



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, JULY 15, 2026

Regular Meeting

Merrill Airport Terminal

7:00 PM

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.

I. Call to Order

II. Consider approving minutes from the previous meeting

1. Minutes from the June 17th meeting

III. Approval of Vouchers

1. Consider the vouchers and reports.

IV. 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

V. Chairman's Report

1. 16/34 potential time frame

VI. 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 Baner and Larry Wenning
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, August 19th at 7:00 pm

XI. Adjournment

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, JUNE 17, 2026 MINUTES
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** Gary Schwartz called the meeting to order at 7:00 pm
Present: Lyle Banser, Joe Malsack (remote), Gary Schulz, Gary Schwartz
Present Not Voting: Rich McCullough (Airport Manager), Larry Wenning
Excused: D7 Alderperson Mark Weix Jr.
- III. Consider approving minutes from the previous meeting**
 - 1. Minutes from the May 20th meeting.** - (Banser/Malsack) motion/second to approve. The motion passed.
- IV. Approval of Vouchers**
 - 1. Consider the vouchers and reports.** - (Banser/Schulz) motion/second to approve. The finance reports were reviewed and discussed. The motion passed.
- V. General Agenda Items for Consideration**
 - 1. Discussion Runway 16/34 Project** - Gary to meet with BOA staff on June 30th. The purpose is the 16/34 project. Any money spent prior to September 1st is 2.5% money instead of 5% city share.
 - 2. Maintenance Hangar Project Status - Open** - The estimated completion date is now the end of July 2026. Gary talked to the contractors they will help to get radio antennas and cameras installed on the roof of the new building. Rich did receive a free antenna from the FAA for ADS-B reception at RRL. We will need to install it at the same time. August 14 at 3:30 ribbon cutting with Congressman Tom Tiffany, Chamber of Commerce, Mayor Steve Hass, and City Administrator Rod Akey.
 - 3. Discussion/Decision to power wash the T-Hangar** - Lyle Banser made a motion to power wash T-hangars to get mold and moss off. Joe Malsack seconded. Motion passed. Rich will be giving up his T hangar at the end of July.
 - 4. Update on current FBO Maintenance Hangar** - Preparing an RFP, and an ad to be placed in Midwest Flyer for 3 months. Asking price of \$270,000.
 - 5. Airport Standards (policy and operations)** - Gary has been updating and is working on.

6. **Update - F-84 Monument** - Rich sent an email regarding returning the aircraft. No response back as of this time.
7. **Discussion/Decision - Airport General Maintenance - Joe -**
 - a. **General Maintenance on the field** - Joe reported cutting grass and working on trees in fence, weather permitting. Trees are growing into the approaches. The city has been notified by the FAA that our LPVs are not available for IFR approaches to 7/25. City Administrator Akey has arranged for trees to be removed. It will take forty-five days after tree removal to get LPVs back online.
 - b. **Status of deer ramps and deer ingress to the field** - No report.
 - c. **Trees growing through the security fence - update** - Trees on the fence cut on Airport Road, not all the way done yet.
 - d. **Status of Flag Pole** - The base was installed. Joe will install the pole.
 - e. **Black top sealing at the T-Hangar** - Did not start.
8. **Airport Manager/FBO Lease - signing** - Joe has to go downtown to sign.

VI. Chairman's Report

1. **16/34 potential time frame** - Meeting on June 30th.
2. **Maintenance Hangar apron heated** - Going to be installed soon.
3. **Approches to 7/25** -

VII. Airport Department Manager Reports

1. **Event Coordinator - Joe Mulsack** - Getting ready for Air Venture cup race.
2. **ASO - Aviation Safety Officer - Steve Krueger** - No report.
3. **Turf Runway, Support, and Ops - RAF type functions - Lyle Banser and Larry Wenning** - New markers can be seen. Joe sprayed for weeks to keep clean.
4. **RRL Website - Tom O'Neal** - Tom has been working on it. No report.

VIII. Aviation Happenings Air Cam aircraft flew in. Rich talked to the pilot. He lives in Three Lakes for the summers. Fuel replacement for 2030 of 100LL. Rich has Payton starting with an apprentice program through high school.

IX. Public Comment None.

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

XI. Adjournment (Banser/Malsack) motion/second to adjourn. The motion passed.

Minutes recorded by Lyle Baner, 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: JUNE 30TH, 2026

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	3,545.00	25,405.66	97.71	594.34
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	3,545.00	25,405.66	97.71	594.34
<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	3,545.00	57,205.66	184.53	(26,205.66)

EXPENDITURESPersonnel Services

53510-01-21000 Wages-- Street-Dept	0.00	72.41	921.52	0.00	(921.52)
53510-01-23000 Longevity	0.00	0.00	0.00	0.00	0.00
53510-01-51000 Social Security	0.00	48.92	471.31	0.00	(471.31)
53510-01-52000 Retirement (WRS)	0.00	5.21	66.35	0.00	(66.35)
53510-01-54000 Health Insurance	0.00	0.00	198.24	0.00	(198.24)
53510-01-55000 Life Insurance	0.00	0.29	0.29	0.00	(0.29)
TOTAL Personnel Services	0.00	126.83	1,657.71	0.00	(1,657.71)

Contractual Services

53510-02-13400 FBO/Airport Man. Contract	63,363.00	5,280.36	31,682.16	50.00	31,680.84
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	579.31	1,245.93	8.47	13,462.07
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	0.00	3,585.31	59.76	2,414.69
53510-02-21000 Water and Sewer	1,269.00	294.29	572.43	45.11	696.57
53510-02-22000 Electric and Natural Gas	15,530.00	965.55	7,795.77	50.20	7,734.23
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	1,627.35	2,263.12	90.52	236.88
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	750.00	1,943.59	259.15	(1,193.59)
53510-02-24700 Terminal Maint/Repair	250.00	0.00	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	0.00	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	150.00	160.50	21.40	589.50
53510-02-24735 Cleaning - New Terminal	1,550.00	4,335.92	5,160.92	332.96	(3,610.92)
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	6.63	13.26	43.37
53510-02-30000 Regulatory Fees/Permits	130.00	130.00	130.00	100.00	0.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 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	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	124,100.00	14,113.76	91,768.91	73.95	32,331.09
Supplies & Expenses					
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	204.47	1,177.30	52.32	1,072.70
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	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	600.00	1,800.00	50.00	1,800.00
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	1,190.19	2,948.19	294.82	(1,948.19)
53510-03-50750 Equipment Maint/Repair	1,500.00	85.17	257.01	17.13	1,242.99
53510-03-51000 Vehicle Repair/Maint	5,000.00	190.30	707.90	14.16	4,292.10
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	386.93	2,225.71	44.51	2,774.29
TOTAL Supplies & Expenses	22,825.00	2,657.06	10,055.11	44.05	12,769.89
TOTAL EXPENDITURES					
	146,925.00	16,897.65	103,481.73	70.43	43,443.27
REVENUES OVER/(UNDER) EXPENDITURES					
	(115,925.00)	(13,352.65)	(46,276.07)	0.00	(69,648.93)

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2026

27 -Merrill Airport Fuel
Aviation Fuel

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUES</u>					
=====					
<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	15,065.82	32,557.92	53.81	27,942.08
TOTAL Public Charges-Services	76,025.00	15,065.82	33,922.92	44.62	42,102.08
<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
<u>TOTAL REVENUES</u>					
	76,025.00	15,065.82	33,922.92	44.62	42,102.08
<u>EXPENDITURES</u>					
=====					
<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	462.25	1,988.18	39.76	3,011.82
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	462.25	2,124.15	27.95	5,475.85
<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	509.94	1,093.50	54.68	906.50
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	509.94	47,916.82	77.29	14,083.18

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 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	972.19	50,040.97	65.82	25,984.03
REVENUES OVER/(UNDER) EXPENDITURES	0.00	14,093.63	(16,118.05)	0.00	16,118.05
FUND TOTAL REVENUES	76,025.00	15,065.82	33,922.92	44.62	42,102.08
FUND TOTAL EXPENDITURES	76,025.00	972.19	50,040.97	65.82	25,984.03
REVENUES OVER/(UNDER) EXPENDITURES	0.00	14,093.63	(16,118.05)	0.00	16,118.05

*** END OF REPORT ***

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