

MADISON MUNICIPAL AIRPORT BOARD
AGENDA
June 20, 2023
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve May 16, 2023 Minutes

Approve June 20, 2023 Agenda

Appearances/Acknowledgements/Correspondence

1) Acknowledge KLJ Status Report – May 2023

Unfinished Business

New Business

1) Discuss Sale of Hangars 1703 A,B,C,D

2) Ratify Bills – May 17, May 24, May 31, June 7

Public Comment

Announcements

1) Next Meeting – July 18, 2023

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
MINUTES
May 16, 2023
6:00pm - Airport Lobby - 1600 Airport Drive**

Call to Order – 18:00 hrs

Roll Call – Present: Morris Riggin, Tim Peters, Roy Brown, Dave Gilbert, Myron Downs, Ken Johnson, ex-officio George Colombe. **Absent:** Commissioner Shaw, Ken Johnson.

Guests: Donie Jorgensen (East River Air, LLC), Charlie Keppen.

Approve April 18, 2023 Minutes: Motion to approve by Dave, 2nd by Roy; Motion carried.

Approve May 16, 2023 Agenda: Motion to approve by Roy, 2nd by Myron; Motion carried.

Appearances/Acknowledgements/Correspondence

1) Acknowledge KLJ Status Report – April 2023: Tim reviewed the KLJ report with the board. Aaron Storm (KLJ) e-mail reports that on May 12, the FAA had approved the AIP grant in the full amount of \$408,000. The grant needs to be signed and returned to the FAA. ASCO's project manager told Aaron that they want to have the paving contract, previously approved, completed by September.

Motion by Roy: [The airport board recommends that the mayor sign the FAA grant offer for both AIP #3-46-0029-024-2023 and BIL-AIG #3-46-0029-025-2023] 2nd by Dave; Motion carried.

Unfinished Business

New Business

1) **Discuss/Approve Aerial Applicators:** The board discussed the number of entities applying to spray out of the Madison Airport: Due to ramp space and the number of aircraft on the field the board will limit each spray entity to ONE airplane and requires they purchase fuel from the airport fuel system to support the Madison Airport.

a. Riggin Flight Service, Inc – **Motion** to approve application subject to using only One airplane and purchasing fuel from the Madison Airport by Dave, 2nd by Roy; Motion carried.

b. Wilde Air Service, LLC – **Motion** to approve application subject to using only One airplane and purchasing fuel from the Madison Airport by Roy, 2nd by Myron; Motion carried.

c. East River Air, LLC – **Motion** to approve application subject to using only One airplane and purchasing fuel from the Madison Airport by Roy, 2nd by Dave; Motion carried.

d. Dakota Pro Air, LLC – **Motion** to approve application subject to using only One airplane and purchasing fuel from the Madison Airport by Dave, 2nd by Roy; Motion carried.

2) **Discuss Spray Operators needing to purchase fuel from the Madison Municipal Airport:**

The board discussed spray operations and the need for those using the airport to support the upkeep and maintenance of the airport facilities by purchasing fuel. The board will address the purchase of fuel by spray operators at a future date with the intent to add fuel purchase requirements to the spray applicator paperwork application.

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3) **Discuss Airport Zoning:** SD and the FAA are compiling airport zoning data from airports in the surrounding area with the intent of providing zoning guidelines for communities with airports. KLJ is participating in the study for the City of Madison and will provide a report when the study has been completed.

4) **Ratify Bills – April 12, April 19, May 3:** Motion by Roy to Ratify Bills as presented, 2nd by Myron; Motion carried.

Public Comment: Roy reported that the old T-hangars have been sold and the required paperwork will be forthcoming.

Announcements

1) Next Meeting – June 20, 2023

Adjourn – Motion to adjourn by Tim at 18:20 hrs.

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 Report

May 26, 2023

Madison Municipal Airport

CLIENT CONTACT PERSONS AND ADDRESSES

Morris Riggan, Airport Manager

1600 Airport Drive

Madison, SD 57042

Riggan-Flight-Service@hotmail.com

Ryan Hegg, Director of Engineering and Community Development

116 W Center Street

Madison, SD 57042

Ryan.Hegg@cityofmadisonsd.com

WORK IN PROGRESS

Hangar Taxilanes, Parking Lot and Access Road - Design

KLJ #2205-00411

AIP #3-46-0029-023-2022

The City opened bids on March 10. Four bids were opened with the low bidder being Asphalt Surfacing Company (ASCO) from Sioux Falls, SD. The City awarded the project to ASCO. KLJ is working on the closeout report.

Reconstruct Hangar Taxilanes, Airport Drive and Parking Lot - Construction

KLJ #2305-00269

AIP #3-46-0029-024-2023 and BIL-AIG #3-46-0029-025-2023

KLJ submitted the FAA Grant Applications for both AIP and BIL-AIG grants in March. The FAA issued two grants to the Sponsor: the first grant was BIL-AIG #25 signed May 4, 2023, and the second grant was AIP #24 signed May 17, 2023. The Contractor is working on developing the construction schedule to submit to KLJ for review. The Preconstruction Meeting is set for June 16, 2023. The construction is anticipated to start mid-July with a fall completion.

OTHER ITEMS

- None.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None.

ITEMS REQUIRING ACTION BY FAA

- None.

Reported by: Aaron Storm, KLJ Engineering
(605) 444-1864

Aaron.Storm@kljeng.com

cc: Michelle Basquin, FAA DAK-MIN ADO
Jon Becker, SDDOT
Brad Remmich, SDDOT
Adam Shaw, City of Madison
Sonya Wilt, City of Madison
Heather Beaner, City of Madison
Finance office, City of Madison
Brady Brockel, KLJ Engineering
Jake Braunagel, KLJ Engineering

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May 17

Expense Approval Report by Department

Post Dates: 5/17/2023 - 5/17/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 000181 - APPEARA						
APPEARA	0860418	Mat Rentals - Airport	101-4351-42210		05/17/2023	49.72
Vendor 000181 - APPEARA Total:						49.72
Department 4351 - AIRPORT EXPENSE Total:						49.72

May 24 & May 31

Expense Approval Report by Department

Payment Dates: 5/18/2023 - 6/2/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005006 - BLUEPEAK					
BLUEPEAK	INV0002139	Phone & Internet	101-4351-42810		247.96
					Vendor 005006 - BLUEPEAK Total:
					247.96
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUCTS...	4/29/23	Fuel Report 3/31/23 to 4/29/23	101-4351-43115		55.92
COLES PETROLEUM PRODUCTS...	671810	AV Gas	101-4351-47820		34,163.60
					Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:
					34,219.52
Vendor: 000431 - HDR ENGINEERING INC					
HDR ENGINEERING INC	1200515814	2023 Apron Reconstruction & Expansion Design	101-4351-54300	TAXI/PARK/ACCESS-DESIGN REIMB	4,000.00
					Vendor 000431 - HDR ENGINEERING INC Total:
					4,000.00
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	19761	Monthly Software & Maintenance	101-4351-42210		26.64
					Vendor 005394 - INFOTECH SOLUTIONS LLC Total:
					26.64
Vendor: 004273 - KLJ ENGINEERING LLC					
KLJ ENGINEERING LLC	10188542	FAA Project Closeout Report	101-4351-54300	TAXI/PARK/ACCESS-DESIGN REIMB	1,000.00
					Vendor 004273 - KLJ ENGINEERING LLC Total:
					1,000.00
Vendor: 000552 - LAKE COUNTY TREASURER					
LAKE COUNTY TREASURER	4/29/23	Fuel Report 3/31/23 to 4/29/23	101-4351-43115		1.45
					Vendor 000552 - LAKE COUNTY TREASURER Total:
					1.45
Vendor: 005751 - O REILLY AUTOMOTIVE INC					
O REILLY AUTOMOTIVE INC	5570-252866	Filters/Fuel-Water Separator for Mower	101-4351-43110		64.23
					Vendor 005751 - O REILLY AUTOMOTIVE INC Total:
					64.23
Vendor: 003620 - STURDEVANTS MADISON INC					
STURDEVANTS MADISON INC	827013474	Air Filter - Mower	101-4351-43110		25.93
					Vendor 003620 - STURDEVANTS MADISON INC Total:
					25.93
					Department 4351 - AIRPORT EXPENSE Total:
					39,585.73

June 7

Expense Approval Report by Department

Post Dates: 6/6/2023 - 6/7/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
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Department: 4351 - AIRPORT EXPENSE

Vendor: 000719 - SYN-TECH SYSTEMS

SYN-TECH SYSTEMS	267672	FuelMaster Maint Agreement / FMU2560 S/N 15106	101-4351-42210		06/07/2023	550.00
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Vendor 000719 - SYN-TECH SYSTEMS Total: 550.00

Department 4351 - AIRPORT EXPENSE Total: 550.00