MADISON MUNICIPAL AIRPORT BOARD
AGENDA
11/19/2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Roll Call:

Approve September 16, 2024, Minutes

Approve November 19, 2024, Agenda

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

UNFINISHED BUSINESS

Traffic Pattern

Tractor Repair update

NEW BUSINESS

Ratify Bills

Public Comment

Announcements
1) Next Meeting – December 17, 2024

Motion to 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
Notes
9/17/2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Roll Call: Kenny Johnson, Mathew Wollmann, Dave Gilbert, Morris Riggin, Roy Lindsey, Aaron Strom and Mason from KLJ

Approve August 20, 2024, Minutes Kenny Motioned Dave 2nd

Approve September 17, 2024, Agenda: Dave Motioned Kenny 2nd

Appearances/Acknowledgements/Correspondence
1) Acknowledge KLJ Status Report – November 2024 **Acknowledged –**
2) Acknowledge Fuel Report – **Acknowledged -**

UNFINISHED BUSINESS

Dirt Pile I field needed removed for tied downs - **DONE**
Traffic Pattern

Tractor Repair update

NEW BUSINESS

Traffic Pattern – will address with drawings at next meeting.

Tractor Repair update – Still being discussed.

Ratify Bills: Dave motioned Kenny 2nd second

Public Comment

Announcements
1) Next Meeting – October 15,2024

Motion to Adjourn; Dave motioned to Adjourn

Airport Project Status Report

October 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. Nancy Hiller with SDDOT sent the "Ready For Closeout Report" for both grants to FAA.

On May 29, 2024, the FAA sent an email stating that AIP grant 24 was reviewed and ready for final reimbursement.

On June 10, 2024, SDDOT emailed that AIP grant 24 final reimbursement payment #3F was processed to the City of Madison (letter dated June 7).

Madison is receiving a grant amendment for BIL-AIG grant 25 to cover eligible costs for electrical installations. FAA sent a Letter Amendment dated June 12, 2024, to increase the grant amount for BIL-AIG grant 25. SDDOT approved the state 5% cost of the amendment through the Aeronautics Commission's meeting on July 18, 2024.

On September 11, 2024, SDDOT emailed that BIL-AIG grant 25 final reimbursement payment #3F was processed to the City of Madison.

On October 18, 2024, FAA sent the Grant Closeout Letter for AIP grant 24 to Mayor Roy Lindsay, stating all the project's conditions were met and Canton complied with the terms of the grant agreement.

The final item for these dual grants project is FAA to issue the Grant Closeout Letter for BIL-AIG grant 25.

Reconstruct Apron and Taxilane - Design

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

KLJ submitted the BIL-AIG grant application to SDDOT and FAA on April 5, 2024. The City of Madison signed the BIL-AIG grant 26 on June 18, 2024.

The schedule for the design project is as follows:

1. Prepare the engineering design contract in early 2024 to obtain FY 2024 FAA BIL-AIG grant. Completed.
2. Pavement soil borings will be completed during the summer of 2024. Completed.
3. Design the project over the summer, fall, and winter of 2024/2025. Partially complete.
    a. Preliminary design meeting with engineer and owner held in September.
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

- KLJ prepared and submitted Pre-Applications for FY2025 grants in October to SDDOT & FAA for review.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None.

ITEMS REQUIRING ACTION BY FAA/SDDOT

- FAA to issue the Grant Closeout Letter for BIL-AIG #3-46-0029-025-2023.

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
	Kyle Sebesta, FAA DAK-MIN ADO	Kyle.E.Sebesta@faa.gov
	Jon Becker, SDDOT	Jon.Becker@state.sd.us
	Brock Antijunti, SDDOT	Brock.Antijunti@state.sd.us
	Nancy Hiller, SDDOT	Nancy.Hiller@state.sd.us
	Adam Shaw, City of Madison	Adam.Shaw@cityofmadisonsd.com
	Amy Sad, City of Madison	Amy.Sad@cityofmadisonsd.com
	Barbara Minnick, City of Madison	Barbara.Minnick@cityofmadisonsd.com
	Heather Peterson, City of Madison	Heather.Peterson@cityofmadisonsd.com
	Finance office, City of Madison	finance@cityofmadisonsd.com
	Brady Brockel, KLJ Engineering	Brady.Brockel@kljeng.com
	Jake Braunagel, KLJ Engineering	Jake.Braunagel@kljeng.com

9/11/24

Expense Approval Report by Department

Payment Dates: 9/11/2024 - 9/12/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name		Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 003890 - ACE HARDWARE						
ACE HARDWARE	181716/2	Air Filters	101-4351-42530			14.99
ACE HARDWARE	181749/2	Air Filters	101-4351-42530			6.99
ACE HARDWARE	181752/2	Air Filters	101-4351-42530			33.92
					Vendor 003890 - ACE HARDWARE Total:	**55.90**
Vendor: 000181 - APPEARA						
APPEARA	1002178	Mat Rentals - Airport	101-4351-42210			48.76
					Vendor 000181 - APPEARA Total:	**48.76**
					Department 4351 - AIRPORT EXPENSE Total:	**104.66**

Expense Approval Report by Department

Payment Dates: 9/25/2024 - 9/26/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	23148	Monthly Software & Maintenance	101-4351-42210		25.40
				Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**25.40**
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS					
MIDCONTINENT COMMUNIC...	12517210214265	Business Internet	101-4351-42810		13.11
				Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**13.11**
Vendor: 005440 - RIGGIN/MORRIS A					
RIGGIN/MORRIS A	INV0004404	Fuel Stipend - 2nd Qtr 2024	101-4351-42210		3,773.40
				Vendor 005440 - RIGGIN/MORRIS A Total:	**3,773.40**
				Department 4351 - AIRPORT EXPENSE Total:	**3,811.91**

10/2/24

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005006 - BLUEPEAK					
BLUEPEAK	INV0004477	Phone & Internet	101-4351-42810		283.73
				Vendor 005006 - BLUEPEAK Total:	**283.73**
				Department 4351 - AIRPORT EXPENSE Total:	**283.73**

10/9/24

Expense Approval Report by Department

Post Dates: 10/3/2024 - 10/9/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Post Date	Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 004273 - KLJ ENGINEERING LLC						
KLJ ENGINEERING LLC	10213757	MDS Reconstruct Apron and Taxilane - Design Phase	101-4351-54300	FBO APRON & TAXILANE-DESIGN REIMB	10/09/2024	19,500.00
					Vendor 004273 - KLJ ENGINEERING LLC Total:	**19,500.00**
					Department 4351 - AIRPORT EXPENSE Total:	**19,500.00**

10/16/24

Expense Approval Report by Department

Payment Dates: 10/16/2024 - 10/17/2024

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...	676157	Av Gas	101-4351-47820		33,923.28
				Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:	**33,923.28**
Vendor: 000060 - FIRST MADISON INSURANCE					
FIRST MADISON INSURANCE	16256	General Liability Renewal - PR00173124	101-4351-42110		3,003.00
				Vendor 000060 - FIRST MADISON INSURANCE Total:	**3,003.00**
				Department 4351 - AIRPORT EXPENSE Total:	**36,926.28**

10/23/24

Expense Approval Report by Department

Post Dates: 10/23/2024 - 10/24/2024

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 ...	1YW1-9GL9-XFTD	Halogen Airfield Lamp	101-4351-43520		10/23/2024	145.11
					Vendor 006007 - AMAZON CAPITAL SERVICES INC Total:	**145.11**
Vendor: 000181 - APPEARA						
APPEARA	1019490	Mat Rental - Airport	101-4351-42210		10/23/2024	62.38
					Vendor 000181 - APPEARA Total:	**62.38**
Vendor: 005394 - INFOTECH SOLUTIONS LLC						
INFOTECH SOLUTIONS LLC	23395	Monthly Software & Maintenance	101-4351-42210		10/23/2024	25.39
					Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	**25.39**
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS						
MIDCONTINENT COMMUNIC...	12517210214321	Business Internet - #12517210214321	101-4351-42810		10/23/2024	13.11
					Vendor 006069 - MIDCONTINENT COMMUNICATIONS Total:	**13.11**
					Department 4351 - AIRPORT EXPENSE Total:	**245.99**

Expense Approval Report by Department

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name		Amount
Department: 4351 - AIRPORT EXPENSE						
Vendor: 003890 - ACE HARDWARE						
ACE HARDWARE	182548/2	Water Fountain	101-4351-42530			1,299.99
					Vendor 003890 - ACE HARDWARE Total:	**1,299.99**
Vendor: 006007 - AMAZON CAPITAL SERVICES INC						
AMAZON CAPITAL SERVICES ...	1VL9-FDW7-9P6M	Halogen Airfield Lamps	101-4351-43520			493.59
					Vendor 006007 - AMAZON CAPITAL SERVICES INC Total:	**493.59**
					Department 4351 - AIRPORT EXPENSE Total:	**1,793.58**

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	$ -	4,126.87	$ 21,842.64	$ 29,729.73			
July				8,258.41	$ 44,132.11	$ 35,129.59	6,101.48	$ 33,769.12	$ 23,066.90			
August				5,258.68	$ 29,498.53	$ 41,358.17	4,700.46	$ 28,625.75	$ -			
September				3,747.97	$ 21,702.57	$ -	4,604.63	$ 28,042.19	$ 35,040.00			
October				2,732.37	$ 16,640.15	$ 42,279.88	3,992.30	$ 23,332.42	$ 33,923.28			
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	38,708.00	$210,222.60	$198,217.65			

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	1,263.54	5,167.88	$ 7,414.80			
July				5,916.24	$ 24,341.17	$ 15,346.98	7,147.69	30,529.91	$ 19,920.00			
August				2,258.63	$ 9,305.56	$ 11,948.75	7,392.56	35,853.88	$ 33,046.90			
September				746.56	$ 3,075.83	$ -	1,390.60	6,744.41	$ -			
October				1,847.78	$ 8,145.25	$ 6,054.25	550.76	2,671.18	$ -			
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	21,307.43	$97,603.13	$60,381.70			

Total Gallons	13,874.72	60,639.80	60,015.43
Total Revenue	$65,797.56	$317,618.06	$307,825.73
Total Fuel Purchased	$48,635.20	$247,465.77	$258,599.35

FUELMASTER TRANSACTION LISTING

Oct. 2024

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 10/1/2024 Time: 12:00:00AM

To Date: 10/31/2024 Time: 11:59:59PM

Print Date: 11/12/2024 Time: 8:27:30AM

Product Summary for all Transactions

Product	Description	Transactions	Quantity	Total Cost
1	Jet A Fuel	5	550.76 GL	2,671.18
2	100LL Av. Gas	78	3,992.30 GL	23,332.42
Total Product Summary:		**83**	**4,543.06**	**26,003.60**

FUELMASTER TRANSACTION LISTING

Sept. 2024

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 9/1/2024 Time: 12:00:00AM
To Date: 9/30/2024 Time: 11:59:59PM

Print Date: 11/5/2024 Time: 12:07:06PM

Product Summary for all Transactions

Product	Description	Transactions	Quantity	Total Cost
1	Jet A Fuel	9	1,390.60 GL	6,744.41
2	100LL Av. Gas	67	4,604.63 GL	28,042.19
Total Product Summary:		**76**	**5,995.23**	**34,786.60**