



**CITY OF MERRILL
AIRPORT COMMISSION**

AGENDA • WEDNESDAY, AUGUST 19, 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 July 15th meeting.

III. Approval of Vouchers

1. Consider the revenue and expense reports. Study the budget for discussion.

IV. General Agenda Items for Consideration

1. Discussion Runway 16/34 Project
2. Maintenance Hangar project status - finish detail
3. Update on current FBO Maintenance Hangar
4. Airport Standards (policy and operations)
5. Update - F-84 Monument
6. Discussion/Decision - Airport General Maintenance
 - 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
2. Operational move to the new maintenance hangar; door access
3. How the terminal will be used.
4. Where is RRL at; where is it going; what will it be?
5. Gate security codes

VI. Airport Department Manager Reports

1. Event Coordinator - Joe Malsack - movie discussion
2. ASO - Aviation Safety Officer - Steve Krueger
3. Turf Runway, Support, and Ops - RAF type functions - Lyle Baner and Larry Wenning - bicycles discussion

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, September 16th at 6:00 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, JULY 15, 2026 MINUTES
REGULAR MEETING MERRILL AIRPORT TERMINAL 7:00 PM**

- I. Call to Order** Roll Call: Gary Schwartz called the meeting to order at 7:00 pm
Present: Lyle Banser, Joe Malsack, Gary Schulz, 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 June 17th meeting** - Joe Malsack made a motion to approve June minutes with corrections needed on VII. 1. Malsack spelled incorrectly, VII. 3. Weeks should be weeds. Seconded by Lyle Banser. Motion passed.

III. Approval of Vouchers

- 1. Consider the vouchers and reports.** - 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. We are currently on track at 50% for the year. Insurance claim went out, insurance payment came in.

IV. General Agenda Items for Consideration

- 1. Discussion Runway 16/34 Project** - Gary, and Karl Kemper of Becker Hoppe had a meeting at BOA in Madison on June 30th. Purpose was 16/34 project layout. BOA had received Becker Hoppe ALP submittal prior to the meeting, and was in process of reviewing the 20,000 data points. BOA will approve the adjusted ALP and submit to FAA for final approval.
- 2. Maintenance Hangar Project Status - Open** - Painting door and should be installing next week. Electric issues causing change orders with the State. ADS-B antenna will be installed on roof along with 2 camera covering Runway 7/25 and 1 camera covering the fuel farm and ramp. Gary has asked for a more detailed check off list as we are getting close to completing the project. The ribbon cutting will take place August 14.
- 3. Discussion/Decision to power wash the T-Hangar** -
- 4. Update on current FBO Maintenance Hangar** - No report at this time. No leads from ads.
- 5. Airport Standards (policy and operations)** - Gary has been updating and still working on.
- 6. Update-F-84 Monument** - Rich sent an email on returning the aircraft.
- 7. Discussion/Decision-Airport General Maintenance** - Joe -

- a. **General Maintenance on the field** - Spraying weeds on 16/34 started and 7/25 done. ADS-B set up temporarily in window until can be installed on roof. New blades for Zero turn ordered and will be installed soon. Dead man switch on Jet -A fuel system is not working, called to have M&M come in to fix. 7/25 needs crack sealing and will contact city before 3rd party. Joe reported cutting grass and working on lights. Weed killer and will be testing 30% vinegar and salt. Joe will be looking into and test.
- b. **Status of deer ramps and deer ingress to the field** - Rich has been in contact with Dustin and they have been storing dirt on the airport to use at a later date.
- c. **Trees growing through the security fence - update** - No report, too hot to work.
- d. **Status of Flag Pole** - Joe installed the pole. The light is to be installed.

V. Chairman's Report

- 1. **16/34 potential time frame** - 16/34 potential time frame: working on. The City has moved black dirt on to the airport for future projects, including improving the 7/25 turf runway. Rod has secured permission from the land owner to remove trees that have penetrated the approach slope to 25, and shut down our LPV approach. Gary reported that Gus Caylor has visited with the med flight service, and has asked to have a Medivac present at ribbon cutting in August. Possible have PC 12 and Medivac both present. This will be an outstanding addition to the ribbon cutting. Swift fuel will now meet about 50 percent of aircraft needs.

VI. Airport Department Manager Reports

- 1. **Event Coordinator - Joe Mulsack** - Getting ready for the Air Venture cup race. Advertising is out. The Fire Dept. will try to bring up a Fire Truck during the race as a safety precaution. Parking will be inside the fence and blocked off taxiways, holes and markers on the field.
- 2. **ASO - Aviation Safety Officer - Steve Krueger** - No report.
- 3. **Turf Runway, Support and Ops - RAF type functions - Lyle Baner and Larry Wenning** - New markers can be seen, Joe sprayed for weeds to keep clean. Larry donated 2 bikes, runway end concrete markers and, fire ring. Lyle did some work on the bikes for use by pilots who fly into Merrill. Lyle installed the fire ring out by aircraft parking.
- 4. **RRL Website - Tom O'Neal** - Tom has been working on the website. No report.

VII. Aviation Happenings

A airshow was discussed. Insurance is usually the biggest problem. Swift fuel will now meet 50% of aviation fleet. We are moving closer to 100LL replacement. Cirrus is coming out with new 3 place aircraft.

VIII. Public Comment None.

IX. Agenda Items for Next Meeting Should we have a Carpet rug to cover the 20 ft by 6 ft gap between the mats inside the terminal currently. Quote approx. \$800.

X. Date and Time of Next Meeting - Wednesday, August 19th at 7:00 pm

XI. Adjournment Joe Malsack 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: JULY 31ST, 2026

10 -General Fund
Airport

	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
REVENUES					
Public Charges-Services					
43510-46340 Airport Revenue	26,000.00	905.00	26,310.66	101.19	(310.66)
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	26,310.66	101.19	(310.66)
Miscellaneous Revenues					
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	58,110.66	187.45	(27,110.66)
EXPENDITURES					
Personnel Services					
53510-01-21000 Wages - Street Dept	0.00	0.00	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	189.67	660.98	0.00	(660.98)
53510-01-52000 Retirement (WRS)	0.00	0.00	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	0.00	0.29	0.00	(0.29)
TOTAL Personnel Services	0.00	189.67	1,847.38	0.00	(1,847.38)
Contractual Services					
53510-02-13400 FBO/Airport Man. Contract	63,363.00	5,280.36	36,962.52	58.33	26,400.48
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	1,886.66	3,132.59	21.30	11,575.41
53510-02-15600 Brush Cutting/Tree Grub	6,000.00	280.46	3,865.77	64.43	2,134.23
53510-02-21000 Water and Sewer	1,269.00	0.00	572.43	45.11	696.57
53510-02-22000 Electric and Natural Gas	15,530.00	983.16	8,778.93	56.53	6,751.07
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	201.09	2,464.21	98.57	35.79
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	0.00	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	52.92	213.42	28.46	536.58
53510-02-24735 Cleaning - New Terminal	1,550.00	0.00	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	7.61	15.22	42.39
53510-02-30000 Regulatory Fees/Permits	130.00	0.00	130.00	100.00	0.00

CITY OF MERRILL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 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	0.00	0.00	0.00	0.00	0.00
TOTAL Contractual Services	124,100.00	8,685.63	100,454.54	80.95	23,645.46
<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	427.34	1,604.64	71.32	645.36
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	0.00	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	7.26	2,955.45	295.55	(1,955.45)
53510-03-50750 Equipment Maint/Repair	1,500.00	58.21	315.22	21.01	1,184.78
53510-03-51000 Vehicle Repair/Maint	5,000.00	0.00	707.90	14.16	4,292.10
53510-03-53000 Fuel & Oil-For Equipment	5,000.00	478.06	2,703.77	54.08	2,296.23
TOTAL Supplies & Expenses	22,825.00	970.87	11,025.98	48.31	11,799.02
TOTAL EXPENDITURES	146,925.00	9,846.17	113,327.90	77.13	33,597.10
REVENUES OVER/(UNDER) EXPENDITURES	(115,925.00)	(8,941.17)	(55,217.24)	0.00	(60,707.76)

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

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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	26,011.55	58,569.47	96.81	1,930.53
TOTAL Public Charges-Services	76,025.00	26,011.55	59,934.47	78.84	16,090.53
 <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	26,011.55	59,934.47	78.84	16,090.53
 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	7.69	7.69	0.00	(7.69)
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	7.69	7.69	0.00	(7.69)
 <u>Contractual Services</u>					
53515-02-24500 Fuel System Maintenance	5,000.00	100.54	2,088.72	41.77	2,911.28
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	1,195.00	1,316.94	109.75	(116.94)
TOTAL Contractual Services	7,600.00	1,295.54	3,419.69	45.00	4,180.31
 <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	876.57	1,970.07	98.50	29.93
53515-04-53000 Jet-A Fuel Purchases	15,000.00	28,930.53	41,109.05	274.06	(26,109.05)
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	29,807.10	77,723.92	125.36	(15,723.92)

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

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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	31,110.33	81,151.30	106.74	(5,126.30)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(5,098.78)	(21,216.83)	0.00	21,216.83
FUND TOTAL REVENUES	76,025.00	26,011.55	59,934.47	78.84	16,090.53
FUND TOTAL EXPENDITURES	76,025.00	31,110.33	81,151.30	106.74	(5,126.30)
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(5,098.78)	(21,216.83)	0.00	21,216.83

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