

MADISON MUNICIPAL AIRPORT BOARD

Agenda

8/18/2026

6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Roll Call:

Approve: July, 21, 2026 Minutes

Approve: August 18, 2026 Agenda

Appearances/Acknowledgements/Correspondence

- 1) Acknowledge KLJ Status Report –
- 2) Acknowledge Fuel Report –

UNFINISHED BUSINESS

Paint Fuel Tanks Updates

NEW BUSINESS

Hangar Zone Areas

Jet A fuel pump replacement

Review of Lease Agreements As applies to fuel storage in hangar

National Aviation Day

Ratify Bills-

Public Comment

Announcements

- 1) Next Meeting – August 18, 2026

Motion to Adjourn

If special accommodations are necessary to attend any Madison Municipal Airport Board meeting, please contact the Finance Office at (605) 256-7500 at least 24 hours before meeting time. All attempts shall be made to accommodate a request.

MADISON MUNICIPAL AIRPORT BOARD

Agenda

7/21/2026

6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order 18:02

Roll Call: Ken Johnson, Roy Brown, George Colombe. Tim Peters, Morris Riggins, ex-officio Mayor Lindsay
Absent: Dave Gilbert,

Approve: June 16, 2026 Minutes : Motion to approve by Roy, 2nd by Ken, motion carried

Approve: July 21, 2026 Agenda: Motion to approve by Ken, 2nd by George, Motion carried

Appearances/Acknowledgements/Correspondence

- 1) Acknowledge KLJ Status Report – Mayor Lindsay reported that the 29 and 30 planning grants have been approved and signed by the City.
- 2) Acknowledge Fuel Report – Tim went over the fuel report with the board. A Fuel truck was observed delivering fuel to a hangar at the airport. **The board will review fuel storage regulations and policy at the August board meeting.**

UNFINISHED BUSINESS

Paint Fuel Tanks Estimates: The board reviewed Midwest Paint Services Inc. (MPS) Proposal to paint fuel tanks at the airport: **Motion by George to accept MPS proposal to paint Items 1, 2 and 3. as submitted for a total of \$19,600 dollars and to delete Item 4 from the proposal. 2nd by Ken, Motion carried**

NEW BUSINESS

Ratify Bills-Bills to be ratified: 6/3/26, 6/10/26, 6/15/26, 6/18/26: Motion by Roy to Ratify Bills as presented, 2nd by Ken, motion carried.

Public Comment: Riggins Flight Service is planning a Fly-in and Breakfast on Sept 19, 2026

Announcements

- 1) Next Meeting – August 18, 2026

Motion to Adjourn : 18:18, motion by Tim to Adjourn

If special accommodations are necessary to attend any Madison Municipal Airport Board meeting, please contact the Finance Office at (605) 256-7500 at least 24 hours before meeting time. All attempts shall be made to accommodate a request.



Airport Project Status

July 31, 2026

Madison Municipal Airport

CLIENT CONTACT PERSONS AND ADDRESSES

Morris Riggin, Airport Manager
1600 Airport Drive
Madison, SD 57042

Riggin-Flight-Service@hotmail.com

Ryan Hegg, Director of Engineering and Community Development
116 W Center Street
Madison, SD 57042

Ryan.Hegg@cityofmadisonsd.gov

WORK IN PROGRESS

Airport Master Plan and Airport Layout Plan (ALP) Update – Planning

KLJ #2505-00147

IJA AIG #3-46-0029-029-2026 and AIP #3-46-0029-030-2026 (pending)

KLJ completed the field survey work for control data and ground survey. KLJ has provided NV5 (the imagery subconsultant) with the survey control data and NV5 has completed the processing of the aerial imagery data. KLJ and NV5 are in the data review phase of the aerial imagery and GIS data.

The Planning Advisory Committee (PAC) held the kickoff meeting on July 29, 2025, at the airport. The PAC discussed planning topics that are important to the airport and community. The second project meeting was held on November 18, 2025. KLJ reported that inventory gathering is mostly completed, and critical design aircraft has been drafted and submitted to FAA/State on November 17. The airport provided KLJ with updated airport inventory and operational data which KLJ will incorporate into the chapters after receiving comments from FAA and SDDOT. FAA sent a determination of the Critical Aircraft approval on March 30, 2026.

Obstacle data has been received from NV5 and obstacle analysis of the existing runways were completed. This is being incorporated into draft Chapters 2 and 3 which will be sent to FAA and SDDOT for review soon. KLJ completed the research on property records and is continuing to draft the Exhibit "A" Property Map and existing conditions of the Airport Layout Plan.

On May 28, KLJ led the third meeting with the Planning Advisory Committee (PAC). The PAC reviewed past information, reviewed the existing obstacle data from survey, and discussed the planning alternatives.

Next steps will be to refine airfield alternatives based on feedback, develop terminal area alternatives, select preferred alternatives, schedule Public Open House, and submit Exhibit A property map.

New Status Item:

The next meeting for the Planning Advisory Committee (PAC) will be scheduled soon for discussion and selection of planning alternatives that are drafted.

OTHER ITEMS

Aerial applicator requested planning for a containment pad. It will be incorporated into the ALP Update that KLJ is working on.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

Send grant reimbursement requests to SDDOT for two grants.

ITEMS REQUIRING ACTION BY FAA/SDDOT

Review and pay the two grants reimbursement requests for the planning project.

Reported by: Aaron Storm, KLJ Engineering

Aaron.Storm@kljeng.com

cc:

Michelle Basquin, FAA DAK-MIN ADO

Michelle.C.Basquin@faa.gov

David Ferrell, FAA DAK-MIN ADO

David.E.Ferrell@faa.gov

Jon Becker, SDDOT

Jon.Becker@state.sd.us

Brock Antijunti, SDDOT

Brock.Antijunti@state.sd.us

Nancy Hiller, SDDOT

Nancy.Hiller@state.sd.us

Roy Lindsay, City of Madison

Roy.Lindsay@cityofmadisonsd.gov

Amy Wills, City of Madison

Amy.Wills@cityofmadisonsd.gov

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Finance office, City of Madison

finance@cityofmadisonsd.gov

Brady Brockel, KLJ Engineering

Brady.Brockel@kljeng.com

Jake Braunagel, KLJ Engineering

Jake.Braunagel@kljeng.com



HANGAR LAND LEASE AGREEMENT

This agreement made and executed this _____ day of _____, 2025, between:

The City of Madison, a South Dakota municipal corporation, hereinafter referred to as “LESSOR”; and
_____, an individual or corporation, hereinafter referred to as “LESSEE”.

The parties hereto agree that LESSOR owns the Madison Municipal Airport situated at 1600 Airport Dr., Madison, SD 57042 in Lake County, South Dakota. Madison Municipal Airport is used by various persons in combination as an airport. The parties agree that the LESSEE has heretofore constructed, together with others, a hangar building, which the LESSEE uses with others, located on said airport. This agreement is made to set down the rights of the parties, including a land lease.

I. DESCRIPTION OF LEASEHOLD

LESSOR and LESSEE desire to enter into and execute an agreement for the lease of the following described premises located in within the Madison Municipal Airport facilities and described as follows, to wit:

_____ as listed in the Madison Municipal Airport Hangar Area Plot filed in the office of the Finance Officer, Madison, Lake County, South Dakota; such site and tract of ground is located upon the Airport owned by LESSOR which is situated on the West Half (W ½) of Section Four (4), Township One Hundred Six (106), Range Fifty-two (52), West of the Fifth (5th) PM, Lake County, South Dakota, a parcel being _____ **square feet** upon the following terms and conditions:

Therefore, in consideration to each of the covenants contained herein, it is hereby agreed by and between the parties hereto as follows:

II. TERM

The term of this lease shall be fifteen (15) years from and after the date of this lease, together with an automatic extension for successive one (1) year periods, unless LESSOR gives notice to LESSEE to quit and surrender possession of said tract of ground at least thirty (30) days prior to the expiration of any lease period.

In the event of a catastrophe which would make the continuation of this lease impossible or impractical, such as a destruction of the premises by fire, windstorm, etc., then and in such event, LESSEE may terminate the same without liability for rentals occurring thereafter at the end of any twelve month period after the execution of the Lease, upon ninety (90) days' notice to LESSOR previous to the time when said lease is to be terminated; and LESSEE shall remove or sell the improvements placed upon said premises within thirty (30) days after the termination of this lease. Should any building be removed from said premises, LESSEE further agrees to remove from said premises any footings or floorings. LESSEE agrees that should they desire to sell any structure owned by them on said leased premises that LESSOR shall have first opportunity to buy same at a price to be agreed upon or at the highest offer received by LESSEE from any other bidder. Should LESSOR not purchase said structure, any sale or transfer of said structure shall be acknowledged by the Airport Board prior to the sale being finalized and communicated to LESSOR.

III. RENT

LESSEE agrees to and with the LESSOR to pay the rent for the above-mentioned premises a fee to be established by Resolution and payable in advance on the 1st day of March each year. LESSEE agrees to pay a 1 ½% per month penalty fee for late payment of the annual rent after 30 days from the date of billing.

LESSEE agrees to a termination of the lease if payment has not been received after 180 days.

IV. PURPOSE

That said LESSEE shall have the general use of all public airport facilities and improvements of a public nature which are now or may hereafter be connected with or appurtenant to said Airport, including but not limited to approach areas, runways, taxiways, aprons, aircraft and automobile parking areas, roadways, sidewalks, navigation and navigational aide, lighting facilities, adequate terminal facilities and other public things appurtenant to said airport.

V. CONSTRUCTION OF HANGAR

It is mutually understood and agreed by and between the Parties hereto that LESSEE shall be privileged to build, construct, erect and maintain upon the premises above described one-unit storage hangar for occupancy for non-commercial aircraft storage and that it shall be solely responsible for any and all expense, liability and personal taxes pertaining thereto. LESSEE shall have the right at any time prior to the termination of this lease or any extension or renewal thereof, to remove the hangar or other structures built upon the leased premises by LESSEE provided that the LESSEE shall have paid all rents and performed all covenants herein and provided that the structure shall be removed in its entirety. LESSEE shall store no material, vehicles or other articles outside of the hangar. Hangars are to be used primarily for aviation purposes. Please refer to FAA policy on the non-aeronautical use of airport hangars.

VI. INDEMNIFICATION AND INSURANCE

The LESSEE agrees to indemnify, save, hold harmless, and defend the Airport, City of Madison, its agents and employees, its successors and assigns, individually or collectively, from and against all liability for any claims and actions and all reasonable expenses incidental to the investigation and defense thereof, in any way arising out of or resulting from any acts, omissions or negligence of the LESSEE, its agents, employees, licensees, successors and assigns, or those under its control in, on or about leased premises, or in connections with its use and occupancy of leased premise or use of airports; provided, however, that the LESSEE shall not be liable for any injury, damage, or loss occasioned by the negligence of willful misconduct of the Airport, its agents and employees.

The LESSEE agrees to carry and keep in force a policy of insurance in at least the sum of \$300,000/\$500,000 bodily injury and \$100,000 property damage coverage in a company or companies satisfactory to the Airport Board of LESSOR with a provision that the insurance company will notify said Airport Board of any cancellation or non-renewal of said insurance.

VII. MAINTENANCE

It is further agreed that LESSEE hereunder shall be obligated to maintain the leased premises in good appearance, keeping all grass and weeds trimmed about the building and maintaining the building in a state of good repair.

VIII. SAFETY COMPLIANCE

It is further agreed that LESSEE shall comply with such standards for safety, fire protection, appearance and structural soundness as may be required by the Airport Board or its agent or manager from time to time. LESSEE further agrees to abide by all rules, laws and regulations pertaining to the operation of the Madison Municipal Airport facilities. No storage of any inflammable liquids of more than five (5) gallons will be allowed on leased premises.

IX. INSPECTIONS

It is understood and agreed that the Airport Board or its agent or City of Madison may cause the above premises to be inspected for compliance with any safety or other regulations or ordinances. Inspections shall be made by the Airport Manager, Airport Board President, and Airport Representative for the Board of Commissioners. LESSEE shall be given written Notice of any violations thereof and shall be permitted thirty (30) days from the

date of said Notice in which to correct the deficiencies. In the event LESSEE shall fail to correct the deficiencies within thirty (30) days from the date of Notice thereof, the Airport Board or its agent or manager shall have authority to remedy the deficiencies and to assess the costs thereof against LESSEE. It is further understood that failure to remedy the deficiencies as hereinbefore provided may, at the election of the Airport Board, cancel and terminate this Lease and LESSEE shall be given a reasonable time to remove its property from the premises or to forfeit same. LESSEE agrees that in the event it fails to remove its property from the premises within a reasonable time after the termination of this Agreement, said property shall be forfeited to the City of Madison and it shall lose all right, title and interest therein.

X. NON-DISCRIMINATION

It is further agreed that LESSEE, in the use of the leased premises, shall not on the grounds of race, color or national origin discriminate or permit discrimination against any person or group of persons in any manner prohibited by Federal law, and LESSEE further agrees to comply with any requirement made to enforce the foregoing which may be demanded of LESSOR by the United States Government under any applicable State or Federal law.

XI. LIMITATIONS

LESSEE shall have all rights and privileges to conduct all business operations authorized under the terms of this Lease, provided, however, that this Agreement shall not be construed in any manner to grant LESSEE, or those claiming under it, the exclusive right to use the premises or facilities of the aforementioned airport other than those premises leased exclusively to LESSEE hereunder. LESSEE shall, however, have the right to use the runways of the LESSOR in taking off, landing and utilizing aircraft to and from the premises hereby leased and further shall have the right of ingress and egress to and from the leased premises so as to safely utilize the leased premises in furtherance of LESSEE'S business.

XII. SUBLEASE

LESSEE shall not have the right to assign or transfer all or any part of its interest herein or sublet the premises or a part thereof without written consent by LESSOR, but which consent shall not be unreasonably withheld.

XIII. BINDING EFFECT

This agreement shall extend to and be binding upon the heirs, executors, administrators, trustees, successors, receivers and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

LESSEE:

Name (Print): _____

Signature: _____

Date Signed: _____

LESSEE:

Name: _____

Signature: _____

Date Signed: _____

Address for LESSEE's receipt of notices:

Email: _____

Phone: _____

Address for LESSEE's receipt of notices:

Email: _____

Phone: _____

CITY OF MADISON:

Name (Print): _____

Title: _____

Signature: _____

Date Signed: _____

ATTEST:

Name: _____

Title: _____

Signature: _____

Address for City of Madison's receipt of notices:

503 S Highland Ave

Madison, SD 57042

Email: finance@cityofmadisonsd.com

Phone: 605-256-7500

Madison Municipal Airport Fuel Sales YTD

AvGas	2024			2025			2026			Purchases		Current Sale Price
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	
January	1,072.91	\$ 5,160.70	\$ 7,409.50	419.31	\$ 2,260.41	\$ -	1,908.76	\$ 10,269.15	\$ -			
February	3,465.26	\$ 16,667.88	\$ -	2,355.16	\$ 12,694.30	\$ -	1,596.69	\$ 8,590.22	\$ -			
March	3,350.01	\$ 16,530.31	\$ 33,447.72	2,890.20	\$ 15,575.00	\$ -	2,577.80	\$ 13,868.60	\$ -			
April	3,395.52	\$ 16,875.73	\$ 7,323.60	3,149.66	\$ 18,083.79	\$ 35,417.88	1,752.88	\$ 10,969.66	\$ -			
May	3,898.56	\$ 19,375.86	\$ 28,276.92	3,775.62	\$ 22,427.21	\$ -	2,527.70	\$ 16,318.38	\$ 44,361.00			
June	4,126.87	\$ 21,842.64	\$ 29,729.73	3,263.65	\$ 18,796.29	\$ 32,880.38	2,387.38	\$ 15,756.70				
July	6,101.48	\$ 33,769.12	\$ 23,066.90	4,005.11	\$ 22,508.67	\$ -	3,501.51	\$ 23,217.45	\$ 43,955.34			
August	4,700.46	\$ 28,625.75	\$ -	2,993.19	\$ 16,912.06	\$ 33,939.42						
September	4,604.63	\$ 28,042.19	\$ 35,040.00	3,379.48	\$ 19,465.86	\$ -						
October	3,992.30	\$ 23,332.42	\$ 33,923.28	2,619.95	\$ 15,090.98	\$ -						
November	2,480.91	\$ 14,339.63	\$ -	1,994.82	\$ 10,996.98	\$ 31,036.12						
December	2,170.41	\$ 12,517.34	\$ 23,429.47	570.90	\$ 3,071.43	\$ -						
Totals	43,359.32	\$237,079.57	\$221,647.12	31,417.05	\$177,882.98	\$133,273.80	16,252.72	\$98,990.16	\$88,316.34			

Jet Fuel	2024			2025			2026			Purchases		Current Sale Price
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	
January	180.33	\$ 842.14	\$ -	-	\$0.00	\$ -	180.06	\$837.28	\$ -			
February	283.46	\$ 1,323.76	\$ -	-	\$0.00	\$ -	320.36	\$1,489.67	\$ -			
March	689.44	\$ 3,219.69	\$ -	162.19	\$771.34	\$ -	1,269.06	\$6,257.27	\$ 7,080.00			
April	1,255.15	\$ 5,861.56	\$ -	1,001.00	\$4,581.81	\$ 5,895.60	-	\$0.00	\$ -			
May	1,153.90	\$ 5,388.72	\$ -	835.56	\$3,760.02	\$ -	2,115.02	\$11,171.87	\$ -			
June	1,263.54	\$ 5,167.88	\$ 7,414.80	249.55	\$1,122.98	\$ -	1,317.35	\$8,101.68	\$ 9,240.00			
July	7,147.69	\$ 30,529.91	\$ 19,920.00	6,180.18	\$28,307.49	\$ 15,433.50	4,898.36	\$28,011.20	\$ 22,557.00			
August	7,392.56	\$ 35,853.88	\$ 33,046.90	7,301.73	\$36,054.00	\$ 36,052.10						
September	1,390.60	\$ 6,744.41	\$ -	1,353.91	\$6,485.27	\$ -						
October	550.76	\$ 2,671.18	\$ -	570.27	\$2,731.59	\$ -						
November	216.03	\$ 1,047.75	\$ -	700.17	\$3,297.81	\$ 6,615.00						
December	50.00	\$ 242.50	\$ -	591.24	\$2,749.26	\$ -						
Totals	21,573.46	\$98,893.38	\$60,381.70	18,945.80	\$89,861.57	\$63,996.20	10,100.21	\$55,868.97	\$38,877.00			

Total Gallons	64,932.78			50,362.85			26,352.93					
Total Revenue		\$335,972.95			\$267,744.55			\$154,859.13				
Total Fuel Purchased			\$282,028.82			\$197,270.00			\$127,193.34			

FUELMASTER TRANSACTION LISTING

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 7/1/2026
Time: 12:00:00AM

To Date: 7/31/2026
Time: 11:59:59PM

Page 6 of 6

Print Date: 8/11/2026 Time: 3:51:09PM

Last Read
Next PM
Miles Until

Product Summary for all Transactions

<u>Product</u>	<u>Description</u>	<u>Transactions</u>	<u>Quantity</u>	<u>Total Cost</u>
1	Jet A Fuel	28	4,898.36GL	28,011.20
<u>Product</u>	<u>Description</u>	<u>Transactions</u>	<u>Quantity</u>	<u>Total Cost</u>
2	100LL Av. Gas	74	3,501.51GL	23,217.45
Total Product Summary:		102	8,399.87	51,228.65

Expense Approval Report by Department

Payment Dates: 7/1/2026 - 7/1/2026

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005006 - BLUEPEAK					
BLUEPEAK	INV0007789	Phone & Internet	101-4351-42160		292.16
Vendor 005006 - BLUEPEAK Total:					292.16
Department 4351 - AIRPORT EXPENSE Total:					292.16

Expense Approval Report by Department

Post Dates: 7/8/2026 - 7/8/2026

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 000181 - APPEARA						
APPEARA	1198200	Mat Rental - Airport	101-4351-42210		07/08/2026	62.82
APPEARA	1202175	Mat Rental - Airport	101-4351-42210		07/08/2026	60.04
Vendor 000181 - APPEARA Total:						122.86
Department 4351 - AIRPORT EXPENSE Total:						122.86

Expense Approval Report by Department

Payment Dates: 7/13/2026 - 7/15/2026

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	53211	Jet Fuel	101-4351-47820		11,850.00
Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:					11,850.00
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	27699	Monthly Software & Maintenance	101-4351-42160		148.17
Vendor 005394 - INFOTECH SOLUTIONS LLC Total:					148.17
Vendor: 005440 - RIGGIN/MORRIS A					
RIGGIN/MORRIS A	INV0007843	Fuel Stipend - 1st Qtr 2026	101-4351-42210		1,963.18
Vendor 005440 - RIGGIN/MORRIS A Total:					1,963.18
Vendor: 006366 - SIR LINES-A-LOT, LLC					
SIR LINES-A-LOT, LLC	2612346-001	Remove & Repaint Markings	101-4351-43520		4,897.00
Vendor 006366 - SIR LINES-A-LOT, LLC Total:					4,897.00
Department 4351 - AIRPORT EXPENSE Total:					18,858.35

Expense Approval Report by Department

Payment Dates: 7/29/2026 - 7/29/2026

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	7/15/2026	4/30/26 to 7/15/26 Diesel Fuel Report	101-4351-43115		201.50
COLES PETROLEUM PRODUC...	53304	Jet Fuel	101-4351-47820		10,707.00
COLES PETROLEUM PRODUC...	681515	AV Gas	101-4351-47820		43,955.34
Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:					54,863.84
Vendor: 000552 - LAKE COUNTY TREASURER					
LAKE COUNTY TREASURER	7/15/2026	4/30/26 to 7/15/26 Diesel Fuel Report	101-4351-43115		13.13
Vendor 000552 - LAKE COUNTY TREASURER Total:					13.13
Department 4351 - AIRPORT EXPENSE Total:					54,876.97