MADISON MUNICIPAL AIRPORT BOARD
AGENDA
March 19, 2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve February 20, 2024 Minutes

Approve March 19, 2024 Agenda

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

UNFINISHED BUSINESS

NEW BUSINESS
1) Ratify Bills – February 14, February 28, March 6

Public Comment

Announcements
1) Next Meeting – April 16, 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
February 20, 2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order 18:00 hrs

Roll Call – Present: Matt Wollmann, Dave Gilbert, Ken Johnson, ex-officio George Colombe, Morris Riggin.
Absent: Commissioner Shaw, Tim Peters, Roy Brown.
Guest: Charlie Keppen

Approve January 16, 2024 Minutes: Motion to approve by Dave, 2nd by Matt; Motion carried.

Approve February 20, 2024 Agenda: Motion to approve by Matt, 2nd by Dave; Motion carried.

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – January 2024: Ken reviewed the KLJ report, Aaron Storm (KLJ) called in to the meeting and gave an update on the AIP #3-46-0029-023-2022 project. The FAA close out letter was received on the 13th. KLJ will provide a more comprehensive report for the next board meeting.
2) Acknowledge Fuel Report – January 2024: Fuel sales were down last month, due to January weather.

UNFINISHED BUSINESS

NEW BUSINESS
1) Loading area for RFS: RFS plans on putting some millings next to the ramp just to the east of the old hangar/tractor shed. The area is muddy and grass does not grow. RFS will park a loading trailer in the area.
2) Ratify Bills – January 10, January 17, January 24; Motion to ratify bills as presented by Dave, 2nd by Matt; Motion carried.

Public Comment: Runway lights are inoperative, preventing night operations at the airport. Repairs have been delayed due to the frozen ground.

Announcements
1) Next Meeting – March 19, 2024

Adjourn: Motion by Ken to adjourn at 18:15 hrs.

Airport Project Status Report

February 29, 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. **The FAA Grant Closeout Letter for AIP Grant #3-46-0029-023-2022 was sent to City of Madison on February 13, 2024.**

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 contractor, Asphalt Surfacing Co. (ASCO), completed construction in 2023. SDDOT, Airport, and KLJ conducted the 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 submitted the FAA Closeout Report on February 29, 2024, for the 2023 project**.

Reconstruct Apron and Taxilane - Design (pending)

KLJ #2405-00194 BIL-AIG #3-46-0029-026-2024

KLJ submitted design scope for FAA and SDDOT review on January 30, 2024. FAA responded to scope on February 13, 2024. KLJ will submit the scope and fee to SDDOT in March for review. The design agreement will be submitted to City of Madison in March for approval, and then will submit a 2024 FAA grant application.

OTHER ITEMS

- KLJ will send City the design agreement for apron and taxilane reconstruction project in March. KLJ will then submit a 2024 FAA grant application.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Review/execute the upcoming agreement for design of apron and taxilane reconstruction project.

ITEMS REQUIRING ACTION BY FAA

- Review closeout report for 2023 construction project.

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

Madison Municipal Airport Fuel Sales YTD

AvGas	2022			2023			2024			Purchases		
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	Current Sale Price
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	$ -	3,465.26	$ 16,667.88	$ -			
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	4,538.17	$21,828.58	$7,409.50			

Jet Fuel	2022			2023			2024			Purchases		
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	Current Sale Price
January	-	$ -	$ -	-	$ -	$ -	180.33	842.14	-			
February	-	$ -	$ -	-	$ -	$ -	283.46	1,323.76	-			
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	463.79	$2,165.90	$0.00			

Total Gallons	13,874.72			60,639.80			5,001.96		
Total Revenue		$65,797.56			$317,618.06			$23,994.48	
Total Fuel Purchased			$48,635.20			$247,465.77			$7,409.50

Feb 2024

FUELMASTER TRANSACTION LISTING

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 2/1/2024 Time: 12:00:00AM

To Date: 2/29/2024 Time: 11:59:59PM

Print Date: 3/18/2024 Time: 10:01:30AM

Product Summary for all Transactions

Product	Description	Transactions	Quantity	Total Cost
1	Jet A Fuel	5	283.46 GL	1,323.76
2	100LL Av. Gas	54	3,465.26 GL	16,667.88
Total Product Summary:		**59**	**3,748.72**	**17,991.64**

February 14, 2024

Expense Approval Report by Department

Payment Dates: 2/14/2024 - 2/14/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	21759	Monthly Software & Maintenance	101-4351-42210		14.78
				Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**14.78**
				Department 4351 - AIRPORT EXPENSE Total:	**14.78**

February 28, 2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name		Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS						
MIDCONTINENT COMMUNIC...	12517210213856	Business Internet	101-4351-42810			13.11
					Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**13.11**
					Department 4351 - AIRPORT EXPENSE Total:	**13.11**

March 6, 2024

Expense Approval Report by Department

Post Dates: 3/6/2024 - 3/6/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 005006 - BLUEPEAK						
BLUEPEAK	INV0003399	Phone & Internet	101-4351-42810		03/06/2024	210.59
BLUEPEAK	INV0003400	Phone & Internet	101-4351-42810		03/06/2024	261.10
					Vendor 005006 - BLUEPEAK Total:	**471.69**
Vendor: 005440 - RIGGIN/MORRIS A						
RIGGIN/MORRIS A	INV0003353	Fuel Stipend - 4th Qtr 2022	101-4351-42210		03/06/2024	2,543.92
RIGGIN/MORRIS A	INV0003354	Fuel Stipend - 1st Qtr 2023	101-4351-42210		03/06/2024	1,165.68
RIGGIN/MORRIS A	INV0003355	Fuel Stipend - 2nd Qtr 2023	101-4351-42210		03/06/2024	3,838.06
RIGGIN/MORRIS A	INV0003356	Fuel Stipend - 3rd Qtr 2023	101-4351-42210		03/06/2024	6,613.85
RIGGIN/MORRIS A	INV0003357	Fuel Stipend - 4th Qtr 2023	101-4351-42210		03/06/2024	3,648.62
RIGGIN/MORRIS A	INV0003358	Fuel Stipend - Jan 2024	101-4351-42210		03/06/2024	313.31
					Vendor 005440 - RIGGIN/MORRIS A Total:	**18,123.44**
					Department 4351 - AIRPORT EXPENSE Total:	**18,595.13**