MADISON MUNICIPAL AIRPORT BOARD
AGENDA
February 20, 2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve January 16, 2024 Minutes

Approve February 20, 2024 Agenda

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – January 2024
2) Acknowledge Fuel Report – January 2024

UNFINISHED BUSINESS

NEW BUSINESS
1) Loading area for RFS
2) Ratify Bills – January 10, January 17, January 24

Public Comment

Announcements
1) Next Meeting – March 19, 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
January 16, 2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order 18:00 hrs
Roll Call – Present: Tim Peters, Roy Brown, Dave Gilbert, Ken Johnson, ex-officio George Colombe.
Absent: Matt Wollmann, Commissioner Shaw, Morris Riggin
Guests: Mayor Lindsay, Isaac Widle

Approve December 19, 2023 Minutes: Motion to approve the December 19, 2023 Minutes by Roy, 2nd Dave; Motion carried.

Approve January 16, 2024 Agenda: Motion to approve the January 16, 2024 agenda by Roy, 2nd by Tim; Motion carried.

Appearances/Acknowledgements/Correspondence

1)Acknowledge KLJ Status Report – December 2023: The board acknowledged and reviewed the December 2023 KLJ Report.

2) Fuel Report – December 2023: The board reviewed the fuel report. 100LL sales for 2023 was 47,334 gallons, and Jet fuel sales for 2023 was 13,305 gallons.

UNFINISHED BUSINESS
1) Ag spray operations: Discussion about aircraft operations and airport availability was had. Operation off the end of a dead-end taxiway was mentioned and it was felt better communications was needed between all parties.

NEW BUSINESS
1) Ratify Bills – December 13, December 20, December 27, January 3
Motion by Roy to ratify bills as presented, 2nd by Dave; Motion carried.

Public Comment

Announcements
1) Next Meeting – February 20, 2024

Adjourn: Motion by Ken to adjourn at 18:26 hrs.

Airport Project Status Report

January 31, 2024

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, 2023. SDDOT's Nancy Hiller submitted the Financial Closeout and Ready for Closeout Reports to FAA's Kyle Sebesta & Michelle Basquin on December 12, 2023. FAA sent email stating ready for final payment on January 3, 2024. SDDOT's Nancy Hiller made Payment #2F (final) to the City of Madison on January 17, 2024. FAA closeout letter is anticipated 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
The prime contractor, Asphalt Surfacing Co. (ASCO), completed construction in the 2023 season. SDDOT, Airport, and KLJ had Final Inspection on November 15, 2023. Contractor completed the punchlist. Final payment to contractor was executed by City of Madison on December 20, 2023. SDDOT signed final construction documents on January 17, 2024. KLJ is working on the FAA closeout report.

Reconstruct Apron and Taxilane - Design
KLJ #2405-00194 BIL-AIG #3-46-0029-026-2024 (pending)
KLJ submitted design scope for FAA and SDDOT review on January 30, 2024.

OTHER ITEMS

- KLJ is working on FAA 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

- Issue closeout letter for AIP #3-46-0029-023-2022.

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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Finance office, City of Madison	finance@cityofmadisonsd.com
Brady Brockel, KLJ Engineering	Brady.Brockel@kljeng.com
Jake Braunagel, KLJ Engineering	Jake.Braunagel@kljeng.com

Madison Municipal Airport Fuel Sales YTD

AvGas	2022			2023			2024			Purchases		Current Sale Price
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	
January	1,076.28	$ 5,004.70	$ -	1,088.97	$ 5,743.62	$ -	1,072.91	$ 5,160.70	$ 7,409.50			
February	1,628.35	$ 7,755.14	$ 39,706.80	2,123.94	$ 11,304.65	$ -						
March	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	11,369.08	$56,188.49	$39,706.80	47,334.83	$260,612.20	$199,396.89	1,072.91	$5,160.70	$7,409.50			

Jet Fuel	2022			2023			2024			Purchases		Current Sale Price
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	
January	-	$ -	$ -	-	$ -	$ -	180.33	842.14	-			
February	-	$ -	$ -	-	$ -	$ -						
March	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	2,505.64	$9,609.07	$8,928.40	13,304.97	$57,005.86	$48,068.88	180.33	$842.14	$0.00			

	2022			2023			2024		
Total Gallons	13,874.72			60,639.80			1,253.24		
Total Revenue		$65,797.56			$317,618.06			$6,002.84	
Total Fuel Purchased			$48,635.20			$247,465.77			$7,409.50

FUELMASTER TRANSACTION LISTING

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 1/1/2024 Time: 12:00:00AM
To Date: 1/31/2024 Time: 11:59:59PM

Print Date: 2/9/2024 Time: 4:16:32PM

Product Summary for all Transactions

Product	Description	Transactions	Quantity	Total Cost
1	Jet A Fuel	3	180.33 GL	842.14
Product	Description	Transactions	Quantity	Total Cost
2	100LL Av. Gas	14	1,072.91 GL	5,160.70
Total Product Summary:		**17**	**1,253.24**	**6,002.84**

January 10, 2024

Payment Dates: 1/10/2024 - 1/10/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	21555	*23 Monthly Software & Maintenance	101-4351-42210		14.94
				Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**14.94**
				Department 4351 - AIRPORT EXPENSE Total:	**14.94**

January 17, 2024

Expense Approval Report by Department

Post Dates: 12/30/2023 - 1/17/2024

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...	4F	*23 MDS Taxilane/Road/Parking	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	12/30/2023	114,528.07
					Vendor 004572 - ASPHALT SURFACING COMPANY Total:	**114,528.07**
					Department 4351 - AIRPORT EXPENSE Total:	**114,528.07**

January 24, 2024

Expense Approval Report by Department

Payment Dates: 1/24/2024 - 1/24/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	6337	AV Gas	101-4351-47820		7,409.50
				Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**7,409.50**
Vendor: 000058 - F & M COOP OIL CO					
F & M COOP OIL CO	8834	Fuel - Airport Tractor	101-4351-43115		278.73
				Vendor 000058 - F & M COOP OIL CO Total:	**278.73**
Vendor: 004273 - KLJ ENGINEERING LLC					
KLJ ENGINEERING LLC	10201878	MDS Taxilane/Road/Parking - Construction	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	4,016.00
KLJ ENGINEERING LLC	10201882	MDS Taxilane/Road/Parking - Construction	101-4351-54330	TAXI/PARK/ACCESS-CONST REIMB	3,746.42
				Vendor 004273 - KLJ ENGINEERING LLC Total:	**7,762.42**
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS					
MIDCONTINENT COMMUNIC...	12517210213799	Business Internet	101-4351-42810		12.40
				Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**12.40**
				Department 4351 - AIRPORT EXPENSE Total:	**15,463.05**