

MADISON MUNICIPAL AIRPORT BOARD
AGENDA
August 15, 2023
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve July 18, 2023 Minutes

Approve August 15, 2023 Agenda

Appearances/Acknowledgements/Correspondence

1) Acknowledge KLJ Status Report – July 2023

Unfinished Business

New Business

- 1) Approve Sale of Hangar 37 from Brian Kern, Makenda LLC, to Matthew W Knuth
- 2) Discussion on Filling Board Vacancy – Term Expires May 2025
- 2) Ratify Bills – July 19, July 26, August 2, August 9

Public Comment

Announcements

- 1) Next Meeting – September 19, 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**

July 18, 2023

6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order – 18:00 hrs

Roll Call – Present: Morris Riggan, Tim Peters, Roy Brown, Dave Gilbert, Ken Johnson.

Absent: Commissioner Shaw, ex-officio George Colombe.

Guest: Aaron Storm

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

Approve July 18, 2023 Agenda: Motion to approve by ___, 2nd by ___; Motion carried.

Appearances/Acknowledgements/Correspondence

1) Acknowledge KLJ Status Reports – May & June 2023: Aaron Storm from KLJ informed the board that the completion date for construction is scheduled for October 2023.

Unfinished Business

New Business

1) **Discuss Sale of Hangars 1703 A,B,C,D:** Motion by Dave to sell hangars to Roger Lee, 2nd by Tim; Motion carried.

2) **Ratify Bills – May 17, May 24, May 31, June 7, June 14, June 21, June 28, July 12:** Motion by Dave to Ratify Bills as presented, 2nd by Roy; Motion carried.

Announcements

1) Next Meeting – August 15, 2023

Adjourn – 18:16 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

July 31, 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

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 will submit closeout report soon.

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 Preconstruction Meeting was held on June 16, 2023. The Contractor, ASCO, submitted the construction schedule to KLJ and it was shared with the airport, which shows late October completion date. The construction started with setting traffic control to close the hangar taxilanes on Monday, July 31, for the Phase 1 portion of construction. The next phase of construction will close the airport access road, Airport Drive, in early September (schedule shows September 8).

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

Michelle.C.Basquin@faa.gov
Jon.Becker@state.sd.us
Bradley.Remmich@state.sd.us
Adam.Shaw@cityofmadisonsd.com
Sonya.Wilt@cityofmadisonsd.com
Heather.Beaner@cityofmadisonsd.com
finance@cityofmadisonsd.com
Brady.Brockel@kljeng.com
Jake.Braunagel@kljeng.com

AIRPORT HANGAR BILL OF SALE

This sale agreement is made by and between (Seller) Makenda LLC at 701 SE 12th Street, Madison, SD 57042, and (Buyer) Matthew W Knuth at 6107 Grandview Dr. Apt. #14, Madison, SD 57042.

With the signing of this Bill of Sale and the Buyer transferring the total purchase price of Ninety Thousand Dollars (\$90,000.00) to the Seller, the Seller hereby sells and forever transfers the ownership of the airplane hangar described below to the Buyer.

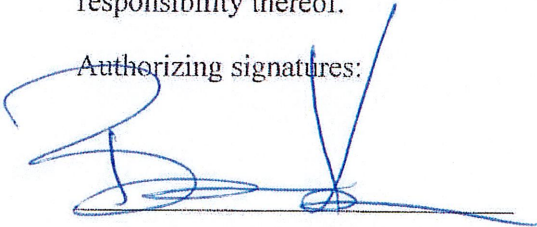
Hanger 37, located at 1737 Airport Road, Madison Municipal Airport, SD 57042, such site and tract of ground is owned by City of Madison.

Buyer agrees to pay, has paid seller \$500.00 earnest money, and will pay the balance of \$\$89,500 at the time of closing no later than September 10, 2023.

Seller represents and warrants that it has full and good title to the described airplane hangar, full authority to sell and transfer the same, and that the airplane hangar being sold is free and clear of all liens, encumbrances, liabilities, and adverse claims, of every nature and description.

Buyer understands that the airplane hangar is being sold in its present condition "as is" and "where is" and that Seller disclaims any implied warranty of condition or function, or any responsibility thereof.

Authorizing signatures:



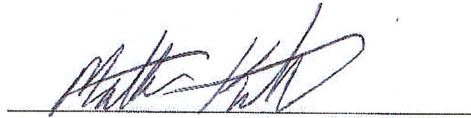
Seller

Brian Kern

President of Makenda LLC

08/02/2023

Date



Buyer

Matthew W Knuth

(buyer's name printed)

08-02-2023

Date



City of Madison

Volunteer Board Appointment Application

Contact Information

Name: _____ Date: _____

Address: _____

Is your residence located within the city limits of Madison? ☐ Yes ☐ No

Boards may have residency requirements. See table below.

Phone (primary): _____ Email address: _____

Employer: _____ Occupation: _____

City Boards, Commissions, and Committees

Please check any boards you are interested in serving on.

✓	Board	Length of Term (years)	Term Limits	City Residency Requirement
	Airport Board	5	none	Yes (except for one County ex-officio)
	Community Center Advisory Committee	3	3 terms	No
	Housing & Redevelopment Commission	5	none	Yes
	Library Board	3	none	No
	Parks & Recreation Board	3	none	Yes
	Planning Commission/Board of Adjustment	5	none	Yes
	Sidewalk Committee		none	

Relevant Experience

Education or training:

Work experience:

Volunteer service:

I would like to serve in the indicated position(s) because:

Signature: _____ Date: _____

July 19, 2023

Expense Approval Report by Department

Payment Dates: 7/19/2023 - 7/19/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	20161	Monthly Software & Maintenance	101-4351-42210		13.06
Vendor 005394 - INFOTECH SOLUTIONS LLC Total:					13.06
Department 4351 - AIRPORT EXPENSE Total:					13.06

July 26, 2023

Expense Approval Report by Department

Post Dates: 7/26/2023 - 7/26/2023

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...	672326	Jet Fuel	101-4351-47820		07/26/2023	5,051.63
COLES PETROLEUM PRODUC...	5952	Jet Fuel	101-4351-47820		07/26/2023	10,295.35
Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:						15,346.98
Vendor: 000832 - REMOTE SYSTEMS INTEGRATION						
REMOTE SYSTEMS INTEGRAT...	2875	Scheduled AWOS Maintenance	101-4351-42210		07/26/2023	800.00
Vendor 000832 - REMOTE SYSTEMS INTEGRATION Total:						800.00
Vendor: 004630 - TURFWERKS						
TURFWERKS	J180245	Proximity Switch - Airport Mower	101-4351-42520		07/26/2023	184.84
Vendor 004630 - TURFWERKS Total:						184.84
Department 4351 - AIRPORT EXPENSE Total:						16,331.82

August 2, 2023

Expense Approval Report by Department

Payment Dates: 8/2/2023 - 8/2/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005006 - BLUEPEAK					
BLUEPEAK	INV0002374	Phone & Internet	101-4351-42810		255.47
Vendor 005006 - BLUEPEAK Total:					255.47
Vendor: 004273 - KLJ ENGINEERING LLC					
KLJ ENGINEERING LLC	10191533	MDS Taxilane/Road/Parking - Construction	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	8,138.03
Vendor 004273 - KLJ ENGINEERING LLC Total:					8,138.03
Department 4351 - AIRPORT EXPENSE Total:					8,393.50

August 9, 2023

Expense Approval Report by Department

Post Dates: 8/9/2023 - 8/9/2023

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...	672365	AV Gas	101-4351-47820		08/09/2023	23,908.50
Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:						23,908.50
Department 4351 - AIRPORT EXPENSE Total:						23,908.50