MADISON MUNICIPAL AIRPORT BOARD
AGENDA
JUNE 18, 2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Approve May 21, 2024 Minutes

Approve June 18, 2024 Agenda

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

UNFINISHED BUSINESS

NEW BUSINESS
1) Review – City Ordinance No. 1669 – Set Membership of Airport Board
2) Ratify Bills – May 1, May 8, May 15, May 29, June 5

Public Comment

Announcements
1) Next Meeting – July 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
May 21, 2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order 18:00 hrs
Roll Call: Present: Matt Wollmann, Dave Gilbert, Ken Johnson, Tim Peters, Roy Brown, ex-officio George Colombe. **Absent:** Commissioner Shaw**,** Morris Riggin
Guests: Mayor Lindsay, Aaron Storm[KLJ], Isaac Wilde, Charlie Keppen

Approve April 16, 2024 Minutes: Motion to approve by Dave, 2nd by Roy, motion carried

Approve May 21, 2024 Agenda: Motion to approve by Tim, 2nd by Matt, motion carried

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – April 2024: Ken reviewed the KLJ report with the board, action required by city/airport board is to Sign BIL-AIG grant off by FAA if received in May, 2024. Aaron reported that KLJ has received construction documentation for a new 90 X 50 hangar to be constructed by Robert Lee. The information has been forwarded to the FAA for review and approval of the hangar height. The approval is expected to take about a month. The airport CIP has been reviewed, KLJ and the FAA are looking at a possible ramp enlargement and/or defining a percentage of aircraft tie down sites that would be allocated to transient aircraft as a resolution to the decrease in FAA airport funding that was imposed in March 2024.
2) Acknowledge Fuel Report – April 2024: The fuel sales, purchases and revenue were reviewed by the Board

UNFINISHED BUSINESS: Mayor Lindsay presented the board with the proposed ordinance [16XX] to set membership of the airport board. Publications of the ordinance Readings are forthcoming.

NEW BUSINESS
1) Update on Wilde – Discuss: When should the Airport Board be involved and resolution of problems. The Airport Board should be informed about airport issues that involve safety and airport governance and document any problems or issues that arise is required. All parties involved should receive copies of the documentation. The discussion centered around what constitutes a runway incursion and the FAA interpretation of the incursion rule. The board believes that most problems/issues can be resolved by all parties talking to resolve any difficulty.
2) Election of Officers: **Motion by** Ken to appoint Matt Wollmann as President, 2nd by Tim, Motion carried
Motion by Roy to appoint Tim Peters as Vice President, 2nd by Dave, Motion carried
Motion by Tim to appoint George Colombe as Secretary, 2nd by Matt, Motion carried
3) Ratify Bills – April 10, April 17, April 24, **Motion by** Tim to ratify bills as presented, 2nd by Matt, motion carried

Public Comment

Announcements
1) Next Meeting – June 18, 2024

Adjourn: Motion by Ken to Adjourn 18:51 hrs

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Airport Project Status Report

May 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

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. The City of Madison approved and signed the Closeout Reports in April. KLJ submitted the Closeout Reports to SDDOT & FAA on May 1, 2024. SDDOT submitted the Ready For Closeout Report for both grants. Both the AIP 24 & BIL 25 closeouts are currently under review by FAA. On May 29, 2024, the FAA sent an email stating that AIP 24 was reviewed and is ready for final reimbursement.

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. The design proposal fee was approved by SDDOT in March. The design agreement and grant application were sent to the City for approval. KLJ submitted the BIL-AIG grant application to SDDOT & FAA on April 5, 2024.

The schedule for this project is:

1. Prepare the engineering design contract in early 2024 to obtain FY 2024 FAA BIL-AIG grant.
2. Pavement soil borings will be completed during the summer/fall of 2024.
3. Design the project over the summer, fall, and winter of 2024/2025.
4. Bid the project in the spring of 2025.
5. Apply for a construction grant in FY 2025 using Entitlement, BIL, and State Apportionment funding.
6. Anticipated construction in the summer of 2025, pending funding.

OTHER ITEMS

- Airport met with FAA/SDDOT on May 14, 2024, for FY2025 CIP Meeting (Capital Improvement Program).

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Await BIL-AIG grant offer by FAA. Sign grant if received in the month of June.

ITEMS REQUIRING ACTION BY FAA

- Review closeout reports for 2023 construction grants AIP 24 & BIL 25.
- Review 2024 BIL-AIG grant application (received April 5, 2024).

Reported by: Aaron Storm, PE
KLJ Engineering
(605) 444-1864 Aaron.Storm@kljeng.com

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	$ -	3,350.01	$ 16,530.31	$ 33,447.72			
April	2,047.88	$ 10,239.40	$ -	2,804.89	$ 14,458.56	$ 15,041.25	3,395.52	$ 16,875.73	$ 7,323.60			
May	4,194.75	$ 20,973.75	$ -	6,864.36	$ 35,522.36	$ 34,163.60	3,898.56	$ 19,375.86	$ 28,276.92			
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	15,182.26	$74,610.48	$76,457.74			

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	$ -	-	$ -	$ -	689.44	3,219.69				
April	756.07	$ 2,495.04	$ 8,928.40	37.93	$ 199.13	$ -	1,255.15	5,861.56	-			
May	1,165.61	$ 5,186.96	$ -	289.42	$ 1,519.45	$ -	1,153.90	5,388.72	-			
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	3,562.28	$16,635.87	$0.00			

Total Gallons	13,874.72			60,639.80			18,744.54		
Total Revenue		$65,797.56			$317,618.06			$91,246.35	
Total Fuel Purchased			$48,635.20			$247,465.77			$76,457.74

May 2024

FUELMASTER TRANSACTION LISTING

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 5/1/2024 Time: 12:00:00AM

To Date: 5/31/2024 Time: 11:59:59PM

Print Date: 6/17/2024 Time: 10:31:17AM

Product Summary for all Transactions

Product	Description	Transactions	Quantity	Total Cost
1	Jet A Fuel	10	1,153.90 GL	5,388.72
2	100LL Av. Gas	49	3,898.56 GL	19,375.86
Total Product Summary:		**59**	**5,052.46**	**24,764.58**

ORDINANCE NO. 1669

AN ORDINANCE TO SET MEMBERSHIP OF AIRPORT BOARD

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MADISON, SOUTH DAKOTA:

That Chapter 8 – Aviation, Article II – Municipal Airport, Section 8-51 – Members, Term of Office of the Revised Ordinances of the City of Madison, also known as the Code of Ordinances, be amended as follows:

Sec. 8-51. - Members, term of office.

(a) The Mayor shall nominate, with the approval of the governing body, an Airport Board consisting of five members. Not less than three members of the Airport Board shall be duly qualified residents and electors of the City. Two members may be residents and electors of Lake County, residing outside the corporate limits of the City.

(b) The terms of the office shall be for five years, and so arranged that the term of only one member shall expire each year and that all such expiring terms shall terminate on the first Monday in May.

(c) Members of the Board shall receive no compensation for performing their duties as members of the Board.

(d) The Mayor may nominate, with the approval of the governing body, one member of the City Commission to serve as ex-officio member of the Airport Board with no voting rights. The ex-officio member may serve as long as a member of the City Commission.

(e) The City Commission may remove a member of the Airport Board due to repeated absences from Airport Board meetings or other just cause.

Dated this ___ day of ___________, 2024.

CITY OF MADISON

____
Mayor

Attest: ________________________
Finance Officer

1st Reading: June 3, 2024
2nd Reading: June 17, 2024
Published:
Effective:

May 1, 2024

Expense Approval Report by Department

Payment Dates: 5/1/2024 - 5/1/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name		Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 005006 - BLUEPEAK						
BLUEPEAK	INV0003638	Phone & Internet	101-4351-42810			260.87
					Vendor 005006 - BLUEPEAK Total:	**260.87**
Vendor: 000832 - REMOTE SYSTEMS INTEGRATION						
REMOTE SYSTEMS INTEGRAT...	3000	Unscheduled Service	101-4351-42210			2,988.55
REMOTE SYSTEMS INTEGRAT...	3000	AWOS Parts	101-4351-42560			14,760.00
					Vendor 000832 - REMOTE SYSTEMS INTEGRATION Total:	**17,748.55**
					Department 4351 - AIRPORT EXPENSE Total:	**18,009.42**

May 8, 2024

Expense Approval Report by Department

Post Dates: 5/8/2024 - 5/8/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 000275 - HEIMAN INC						
HEIMAN INC	48111	Extinguisher Inspections	101-4351-42210		05/08/2024	51.00
HEIMAN INC	48111	Extinguisher Replacements - outdated	101-4351-43260		05/08/2024	1,087.00
					Vendor 000275 - HEIMAN INC Total:	**1,138.00**
Vendor: 006159 - MIDWEST PETROLEUM EQUIPMENT LLC						
MIDWEST PETROLEUM EQUI...	4901	POS Work Order Labor/Travel	101-4351-42210		05/08/2024	273.00
					Vendor 006159 - MIDWEST PETROLEUM EQUIPMENT LLC Total:	**273.00**
					Department 4351 - AIRPORT EXPENSE Total:	**1,411.00**

May 15, 2024

Expense Approval Report by Department

Payment Dates: 5/15/2024 - 5/15/2024

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...	674862	Aviation Gas	101-4351-47820		15,123.16
COLES PETROLEUM PRODUC...	674889	Aviation Gas	101-4351-47820		13,153.76
				Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**28,276.92**
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	22345	Monthly Software & Maintenance	101-4351-42210		23.79
				Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**23.79**
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS					
MIDCONTINENT COMMUNIC...	10764710314007	Business Internet	101-4351-42810		9.87
				Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**9.87**
				Department 4351 - AIRPORT EXPENSE Total:	**28,310.58**

May 29, 2024

Payment Dates: 5/29/2024 - 5/29/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005006 - BLUEPEAK					
BLUEPEAK	INV0003789	Phone & Internet	101-4351-42810		276.31
				Vendor 005006 - BLUEPEAK Total:	**276.31**
Vendor: 005973 - HANCO CORPORATION					
HANCO CORPORATION	108771-00	Tractor Tires	101-4351-43115		347.74
				Vendor 005973 - HANCO CORPORATION Total:	**347.74**
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS					
MIDCONTINENT COMMUNIC...	12517210214025	Business Internet	101-4351-42810		13.11
				Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**13.11**
				Department 4351 - AIRPORT EXPENSE Total:	**637.16**

June 5, 2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 000181 - APPEARA						
APPEARA	0947716	Mat Rentals - Airport	101-4351-42210		06/05/2024	55.38
APPEARA	0956193	Mat Rentals - Airport	101-4351-42210		06/05/2024	55.17
APPEARA	0960439	Mat Rentals - Airport	101-4351-42210		06/05/2024	51.20
APPEARA	0964694	Mat Rentals - Airport	101-4351-42210		06/05/2024	55.06
APPEARA	0973370	Mat Rentals - Airport	101-4351-42210		06/05/2024	54.85
					Vendor 000181 - APPEARA Total:	**271.66**
Vendor: 004273 - KLJ ENGINEERING LLC						
KLJ ENGINEERING LLC	10207033	MDS - Reconstruct Apron & Taxilane - Design Phase	101-4351-54330	FBO APRON & TAXILANE-DESIGN REIMB	06/05/2024	6,500.00
					Vendor 004273 - KLJ ENGINEERING LLC Total:	**6,500.00**
					Department 4351 - AIRPORT EXPENSE Total:	**6,771.66**