MADISON MUNICIPAL AIRPORT BOARD
AGENDA
July 18, 2023
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve May 16, 2023 Minutes

Approve July 18, 2023 Agenda

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – May 2023
2) Acknowledge KLJ Status Report – June 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, June 14, June 21, June 28, July 12

Public Comment

Announcements
1) Next Meeting – August 15, 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. <u>Riggin Flight Service, Inc</u> – **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. <u>Wilde Air Service, LLC</u> – **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. <u>East River Air, LLC</u> – **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. <u>Dakota Pro Air, LLC</u> – **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.

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 Riggin, Airport Manager	Ryan Hegg, Director of Engineering and Community Development
1600 Airport Drive	116 W Center Street
Madison, SD 57042	Madison, SD 57042
Riggin-Flight-Service@hotmail.com	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	Michelle.C.Basquin@faa.gov
	Jon Becker, SDDOT	Jon.Becker@state.sd.us
	Brad Remmich, SDDOT	Bradley.Remmich@state.sd.us
	Adam Shaw, City of Madison	Adam.Shaw@cityofmadisonsd.com
	Sonya Wilt, City of Madison	Sonya.Wilt@cityofmadisonsd.com
	Heather Beaner, City of Madison	Heather.Beaner@cityofmadisonsd.com
	Finance office, City of Madison	finance@cityofmadisonsd.com
	Brady Brockel, KLJ Engineering	Brady.Brockel@kljeng.com
	Jake Braunagel, KLJ Engineering	Jake.Braunagel@kljeng.com

Airport Project Status Report

June 30, 2023

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.com

WORK IN PROGRESS

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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	Michelle.C.Basquin@faa.gov
	Jon Becker, SDDOT	Jon.Becker@state.sd.us
	Brad Remmich, SDDOT	Bradley.Remmich@state.sd.us
	Adam Shaw, City of Madison	Adam.Shaw@cityofmadisonsd.com
	Sonya Wilt, City of Madison	Sonya.Wilt@cityofmadisonsd.com
	Heather Beaner, City of Madison	Heather.Beaner@cityofmadisonsd.com
	Finance office, City of Madison	finance@cityofmadisonsd.com
	Brady Brockel, KLJ Engineering	Brady.Brockel@kljeng.com
	Jake Braunagel, KLJ Engineering	Jake.Braunagel@kljeng.com

May 17

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

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
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
					Vendor 000719 - SYN-TECH SYSTEMS Total:	**550.00**
					Department 4351 - AIRPORT EXPENSE Total:	**550.00**

June 14

Expense Approval Report by Department

Payment Dates: 6/8/2023 - 6/15/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000181 - APPEARA					
APPEARA	0847857	Mat Rentals - Airport	101-4351-42210		53.54
APPEARA	0852024	Mat Rentals - Airport	101-4351-42210		51.09
APPEARA	0856249	Mat Rentals - Airport	101-4351-42210		53.54
APPEARA	0864622	Mat Rentals - Airport	101-4351-42210		53.34
APPEARA	0868660	Mat Rentals - Airport	101-4351-42210		49.72
				Vendor 000181 - APPEARA Total:	**261.23**
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	5/24/23 Fuel	4/28/23 to 5/24/23 Fuel Report	101-4351-43115		57.71
				Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**57.71**
Vendor: 000552 - LAKE COUNTY TREASURER					
LAKE COUNTY TREASURER	5/24/23 Fuel	4/28/23 to 5/24/23 Fuel Report	101-4351-43115		1.51
				Vendor 000552 - LAKE COUNTY TREASURER Total:	**1.51**
Vendor: 006049 - RIGGIN FLIGHT SERVICE					
RIGGIN FLIGHT SERVICE	INV0002187	Reimburse Purchase - Halogen Sockets	101-4351-42530		95.58
				Vendor 006049 - RIGGIN FLIGHT SERVICE Total:	**95.58**
				Department 4351 - AIRPORT EXPENSE Total:	**416.03**

June 21

Expense Approval Report by Department

Post Dates: 6/21/2023 - 6/21/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 000058 - F & M COOP OIL CO						
F & M COOP OIL CO	042694	Tire Repair - Airport Mower	101-4351-42520		06/21/2023	20.00
F & M COOP OIL CO	043114	Tire Repair - Airport Mower	101-4351-42520		06/21/2023	15.00
					Vendor 000058 - F & M COOP OIL CO Total:	**35.00**
Vendor: 005394 - INFOTECH SOLUTIONS LLC						
INFOTECH SOLUTIONS LLC	20058	Monthly Software & Maintenance	101-4351-42210		06/21/2023	13.13
					Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**13.13**
Vendor: 003620 - STURDEVANTS MADISON INC						
STURDEVANTS MADISON INC	827012961	Airport Runway Lights	101-4351-43520		06/21/2023	8.99
					Vendor 003620 - STURDEVANTS MADISON INC Total:	**8.99**
					Department 4351 - AIRPORT EXPENSE Total:	**57.12**

June 28

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name		Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 005006 - BLUEPEAK						
BLUEPEAK	INV0002224	Phone & Internet	101-4351-42810			268.30
					Vendor 005006 - BLUEPEAK Total:	**268.30**
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC						
COLES PETROLEUM PRODUC...	6/26/23	2023-5-25 to 2023-6-26 Fuel Report	101-4351-43115			210.54
COLES PETROLEUM PRODUC...	5897	Jet Fuel	101-4351-47820			6,800.50
					Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**7,011.04**
Vendor: 000552 - LAKE COUNTY TREASURER						
LAKE COUNTY TREASURER	6/26/23	2023-5-25 to 2023-6-26 Fuel Report	101-4351-43115			5.69
					Vendor 000552 - LAKE COUNTY TREASURER Total:	**5.69**
					Department 4351 - AIRPORT EXPENSE Total:	**7,285.03**

July 12

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC						
COLES PETROLEUM PRODUC...	672169	AV Gas	101-4351-47820		07/12/2023	35,129.59
					Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**35,129.59**
Vendor: 004273 - KLJ ENGINEERING LLC						
KLJ ENGINEERING LLC	10190128	MDS Taxilane/Road/Parking - Construction	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	07/12/2023	21,725.84
KLJ ENGINEERING LLC	10190131	FAA Project Closeout	101-4351-54300	TAXI/PARK/ACCESS-DESIGN REIMB	07/12/2023	2,234.12
					Vendor 004273 - KLJ ENGINEERING LLC Total:	**23,959.96**
Vendor: 000832 - REMOTE SYSTEMS INTEGRATION						
REMOTE SYSTEMS INTEGRAT...	7378	RSINet Data Service Qtr 2	101-4351-42210		07/12/2023	180.00
					Vendor 000832 - REMOTE SYSTEMS INTEGRATION Total:	**180.00**
					Department 4351 - AIRPORT EXPENSE Total:	**59,269.55**