MADISON MUNICIPAL AIRPORT BOARD
AGENDA
January 16, 2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve December 19, 2023 Minutes

Approve January 16, 2024 Agenda

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

UNFINISHED BUSINESS

NEW BUSINESS
1) Ratify Bills – December 13, December 20, December 27, January 3

Public Comment

Announcements
1) Next Meeting – February 20, 2024

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
December 19, 2023
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order 18:00 hrs
Roll Call – Present: Tim Peters, Roy Brown, Dave Gilbert, Ken Johnson, Matt Wollmann, ex-officio George Colombe, Commissioner Shaw, Morris Riggin.
Guests: Mayor Lindsay, Heather Lee (RFS), Charlie Keppen, Isaac Widle and 3 others from Wilde Air Service LLC.
Approve November 21, 2023 Minutes: Motion to approve the November Minutes by Dave, 2nd by Matt; Motion carried.
Approve December 19, 2023 Agenda: Motion to approve the December agenda by Roy, 2nd by Tim; Motion carried.

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – November 2023: The board acknowledged and reviewed the November 2023 KLJ Report. Items Requiring action by City/Airport: Mayor Lindsay reported that he had signed final payment, review & acceptance for construction paperwork.
2) Fuel Report – November 2023: The board reviewed the fuel report. The YTD sales report for November has typo in the Jet fuel column. Jet fuel sales were down from last month but 100LL sales were up.

UNFINISHED BUSINESS
Recommended changes to airport board: Mayor Lindsay reported no action has been taken and suggested a couple of items that could be included in the board makeup.

NEW BUSINESS
1) Discuss Windsock: The old windsock stand and lighting no longer work, and repairs are not available. The airport manager will get prices to replace the stand and lighting.
2) Discuss Lightning Protection for AWOS: The repairman for the AWOS is scheduled to be here in January to get the airport weather service up and running again. Vendors for AWOS parts suggested the City purchase Lightning Damage Insurance. The City has submitted a damage claim through the City insurance and is waiting to see if the AWOS damage will be covered.
3) Wilde Air Service LLC: Isaac Wilde and three representatives from Wilde Air Service came to discuss new airport standards and rules that are being considered by the Board. Items concerning chemical delivery, aircraft operations, ramp space and spray plane loading/parking, and contact information were discussed. Wilde was asked to submit items of concern to the airport manager. Additional discussion and items of concern will be considered by the board before action is taken.
6) Ratify Bills – November 15, November 22, November 29, December 6
Motion by Matt to ratify bills as presented, 2nd by Tim; Motion carried.

Public Comment

Announcements
1) Next Meeting – January 16, 2024

Adjourn: Motion by Ken to adjourn at 18:44 hrs.

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Airport Project Status Report

December 29, 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

KLJ submitted the FAA Closeout Report on December 11, 20023. SDDOT's Nancy Hiller submitted the Financial Closeout and Ready for Closeout Reports to FAA on December 12, 2023. FAA sent email stating ready for final payment on January 3, 2024. SDDOT will issue final reimbursement to City of Madison, and then FAA closeout letter will be issued.

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

The prime contractor, Asphalt Surfacing Co. (ASCO), started construction on July 31, 2023. Hangar Taxilanes was completed between July 31 to September 12. Airport Drive and parking lot was completed between September 6 to November 13. Project substantially completed on November 6, 2023, and KLJ sent Substantial Completion Memo to the contractor. SDDOT, Airport, and KLJ had Final Inspection on November 15, 2023. Contractor completed the punchlist. Final payment to contractor was signed on December 20, 2023.

OTHER ITEMS

- KLJ is working on closeout report for AIP #3-46-0029-024-2023 and BIL-AIG #3-46-0029-025-2023.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None.

ITEMS REQUIRING ACTION BY FAA

- After SDDOT issues final reimbursement, issue closeout letter for AIP #3-46-0029-023-2022.

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

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							4,885.66	29,753.62	-			
December							3,325.15	18,934.31	31,424.40			
Totals	6,708.66	$23,949.00	$0.00	11,369.08	$56,188.49	$39,706.80	47,334.83	$260,612.20	$199,396.89			

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							970.78	4,582.08	-			
December							807.91	3,813.33	7,918.40			
Totals	467.48	$1,799.80	$0.00	2,505.64	$9,609.07	$8,928.40	13,304.97	$57,005.86	$48,068.88			

Total Gallons	7,176.14			13,874.72			60,639.80		
Total Revenue		$25,748.80			$65,797.56			$317,618.06	
Total Fuel Purchased			$0.00			$48,635.20			$247,465.77

FUELMASTER TRANSACTION LISTING

TRANSACTIONS LISTED BY PRODUCT CODE

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

To Date: 12/31/2023 Time: 12:35:59PM

Print Date: 1/12/2024 Time: 12:39:34PM

Product Summary for all Transactions

Product	Description	Transactions	Quantity	Total Cost
1	Jet A Fuel	5	807.91 GL	3,813.33
Product	Description	Transactions	Quantity	Total Cost
2	100LL Av. Gas	64	3,325.15 GL	18,934.31
Total Product Summary:		**69**	**4,133.06**	**22,747.64**

December 13, 2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000010 - AMERT CONSTRUCTION CO					
AMERT CONSTRUCTION CO	4455	Repairs to Airport	101-4351-42530	22-STORM INSURANCE	5,800.00
				Vendor 000010 - AMERT CONSTRUCTION CO Total:	**5,800.00**
Vendor: 000033 - CITY OF MADISON					
CITY OF MADISON	INV0002811	27-0108-01	101-4351-42810		4,409.50
				Vendor 000033 - CITY OF MADISON Total:	**4,409.50**
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	48283	Jet Fuel	101-4351-47820		7,918.40
COLES PETROLEUM PRODUC...	673614	Av Gas	101-4351-47820		31,424.40
				Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**39,342.80**
Vendor: 005215 - ELITE CARD PAYMENT CENTER					
ELITE CARD PAYMENT CENTER	INV0002742	Amazon - Exterior Digital Keypad	101-4351-42530		280.50
				Vendor 005215 - ELITE CARD PAYMENT CENTER Total:	**280.50**
				Department 4351 - AIRPORT EXPENSE Total:	**49,832.80**

December 20, 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	21350	Monthly Software & Maintenance	101-4351-42210		12/20/2023	13.59
					Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**13.59**
					Department 4351 - AIRPORT EXPENSE Total:	**13.59**

December 27, 2023

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS					
MIDCONTINENT COMMUNIC...	12517210213742	Business Internet	101-4351-42810		12.40
				Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**12.40**
				Department 4351 - AIRPORT EXPENSE Total:	**12.40**

January 3, 2024

Expense Approval Report by Department

Post Dates: 12/30/2023 - 1/3/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 005006 - BLUEPEAK						
BLUEPEAK	INV0002903	*23 Phone & Internet	101-4351-42810		12/30/2023	250.84
BLUEPEAK	INV0002904	*23 Phone & Internet	101-4351-42810		12/30/2023	245.07
					Vendor 005006 - BLUEPEAK Total:	**495.91**
Vendor: 004273 - KLJ ENGINEERING LLC						
KLJ ENGINEERING LLC	10200495	*23 FAA Project Closeout - #3-46-0029-024-2023	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	12/30/2023	3,000.00
KLJ ENGINEERING LLC	10200499	*23 MDS Taxilane/Road/Parking - Construction	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	12/30/2023	15,711.22
					Vendor 004273 - KLJ ENGINEERING LLC Total:	**18,711.22**
Vendor: 003890 - MADISON ACE HARDWARE						
MADISON ACE HARDWARE	176758/2	*23 Hardware	101-4351-42530		12/30/2023	37.61
					Vendor 003890 - MADISON ACE HARDWARE Total:	**37.61**
Vendor: 000736 - SD AIRPORT MANAGEMENT ASSOCIATION						
SD AIRPORT MANAGEMENT ...	INV0002865	Membership - Riggin	101-4351-43030		01/03/2024	50.00
					Vendor 000736 - SD AIRPORT MANAGEMENT ASSOCIATION Total:	**50.00**
Vendor: 000198 - SDML WORKERS COMPENSATION FUND						
SDML WORKERS COMPENSA...	22867	2024 Renewal Billing	101-4351-41410		01/03/2024	336.37
SDML WORKERS COMPENSA...	22867	2024 Renewal Billing	101-4351-41410		01/03/2024	65.16
					Vendor 000198 - SDML WORKERS COMPENSATION FUND Total:	**401.53**
					Department 4351 - AIRPORT EXPENSE Total:	**19,696.27**