



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, JUNE 17, 2026

Regular Meeting

Merrill Airport Terminal

7:00 PM

- I. Commission Expectations - To ensure a productive meeting, please arrive on time and prepared, engage respectfully by listening and sharing airtime. This meeting is a formal event and professional conduct is the expectation of all in attendance.**
- II. Call to Order**
- III. Consider approving minutes from the previous meeting**
 1. Minutes from the May 20th meeting.
- IV. Approval of Vouchers**
 1. Consider the vouchers and reports.
- V. General Agenda Items for Consideration**
 1. Discussion Runway 16/34 Project
 2. Maintenance Hangar Project Status - Open
 3. Discussion/Decision to power wash the T-Hangar
 4. Update on current FBO Maintenance Hangar
 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 the security fence - update
 - d. Status of Flag Pole
 - e. Black top sealing at the T-Hangar
 8. Airport Manager/FBO Lease - signing
- VI. Chairman's Report**
 1. 16/34 potential time frame
 2. Maintenance Hangar apron heated
 3. Approches to 7/25
- VII. Airport Department Manager Reports**
 1. Event Coordinator - Joe Mulsack
 2. ASO - Aviation Safety Officer - Steve Krueger

3. Turf Runway, Support, and Ops - RAF type functions - Lyle Banser and Larry Wenning
4. RRL Website - Tom O'Neal

VIII. Aviation Happenings

IX. Public Comment

X. Agenda Items for Next Meeting

XI. Date and Time of Next Meeting - Wednesday, July 15th at 7:00 pm.

XII. 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, 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.

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
<u>Public Charges-Services</u>					
43510-46340 Airport Revenue	26,000.00	905.00	21,860.66	84.08	4,139.34
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	21,860.66	84.08	4,139.34
<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)
TOTAL REVENUES	31,000.00	905.00	53,660.66	173.10	(22,660.66)
<u>EXPENDITURES</u>					
<u>Personnel Services</u>					
53510-01-21000 Wages - Street Dept	0.00	849.11	849.11	0.00	(849.11)
53510-01-23000 Longevity	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	0.00	102.66	422.39	0.00	(422.39)
53510-01-52000 Retirement (WRS)	0.00	61.14	61.14	0.00	(61.14)
53510-01-54000 Health Insurance	0.00	198.24	198.24	0.00	(198.24)
53510-01-55000 Life Insurance	0.00	0.00	0.00	0.00	0.00
TOTAL Personnel Services	0.00	1,211.15	1,530.88	0.00	(1,530.88)
<u>Contractual Services</u>					
53510-02-13400 FBO/Airport Man. Contract	63,363.00	5,280.36	26,401.80	41.67	36,961.20
53510-02-15500 Snow Removal Services	0.00	0.00	4,888.73	0.00	(4,888.73)
53510-02-15550 Mowing Services	14,708.00	666.62	666.62	4.53	14,041.38
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	170.10	3,585.31	59.76	2,414.69
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	1,403.56	6,830.22	43.98	8,699.78
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	335.82	635.77	25.43	1,864.23
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	207.55	1,193.59	159.15	(443.59)
53510-02-24700 Terminal Maint/Repair	250.00	98.70	210.59	84.24	39.41
53510-02-24703 LED Lighting Improvements	0.00	0.00	0.00	0.00	0.00
53510-02-24711 SRE Building	0.00	16.80	16.80	0.00	(16.80)
53510-02-24725 FBO Hanger Maint/Repairs	500.00	0.00	27.99	5.60	472.01
53510-02-24733 New Terminal - Maint/Imp.	750.00	0.00	10.50	1.40	739.50
53510-02-24735 Cleaning - New Terminal	1,550.00	150.00	825.00	53.23	725.00
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	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	5.65	11.30	44.35
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	8,330.49	77,655.15	62.57	46,444.85
<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	195.61	772.85	34.35	1,477.15
53510-03-41000 Promotion - Airport Day	0.00	0.00	0.00	0.00	0.00
53510-03-41500 Airport Promotion	750.00	438.00	789.00	105.20	(39.00)
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	1,200.00	33.33	2,400.00
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	1,758.00	1,758.00	175.80	(758.00)
53510-03-50750 Equipment Maint/Repair	1,500.00	171.84	171.84	11.46	1,328.16
53510-03-51000 Vehicle Repair/Maint	5,000.00	324.59	517.60	10.35	4,482.40
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	455.31	1,838.78	36.78	3,161.22
TOTAL Supplies & Expenses	22,825.00	3,643.35	7,198.07	31.54	15,626.93
TOTAL EXPENDITURES	146,925.00	13,184.99	86,384.10	58.79	60,540.90
REVENUES OVER/(UNDER) EXPENDITURES	(115,925.00)	(12,279.99)	(32,723.44)	0.00	(83,201.56)

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	8,783.70	17,492.10	28.91	43,007.90
TOTAL Public Charges-Services	76,025.00	8,783.70	18,857.10	24.80	57,167.90
<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	8,783.70	18,857.10	24.80	57,167.90
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	0.00	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	0.00	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	297.46	583.56	29.18	1,416.44
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	34,644.80	76.99	10,355.20
TOTAL Special Services	62,000.00	297.46	47,406.88	76.46	14,593.12

CITY OF MERRILL
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: MAY 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	297.46	49,068.78	64.54	26,956.22
REVENUES OVER/(UNDER) EXPENDITURES	0.00	8,486.24	(30,211.68)	0.00	30,211.68
FUND TOTAL REVENUES	76,025.00	8,783.70	18,857.10	24.80	57,167.90
FUND TOTAL EXPENDITURES	76,025.00	297.46	49,068.78	64.54	26,956.22
REVENUES OVER/(UNDER) EXPENDITURES	0.00	8,486.24	(30,211.68)	0.00	30,211.68

*** END OF REPORT ***

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