



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, MAY 20, 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 April 15th 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 - Joe
 - a. General Maintenance on the field
 - b. Status of Deer Ramps and deer ingress to the field
 - c. Trees growing through security fence - update
 - d. Status of Flag Pole
 - e. Blacktop sealing at T-Hangar
8. Discussion/Decision Airport Manager/FBO Lease - signing

V. Chairman's Report

1. 16/34 potential time frame
2. Maintenance hangar apron heated

VI. Airport Department Manager Reports

1. Event Coordinator - Joe Malsack
2. ASO - Aviation Safety Officer - Steve Krueger
3. Turf Runway, Support and Ops - RAF type functions - Lyle Banser
4. RRL Website - Tom O'Neal

VII. Aviation Happenings

VIII. Public Comment

IX. Agenda Items for Next Meeting

X. Date and Time of Next Meeting - Wednesday, June 17th 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, APRIL 15, 2026 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 6:00 PM**

- I. **Call to Order** Joe Malsack called the meeting to order at 6:00 PM
Present: Lyle Banser, Joe Malsack, Gary Schulz, D7 Alderperson Weix Jr.
Present Not Voting: Rich McCullough (Airport Manager), Steve Krueger, Bev Schulz, Larry Wenning
Excused: Gary Schwartz
- II. **Consider approving minutes from the previous meeting**
 1. **Approve minutes from the March 18th meeting.** - (Banser/D7 Alderperson Weix Jr.) motion/second to place minutes on file. The motion passed.
- III. **Approval of Vouchers - Year-Budget Discussion**
 1. **Discuss and approve the vouchers.** - Reviewed and signed vouchers to get paid. Lyle Banser 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** - Becker/Hoppe should have all the paperwork done by the end of April.
 2. **Maintenance Hangar Status - discussion** - Estimating completion date June 13th, 2026.
 3. **Follow-up on T Hangar Damage** - Waiting on spring for work to be done. Vent covers measured and Rich ordered.
 4. **Update on Current FBO Maintenance Hangar - discussion/decision** - Preparing an RFP, and an ad to be placed in Midwest Flyer. Discussion was also brought up about leasing the building for long term revenue.
 5. **Airport Standards (policy and operations) - discussion** - Gary has been updating and is still working on.
 6. **Update - F-84 Monument** - No update.
 7. **DiscussionDecision - Airport General Maintenance**
 - a. **Status of Deer Ramps**
 - b. **Trees growing through security fence - update**
 - c. **Status of Flag Pole -**

Joe is working on: Repaired fuel door handle on 100LL cabinet, replaced ground reel on 100LL cabinet. Put shelving up in SRE building for parts, (lights, tractor, lawn mower) so it is easier to find and check inventory. Joe supplied wood for the 4x8 shelves. Purchased 2 5ft shelves. Pulled out old

Reil lights for Gary Schulz to list on Barnstormers to try to sell the 3 working units.

Joe has been in contact with Dustin on possibly crack sealing 16/34. Lightning damage to AWOS and PAPI lights on 07. DBT was out and some of the AWOS is working. It will need more parts or replacements. The circuit board on PAPI 07 all black and shorted out. Insurance claim started.

- a. The City will come out when they have time and weather permitting. Currently, there are deer inside the fence.
- b. Trees on the fence were cut on the north side of the fence. Very thick and moving slowly.
- c. Waiting on the City for installation in the spring. Joe has been in contact with Dustin on getting a tube to set the base in.

8. **Consider enforcement of our current hangar policy - each hangar at RRL must contain at least one currently registered and operable airplane.**
 - Gary Schwartz has learned that another hangar is being used for storage and does not have a registered/owned aircraft in it. The intention is to ask the city to write a letter to the two leaseholders (hangar of ground lease).

V. Chairman's Report No 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 O'Neal -
 1. Event Coordinator — Joe Malsack. I have been in contact with AVC and working with them to get the wording correct and set up a viewing area on the west side of the airport near the new terminal building.
 2. ASO – Aviation Safety Officer – Steve Krueger. Did hold two safety seminars at the Terminal building in March, two in April, and one in May 4th at 6 pm with Jurg Grossenbacher from the FAA.
 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 chamber at 10 am to look over. Bike availability was discussed, along with a campsite and possible bunkhouse. List of things to do after landing in Merrill. 4 bikes ultimate goal. Members of the commission and friends will donate these bikes. Rich is working with Levi at BOA to get added to our runway layout.
 4. RRL Website – Tom O'Neal has been working on.

VII. Aviation Happenings Gary Schulz ask when was the 1st pressurized aircraft flown? 1921.

VIII. Public Comment None.

IX. Agenda Items for Next Meeting Bathrooms on east side. Sealer on blacktop where water drips off t-hangars. Pitting blacktop.

X. Date and Time of Next Meeting - Wednesday, May 20th at 6:00 pm.

XI. Adjournment

Lyle Banser made a motion to adjourn, Gary Schulz 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					
=====					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	26,000.00	905.00	20,955.66	80.60	5,044.34
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	905.00	20,955.66	80.60	5,044.34
<u>Miscellaneous Revenues</u>					
43510-48445 Ins Recovery-Damages	5,000.00	0.00	31,800.00	636.00	(26,800.00)
TOTAL Miscellaneous Revenues	5,000.00	0.00	31,800.00	636.00	(26,800.00)
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TOTAL REVENUES	31,000.00	905.00	52,755.66	170.18	(21,755.66)
EXPENDITURES					
=====					
<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	0.00	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	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	0.00	0.00	319.73	0.00	(319.73)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	63,363.00	5,280.36	21,121.44	33.33	42,241.56
53510-02-15500 Snow Removal Services	0.00	73.50	4,888.73	0.00	(4,888.73)
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	100.80	3,415.21	56.92	2,584.79
53510-02-21000 Water and Sewer	1,269.00	0.00	278.14	21.92	990.86
53510-02-22000 Electric and Natural Gas	15,530.00	1,619.28	5,426.66	34.94	10,103.34
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	152.25	299.95	12.00	2,200.05
53510-02-24277 Lightning Damage Repairs	0.00	0.00	31,800.00	0.00	(31,800.00)
53510-02-24600 T-Hangar Repair/Maint.	750.00	441.09	986.04	131.47	(236.04)
53510-02-24700 Terminal Maint/Repair	250.00	0.00	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	27.99	27.99	5.60	472.01
53510-02-24733 New Terminal - Maint/Imp.	750.00	10.50	10.50	1.40	739.50
53510-02-24735 Cleaning - New Terminal	1,550.00	150.00	675.00	43.55	875.00
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	278.44	278.44	37.13	471.56
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	4.67	9.34	45.33
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	8,135.19	69,324.66	55.86	54,775.34
<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	290.50	577.24	25.66	1,672.76
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	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	900.00	25.00	2,700.00
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	193.01	3.86	4,806.99
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	0.00	1,383.47	27.67	3,616.53
TOTAL Supplies & Expenses	22,825.00	590.50	3,554.72	15.57	19,270.28
TOTAL EXPENDITURES	146,925.00	8,725.69	73,199.11	49.82	73,725.89
REVENUES OVER/(UNDER) EXPENDITURES	(115,925.00)	(7,820.69)	(20,443.45)	0.00	(95,481.55)

27 -Merrill Airport Fuel
 Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES =====					
<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	3,049.66	8,708.40	14.39	51,791.60
TOTAL Public Charges-Services	76,025.00	3,049.66	10,073.40	13.25	65,951.60
<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
TOTAL REVENUES	76,025.00	3,049.66	10,073.40	13.25	65,951.60
EXPENDITURES =====					
<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	907.33	1,525.93	30.52	3,474.07
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	0.00	121.94	10.16	1,078.06
TOTAL Contractual Services	7,600.00	907.33	1,661.90	21.87	5,938.10
<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	102.19	286.10	14.31	1,713.90
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	34,644.80	34,644.80	76.99	10,355.20
TOTAL Special Services	62,000.00	34,746.99	47,109.42	75.98	14,890.58

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 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	35,654.32	48,771.32	64.15	27,253.68
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(32,604.66)	(38,697.92)	0.00	38,697.92
FUND TOTAL REVENUES	76,025.00	3,049.66	10,073.40	13.25	65,951.60
FUND TOTAL EXPENDITURES	76,025.00	35,654.32	48,771.32	64.15	27,253.68
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(32,604.66)	(38,697.92)	0.00	38,697.92

*** END OF REPORT ***

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. Work with the City to establish Avigation land protection for future airport needs in approaches (IFR, extended 25)
11. Start plan for new SRE building, FAA funded.
12. Plan/build eight-unit T-hangar
13. 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
- f. Verify airspace Avigation restrictions RRL