Larry Wenning
- II. **Consider approving minutes from the previous meeting**
  1. **Minutes from the February 18th meeting** - Gary Schulz made a motion to approve the February minutes with 4 corrections. Agenda VI. 1. Joe Malsack spelled wrong. Minutes V. e. 5. Should be Tom Oneal not Tiffany. Under Merrill Municipal Airport 2026 Goals established a. Joe Malsack spelled incorrectly, d. should be Tom Oneal, not Tiffany. Seconded by Joe Malsack. Motion passed.
- III. **Approval of Vouchers - Budget Discussion**
  1. **Consider the vouchers and reports.** - Reviewed and signed vouchers to get paid. Joe Malsack made a motion to pay vouchers. Seconded by Mark Weix. Motion passed. Reviewed financial reports and discussed.
- IV. **General Agenda Items for Consideration**
  1. **Discussion Runway 16/34 Project** - ALP is signed at BOA and Becker/Hoppe has been approved as contractor. Becker/Hoppe should have all the paperwork done by the end of March. It then has to go back to BOA for approval. Then they will be sent to the FAA, and they will have 45 days to approve. Hopefully we have final approval in June, and we will still fall under the 2.5% money our cost. Otherwise, we have to pay 5% if not approved this year. Possible construction in 2028.
  2. **Maintenance Hangar Project status** - Estimating completion date June 13<sup>th</sup>, 2026. The heated pad in front of the hangar will be extended to the walk in entrance of the terminal building due to being damaged while working next to.
  3. **Follow-up on T-Hangar damage** - Waiting until spring for work to be done. Vent covers were measured and Rich will be ordered; interior lights were replaced on the west side of t-hangars. Some of the east side we cannot access due to airplanes cannot be moved to access. We will be working with the renters to move their planes so we may access. Water leaking in around overhead lights found and was sealed during the warm weather.
  4. **Update on Current FBO Maintenance Hangar - discussion/decision** - Joe has been working with John at the city getting a quote to replace the north door. The quote came in at over \$5300. Consensus is not to replace it at this time.

5. **Airport Standards (policy and operations)** - Gary has been updating and still working on. FBO and Airport Manager Contract he separated and sent to city attorney for review.
  6. **Update F-84 Monument** - No report. Are we going to return or keep and repair? USAF Museum Rich is in contact with now via email.
  7. **Discussion/Decision - Airport General Maintenance** - Joe is working on: Remote receivers for gates on east end installed. North gate is working but need to check programming on south gate and waiting for better weather. Nienow has the light to replace by Kaiser's hangar, just waiting on truck availability and good weather. Temporary fix on 100LL door and reel for ground broken. Parts between the 2 over \$600. Approval was given for Joe to order parts.
    - a. **Lightning Damages update** - Final bill was received and was sent to insurance to get paid.
    - 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 approach to 16 were cut. Finished off the trees on approach and submitted to the FAA. Brush cutting still progressing along runway 07. Approach to 07 end of the runway all cleared except for 3 trees by fence.
    - d. **Flag pole - status** - Waiting on the city for installation in the spring.
  8. **Cory Krasslet to lease T-Hangar #2 - discussion/update** - Joe Malsack made a motion for Cory to lease unit 9. Lyle Banser seconded. Motion passed.
  9. **Consider bathrooms on east side** - No discussion at this time.
  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 Fuel Budget:** Gary is working on a spread sheet for profit and loss.
- VI. **Airport Department Manager Reports & 2026 Issues/Goals Discussion**
1. **Event Coordinator - Joe Malsack** - No report.
  2. **ASO - Aviation Safety Officer - Steve Krueger** - Not present today but did hold to safety seminars at the Terminal building in March.
  3. **RAF type functions - turf runway, support and ops - Lyle Banser** - He has been in contact with the Wisconsin representative and will have a meeting at Merrill to look over. Bike availability was discussed, along with a campsite and a possible bunkhouse. List of things to do after landing in Merrill.
  4. **RRL Website - Tom O'Neal** - No report.

## **5. 2026 Issues/Goals discussion/update -**

- VII. Aviation Happenings** Gary Schulz ask when was the 1<sup>st</sup> in flight movie shown? 1925 Lost World on a flight from London to Paris on Imperial Airlines. Silent film and would later have an orchestra and broadcast the sound by radio for the people to hear. This was not the earliest, 1921 Aero Marine Airways in Chicago, showing Howdy Chicago film to promote Chicago while flying around the city. What was the cause of the 2 military C135 accident? Rich had a group come thru from ODC to tour the shop. 1<sup>st</sup> group since covid.
- VIII. Public Comment** Need 45,000 airplane mechanics in next 20 years. Fox Valley states they are only getting 40 students per year. Rich has one student from Merrill High School working as an youth apprentice. Payton Hagenbucher starting in June for the next school year. Molly graduated and is currently attending Wyoming State University. Fuel prices we had to raise due to cost.
- IX. Agenda Items for Next Meeting**
- X. Date and Time of Next Meeting - Wednesday, April 15th at 6:00 pm**
- XI. Adjournment** Lyle Banser made a motion to adjourn, Mark Weix 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.*

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

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	1,365.00	8.79	14,160.00
43515-46457 100LL Fuel Sales	60,500.00	3,267.71	5,658.74	9.35	54,841.26
TOTAL Public Charges-Services	76,025.00	3,267.71	7,023.74	9.24	69,001.26
<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	3,267.71	7,023.74	9.24	69,001.26
<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	618.60	618.60	12.37	4,381.40
53515-02-25022 Telephone-Fuel Pumps	1,400.00	0.00	14.03	1.00	1,385.97
53515-02-25028 Telephone-CC Line	1,200.00	(38.46)	121.94	10.16	1,078.06
TOTAL Contractual Services	7,600.00	580.14	754.57	9.93	6,845.43
<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	110.59	183.91	9.20	1,816.09
53515-04-53000 Jet-A Fuel Purchases	15,000.00	0.00	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	110.59	12,362.43	19.94	49,637.57

CITY OF MERRILL  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 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
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TOTAL EXPENDITURES	76,025.00	690.73	13,117.00	17.25	62,908.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	2,576.98	( 6,093.26)	0.00	6,093.26
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FUND TOTAL REVENUES	76,025.00	3,267.71	7,023.74	9.24	69,001.26
FUND TOTAL EXPENDITURES	76,025.00	690.73	13,117.00	17.25	62,908.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	2,576.98	( 6,093.26)	0.00	6,093.26
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\*\*\* END OF REPORT \*\*\*

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

10 -General Fund  
 Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>REVENUES</b>					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	26,000.00	3,415.00	20,050.66	77.12	5,949.34
43510-46341 Airport Hangar Lease Int.	0.00	0.00	0.00	0.00	0.00
43510-46400 Fund 27 - Fuel Profit	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Public Charges-Services	26,000.00	3,415.00	20,050.66	77.12	5,949.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	<u>5,000.00</u>	<u>31,800.00</u>	<u>31,800.00</u>	<u>636.00</u>	<u>( 26,800.00)</u>
TOTAL Miscellaneous Revenues	5,000.00	31,800.00	31,800.00	636.00	( 26,800.00)
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TOTAL REVENUES	31,000.00	35,215.00	51,850.66	167.26	( 20,850.66)
<b>EXPENDITURES</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	96.20	319.73	0.00	( 319.73)
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Personnel Services	0.00	96.20	319.73	0.00	( 319.73)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	63,363.00	5,280.36	15,841.08	25.00	47,521.92
53510-02-15500 Snow Removal Services	0.00	1,975.72	5,137.34	0.00	( 5,137.34)
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	150.15	3,314.41	55.24	2,685.59
53510-02-21000 Water and Sewer	1,269.00	278.14	278.14	21.92	990.86
53510-02-22000 Electric and Natural Gas	15,530.00	1,815.49	3,807.38	24.52	11,722.62
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	16.46	147.70	5.91	2,352.30
53510-02-24277 Lightning Damage Repairs	0.00	31,800.00	31,800.00	0.00	( 31,800.00)
53510-02-24600 T-Hangar Repair/Maint.	750.00	475.65	544.95	72.66	205.05
53510-02-24700 Terminal Maint/Repair	250.00	10.50	111.89	44.76	138.11
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	525.00	33.87	1,025.00
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/Maintence	1,000.00	0.00	0.00	0.00	1,000.00
53510-02-25000 Telephone (9-1-1 Backup)	50.00	2.71	3.69	7.38	46.31
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	0.00	0.00	130.00

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

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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL Contractual Services	124,100.00	41,955.18	61,511.58	49.57	62,588.42
<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	150.00	150.00	( 50.00)
53510-03-40000 Operating Supplies	2,250.00	286.74	286.74	12.74	1,963.26
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	750.00	300.00	351.00	46.80	399.00
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	600.00	16.67	3,000.00
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	174.11	193.01	3.86	4,806.99
53510-03-53000 Fuel & Oil-For Equipment	<u>5,000.00</u>	<u>0.00</u>	<u>761.30</u>	<u>15.23</u>	<u>4,238.70</u>
TOTAL Supplies & Expenses	22,825.00	1,060.85	2,342.05	10.26	20,482.95
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TOTAL EXPENDITURES	146,925.00	43,112.23	64,173.36	43.68	82,751.64
REVENUES OVER/(UNDER) EXPENDITURES	( 115,925.00)	( 7,897.23)	( 12,322.70)	0.00	( 103,602.30)

## **Merrill Municipal Airport – Issues/Goals 2026**

1. Should each Commission member, other than our Council liaison, be a pilot or have specific aviation expertise?
2. Should Commission members be required to live in the City of Merrill or just Lincoln County?
3. Update 1995 Merrill Municipal Airport Standards (FAA) – Gary working on as of March 1, 2026.
4. Record current airport policies, and consider new policies.
5. Consider future Commission positions, and/or ex-officials;
  - a. Vice Chair
  - b. RRL Influencer
6. Fuel P&L creation and maintenance
7. Terminal area lights – out of the fuel budget
8. How might we get funding assistance from Lincoln County?
9. Runway 16/34 replacement project officially started in 2026
10. Verify airspace Avigation restrictions RRL
11. Work with the City to establish Avigation land protection for future airport needs in approaches (IFR, extended 25)
12. Start plan for new SRE building, FAA funded.
13. Plan/build eight-unit T-hangar
14. Name change to Merrill Regional Airport

### **2026 Goals established**

- a. Event Coordinator – Joe Malsack
- b. Pilot safety/education position – Steve Krueger – ASO
- c. Back country flying resources manager (RAF turf runway) – Lyle Banser
- d. Website (stand-alone) creation/maintenance – Tom O'Neal
- e. Terminal/fuel system telephone lines shut down