

**CITY OF MERRILL  
AIRPORT COMMISSION  
WEDNESDAY, MAY 20, 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 Weix Jr.  
Present Not Voting: Rich McCullough (Airport Manager), Larry Wenning
- II. **Consider approving minutes from the previous meeting**
  1. **Approve minutes from the April 15th meeting** - Lyle Banser made a motion to approve April minutes with corrections. Seconded by Mark Weix. Motion passed.
- III. **Approval of Vouchers - Budget Discussion**
  1. **Consider the vouchers and reports.** - Reviewed and signed the vouchers to get paid. Joe Malsack made a motion to pay for vouchers. Seconded by Gary Schulz. 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 June. There are 20,000 data points they need for the ALP approval.
  2. **Maintenance Hangar Project status** - The estimated completion date is now the end of June 2026. The main hangar door had to be changed to 10 hp motors with 3 phases. Needed to add extra money for approval, which Gary approved. Approx. \$3,000.
  3. **Follow-up on T Hangar damage** -  
Waiting until spring for work to be done. Two vent covers need to be replaced. Power washing t-hangar will be \$750 and they have their own water supply. Joe will be lubing doors and checking for leaks soon.
  4. **Update on Current FBO Maintenance Hangar - discussion/decision**  
- Preparing an RFP, and an ad to be placed in Midwest Flyer. Asking price of \$270,000.
  5. **Airport Standards (policy and operations)** - Gary has been updating and is still working on.
  6. **Update F-84 Monument** - There is no money available to repair it. We can start the process relinquishing.
  7. **Discussion/Decision - Airport General Maintenance - Joe** -
    - a. **General Maintenance on the field** - Joe is working on: Sprayed about 80% of the fence that he could get at. Contacted and scheduled the electrician to replace the overhead light by Kaiser's hangar. Repaired

overhead light by the fuel farm. Repaired and replaced some lights on the taxiway and runways. Ordered and installed an antenna cable and antenna outside for the radio in the new terminal building. Tom O'neal assisted me. Cleaned the windows outside the new terminal building and, of course, cut grass. Trees on the northeast fence were removed inside. Dustin was able to get over half of the 16/34 runway crack sealed before the machine broke down. New blades were installed on the 15 ft mower deck. Tires for the zero turn are here and will be scheduled for installation. The walk-in gate closer broke and was replaced. Waiting for Per Mar to look at the south gate on Airport Rd. Joe disconnected the garage door open remote and seems to be working currently. The city removed the old rock base in front of the manager's house and seeded. The city replaced the stop sign and pole.

- b. **Status of Deer Ramps and deer ingress to the field** - No report.
  - c. **Trees growing through security fence - update** - Trees on fence cut on north east side of fence. Very thick and moving slowly.
  - d. **Status of Flag Pole** - Waiting on the city for installation in spring. Joe had been in contact with Dustin, and they picked up the tube and pole to install.
  - e. **Blacktop sealing at T-Hangar** - Did not start.
8. **Discussion/Decision Airport Manager/FBO Lease - signing** - There was an error on page 6 and gave to Rich and the City to approve. We will sign next month.

V. **Chairman's Report** We are scheduled in the next group of 8 to replace the AWOS by BOA. Phone line to AWOS is installed and working. This line will be buried within 10 days.

- 1. **16/34 potential time frame** - Project official start in 26. Possible actual project in 2028.
- 2. **Maintenance hangar apron heated** - Maintenance hangar apron will be, and was planned to be heated in the early hangar design. Lines to heat are on the northwest corner. The lines will be installed when the apron is put in.

We have sent data to FAA on the presence of a turf runway at RRL the same 7/25.

## VI. Airport Department Manager Reports

- 1. **Event Coordinator - Joe Malsack** - Joe Malsack has been in contact with AVC and trying to get a letter showing the FAA and Air Venture Cup Race will be using Merrill as the finish line. This was requested for insurance purposes. A food truck is set up and working on volunteers to help.

2. **ASO - Aviation Safety Officer - Steve Krueger** - No report.
3. **Turf Runway, Support and Ops - RAF type functions - Lyle Banser** - No report.
4. **RRL Website - Tom O'Neal** - Tom has been working on. No report.

**VII. Aviation Happenings** No report.

**VIII. Public Comment** None.

**IX. Agenda Items for Next Meeting** Motion for power washing t-hangars, bathrooms on the east side.

**X. Date and Time of Next Meeting - Wednesday, June 17th at 6:00 pm** Meeting is at 7:00 pm.

**XI. Adjournment** Motion by Joe Malsack, second by Lyle Banser, 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.*