MADISON MUNICIPAL AIRPORT BOARD
AGENDA
November 21, 2023
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve October 17, 2023 Minutes

Approve November 21, 2023 Agenda

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – October 2023
2) Fuel Report – October 2023

UNFINISHED BUSINESS

NEW BUSINESS
1) AWOS Lightning Repair
6) Ratify Bills – October 4, October 11, October 18, October 25, November 8

Public Comment

Announcements
1) Next Meeting – December 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
October 17, 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, Ken Johnson, Matt Wollmann, ex-officio George Colombe.
Absent: Commissioner Shaw
Guests: Aaron Storm (KLJ), Charlie Keppen

Approve August 15, 2023 Minutes: Motion to approve the August Minutes by Tim, 2^{nd} by Dave; Motion carried.

Approve October 17, 2023 Agenda: Motion to approve the October Agenda by Dave, 2^{nd} by Roy; Motion carried.

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – August 2023: The board acknowledged and reviewed the August Report

2) Acknowledge KLJ Status Report – September 2023: The board acknowledged and reviewed the September Report. Aaron reported the parking lot paving is going well, a little slow down due to the weather, surveying will be done Wednesday, Oct 18, on the base layer of paving, and work should be completed by the end of the month. The 2024 FAA Grant and work plan pre-application has been submitted. Discussion was had to keep the temporary gravel parking and gate, for FBO/local vehicles, which will free up parking in the paved parking lot.

3) Fuel Report – January – September 2023: The board reviewed the fuel report. It was noted that the August 100LL fuel expense and August 100LL bill from Cole's petroleum did not match. The airport manager will contact the city office about the variance.

UNFINISHED BUSINESS

NEW BUSINESS
1) Discussion on Refunding Fees for Ag Companies: Ag companies are required to pre-pay a $2000 damage fee before the spray season starts. This fee should be returned if no damage has occurred.
Refund Request by Dakota Pro Air: Dakota Pro Air did not fly out of Madison this year.
MOTION by Tim that the City of Madison refund Dakota Pro Air's damage fee, 2^{nd} by Dave; Motion carried.

2) Discussion on Minimum Standards for Ag Operators:
Ex: Pompano Beach Air Park: The airport manager reported that there were some safety issues with one of the pilots working for Wilde spray service. The board is considering some type of regulations/rules for the airport. The board will revisit the requirements at a later date.

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3) Discussion on Chemical Delivery: The delivery of spray chemicals for ag companies using the airport is requiring the FBO to accommodate the delivery companies without first-hand knowledge of the delivery or ag organization that has requested the chemicals. Ag organizations using the airport should have someone on hand to handle the chemical delivery. The board will revisit this issue in the near future.

4) Discussion on Airport Board Member Requirements: The City has a requirement that airport board members live within the city limits of Madison. A majority of the hangars at the airport are owned by people that live outside of the city limits. Due to the difficulty in finding Madison City residents who want to serve on the airport board, it would be better to expand the pool of eligible candidates.

Motion by Roy: The Madison Airport Board is requesting that the City Commission change the requirements to be a member of the airport board to include residents that live outside the Madison City limits and within Lake County. 2nd by Tim; Motion carried.

5) Discussion on 2024 Airport Budget: The board reviewed the budget: Parts of the AWOS system are obsolete and cannot be repaired if they fail. A budget line item of $25,000 should be added for replacement if needed.

6) Ratify Bills – August 16, August 30, September 6, September 13, September 20, September 27:

Motion by Tim to ratify bills as presented, 2nd by Dave; Motion carried.

Public Comment: The board welcomes new board member, Mathew Wollmann, to the Madison Airport Board.

Announcements

1) Next Meeting – November 21, 2023

Adjourn: Motion to adjourn by Ken at 18:47 hrs.

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Madison Municipal Airport Fuel Sales YTD

AvGas	2021			2022			2023			Purchases		
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	Current Sale Price
January	1,060.44	3,897.81	-	1,076.28	5,004.70	-	1,088.97	5,743.62	-			
February	2,097.09	7,444.67		1,628.35	7,755.14	39,706.80	2,123.94	11,304.65	-			
March	3,551.13	12,606.52	-	2,421.82	12,215.50	-	1,409.73	7,618.20	-			
April				2,047.88	10,239.40	-	2,804.89	14,458.56	15,041.25			
May				4,194.75	20,973.75	-	6,864.36	35,522.36	34,163.60			
June							4,834.70	25,303.52	-			
July							8,258.41	44,132.11	35,129.59			
August							5,258.68	29,498.53	41,358.17			
September							3,747.97	21,702.57	-			
October							2,732.37	16,640.15	42,279.88			
November												
December												
Totals	6,708.66	$23,949.00	$0.00	11,369.08	$56,188.49	$39,706.80	39,124.02	$211,924.27	$167,972.49			

Jet Fuel	2021			2022			2023			Purchases		
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	Current Sale Price
January	105.25	405.22	-	-	-	-	-	-	-			
February	129.86	499.96		-	-	-	-	-	-			
March	232.37	894.62		583.96	1,927.07	-	-	-	-			
April				756.07	2,495.04	8,928.40	37.93	199.13	-			
May				1,165.61	5,186.96	-	289.42	1,519.45	-			
June							429.72	2,024.06	6,800.50			
July							5,916.24	24,341.17	15,346.98			
August							2,258.63	9,305.56	11,948.75			
September							746.56	3,075.83	-			
October							1,847.78	8,145.25	6,054.25			
November												
December												
Totals	467.48	$1,799.80	$0.00	2,505.64	$9,609.07	$8,928.40	11,526.28	$48,610.45	$40,150.48			

Total Gallons	7,176.14			13,874.72			50,650.30		
Total Revenue		$25,748.80			$65,797.56			$260,534.72	
Total Fuel Purchased			$0.00			$48,635.20			$208,122.97

October 2023

FUELMASTER TRANSACTION LISTING

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 10/1/2023 Time: 12:00:00AM

To Date: 10/31/2023 Time: 11:59:59PM

Print Date: 11/17/2023 Time: 2:07:36PM

Product Summary for all Transactions

Product	Description	Transactions	Quantity	Total Cost
1	Jet A Fuel	11	1,847.78 GL	8,145.25
2	100LL Av. Gas	71	2,732.37 GL	16,640.15
Total Product Summary:		**82**	**4,580.15**	**24,785.40**

Airport Project Status Report

October 27, 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 submitted the drafted closeout report to City of Madison August 22, 2023, for review.

KLJ will submit the closeout report to the FAA after the City of Madison submits to SDDOT the initial/1st grant reimbursement for project costs. Once initial project reimbursement is processed, then KLJ will finish the draft closeout report and submit the FAA for closeout review and approval of final payment to the City of Madison.

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, Asphalt Surfacing Co. (ASCO), started construction July 31 on hangar taxilanes. Asphalt paving for hangar taxilanes was completed August 31-September 1. Construction started September 6 on Airport Drive and parking lot. Asphalt paving for road and parking lot was completed October 11-20, and this final phase is nearing the end of construction. The Substantial Completion inspection walkthrough is scheduled for November 6, 2023. The contractor will finish the final remaining items and punchlist items and the Final inspection is anticipated in mid-November.

OTHER ITEMS

- None.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Submit 1st grant reimbursement to SDDOT by sending project invoices for AIP #3-46-0029-023-2022 design project.

ITEMS REQUIRING ACTION BY FAA

- Once KLJ closeout report is submitted for AIP #3-46-0029-023-2022, review the closeout report.

Reported by: Aaron Storm, PE
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
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	Brady Brockel, KLJ Engineering	Brady.Brockel@kljeng.com
	Jake Braunagel, KLJ Engineering	Jake.Braunagel@kljeng.com

October 4, 2023

Expense Approval Report by Department

Post Dates: 10/4/2023 - 10/4/2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 004572 - ASPHALT SURFACING COMPANY						
ASPHALT SURFACING COMP...	2	MDS Taxilane/Road/Parking	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	10/04/2023	156,352.83
					Vendor 004572 - ASPHALT SURFACING COMPANY Total:	**156,352.83**
Vendor: 004273 - KLJ ENGINEERING LLC						
KLJ ENGINEERING LLC	10196235	MDS Taxilane/Road/Parking - Construction	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	10/04/2023	33,160.53
					Vendor 004273 - KLJ ENGINEERING LLC Total:	**33,160.53**
Vendor: 003890 - MADISON ACE HARDWARE						
MADISON ACE HARDWARE	174960/2	Sewer Vent Defroster	101-4351-42530		10/04/2023	69.99
					Vendor 003890 - MADISON ACE HARDWARE Total:	**69.99**
					Department 4351 - AIRPORT EXPENSE Total:	**189,583.35**

October 11, 2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000181 - APPEARA					
APPEARA	0872741	Mat Rentals - Airport	101-4351-42210		53.03
APPEARA	0880715	Mat Rentals - Airport	101-4351-42210		56.65
APPEARA	0884774	Mat Rentals - Airport	101-4351-42210		49.52
APPEARA	0888899	Mat Rentals - Airport	101-4351-42210		53.03
APPEARA	0893098	Mat Rentals - Airport	101-4351-42210		49.21
APPEARA	0897306	Mat Rentals - Airport	101-4351-42210		58.63
APPEARA	0901475	Mat Rentals - Airport	101-4351-42210		51.41
APPEARA	0905743	Mat Rentals - Airport	101-4351-42210		55.65
				Vendor 000181 - APPEARA Total:	**427.13**
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	673040	Av Gas	101-4351-47820		42,279.88
				Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**42,279.88**
Vendor: 000832 - REMOTE SYSTEMS INTEGRATION					
REMOTE SYSTEMS INTEGRAT...	2908	Scheduled AWOS Maintenance	101-4351-42210		800.00
				Vendor 000832 - REMOTE SYSTEMS INTEGRATION Total:	**800.00**
				Department 4351 - AIRPORT EXPENSE Total:	**43,507.01**

October 18, 2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 005394 - INFOTECH SOLUTIONS LLC						
INFOTECH SOLUTIONS LLC	20967	Monthly Software & Maintenance	101-4351-42210		10/18/2023	15.89
					Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**15.89**
					Department 4351 - AIRPORT EXPENSE Total:	**15.89**

October 25, 2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000181 - APPEARA					
APPEARA	0909963	Mat Rentals - Airport	101-4351-42210		51.41
				Vendor 000181 - APPEARA Total:	**51.41**
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	48052	Jet Fuel	101-4351-47820		6,054.25
				Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**6,054.25**
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS					
MIDCONTINENT COMMUNIC...	12517210213627	Business Internet	101-4351-42810		12.40
				Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**12.40**
				Department 4351 - AIRPORT EXPENSE Total:	**6,118.06**

November 8, 2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 006007 - AMAZON CAPITAL SERVICES INC						
AMAZON CAPITAL SERVICES ...	14F9-XGQF-PPG9	Shelves - Network Wiring	101-4351-42530		11/08/2023	145.12
AMAZON CAPITAL SERVICES ...	14F9-XGQF-PPG9	Network Equipment Rack	101-4351-42530		11/08/2023	67.05
AMAZON CAPITAL SERVICES ...	14F9-XGQF-PPG9	Network Equipment Rack	101-4351-42530		11/08/2023	67.04
					Vendor 006007 - AMAZON CAPITAL SERVICES INC Total:	**279.21**
Vendor: 004273 - KLJ ENGINEERING LLC						
KLJ ENGINEERING LLC	10197671	MDS Taxiland/Road/Parking - Construction	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	11/08/2023	39,583.36
					Vendor 004273 - KLJ ENGINEERING LLC Total:	**39,583.36**
Vendor: 003890 - MADISON ACE HARDWARE						
MADISON ACE HARDWARE	175723/2	Phone Line Plugs/Splicing Tape	101-4351-42530		11/08/2023	19.16
					Vendor 003890 - MADISON ACE HARDWARE Total:	**19.16**
					Department 4351 - AIRPORT EXPENSE Total:	**39,881.73**