

MADISON MUNICIPAL AIRPORT BOARD
AGENDA
12/17/2024
6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Roll Call:

Approve November 19, 2024, Minutes

Approve December 17, 2024, Agenda

Appearances/Acknowledgements/Correspondence

- 1) Acknowledge KLJ Status Report – November 2024
- 2) Acknowledge Fuel Report – If available

UNFINISHED BUSINESS

None

NEW BUSINESS

Flags

Shed Installment request

Ratify Bills:

Public Comment

Announcements

- 1) Next Meeting – January 21, 2025

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
AGENDA
11/19/2024
6:00pm - Airport Lobby - 1600 Airport Drive**

Call to Order 18:00 hrs

Roll Call: Present: Matt Wollmann, Ken Johnson, Tim Peters, Roy Brown, Morris Riggin,

Absent: Dave Gilbert, ex-officio Mayor Lindsay:

Guest:

Approve September 16, 2024 Minutes: Motion to approve by Tim 2nd by Ken, motion carried

Approve November 19, 2024 Agenda: Motion to approve by Ken , 2nd by Roy motion carried

Appearances/Acknowledgements/Correspondence

1) Acknowledge KLJ Status Report – November 2024: Matt reviewed the KLJ report and everything looks to be on schedule with no actions needed.

2) Acknowledge Fuel Report – The board reviewed fuel sales for Sept and October 2024

UNFINISHED BUSINESS

Traffic Pattern: Discussion about unusual entry into the traffic pattern. The board agreed that aircraft should use FAA regulation and procedures for flight in the airport traffic pattern

Tractor Repair update: Tractor has been delivered and awaiting repairs.

NEW BUSINESS

Ratify Bills: Motion to ratify bills as presented by Tim, 2nd by Ken, motion carried

Public Comment

Announcements

1) Next Meeting – December 17, 2024

18:18 hrs: Motion by Roy to adjourn, 2nd by Tim, motion carried

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.

11/6/24

Expense Approval Report by Department

Vendor Name Payable Number
Department: 4351 - AIRPORT EXPENSE
Vendor: 005006 - BLUEPEAK
BLUEPEAK INV0004636

Post Dates: 11/6/2024 - 11/6/2024

Description (Item)	Account Number	Project Account Name	Post Date	Amount
Phone and Internet 014997301	101-4351-42810		11/06/2024	262.33
Vendor 005006 - BLUEPEAK Total:				262.33
PVC Parts	101-4351-42530		11/06/2024	23.42
Faucet Parts	101-4351-42530		11/06/2024	33.67
Faucet parts	101-4351-42530		11/06/2024	14.45
PVC Wedge, Plumbers Caulk, Ring/Horn	101-4351-42530		11/06/2024	12.26
Vendor 000151 - TIMMER SUPPLY CO Total:				83.80
Department 4351 - AIRPORT EXPENSE Total:				346.13

11/13/24

Expense Approval Report by Department

Payment Dates: 11/13/2024 - 11/14/2024

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 000181 - APPEARA					
APPEARA	1006460	Mat Rental - Airport	101-4351-42210		35.14
APPEARA	1010698	Mat Rental - Airport	101-4351-42210		44.73
APPEARA	1014963	Mat Rental - Airport	101-4351-42210		48.86
APPEARA	1023616	Mat Rental - Airport	101-4351-42210		73.74
Vendor 000181 - APPEARA Total:					202.47
Vendor: 000275 - HEIMAN INC					
HEIMAN INC	51332	Extinguisher Inspection	101-4351-42210		45.00
Vendor 000275 - HEIMAN INC Total:					45.00
Vendor: 000394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	23546	Computer & Software Subscription Fees	101-4351-42210		25.39
Vendor 000394 - INFOTECH SOLUTIONS LLC Total:					25.39
Vendor: 006159 - MIDWEST PETROLEUM EQUIPMENT LLC					
MIDWEST PETROLEUM EQUI...	16644	Work Order 6815 All Pumps Down	101-4351-42210		4,415.44
Vendor 006159 - MIDWEST PETROLEUM EQUIPMENT LLC Total:					4,415.44
Vendor: 005440 - RIGGIN/MORRIS A					
RIGGIN/MORRIS A	INV0004670	Fuel Stipend - 3rd Qtr. 2024	101-4351-42210		7,834.37
Vendor 005440 - RIGGIN/MORRIS A Total:					7,834.37
Vendor: 000151 - TIMMER SUPPLY CO					
TIMMER SUPPLY CO	1526203-1	Faucet(MO-7545C)	101-4351-42530		353.81
TIMMER SUPPLY CO	1526238-0	Faucet (MO67315C)	101-4351-42530		-215.00
Vendor 000151 - TIMMER SUPPLY CO Total:					138.81
Department 4351 - AIRPORT EXPENSE Total:					12,661.48

11/20/24

Expense Approval Report by Department					Post Dates: 11/20/2024 - 11/21/2024	
Vendor Name	Payable Number		Project Account Name	Post Date	Amount	
Department: 4351 - AIRPORT EXPENSE						
Vendor: 000832 - REMOTE SYSTEMS INTEGRATION						
REMOTE SYSTEMS INTEGRAT ... 8234						
Vendor: 000151 - TIMMER SUPPLY CO						
TIMMER SUPPLY CO	1526551-1	PVC Parts	101-4351-42530	11/20/2024	180.00	
TIMMER SUPPLY CO	1526552-1	Parts - Sink	101-4351-42530	11/20/2024	-11.77	
TIMMER SUPPLY CO	1526554-1	Parts - Sink	101-4351-42530	11/20/2024	-0.98	
Vendor 000151 - TIMMER SUPPLY CO Total:					-2.72	
Department 4351 - AIRPORT EXPENSE Total:					-15.47	
					164.53	

11/27/24

Expense Approval Report by Department				Payment Dates: 11/27/2024 - 11/29/2024	
Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 004273 - KJ ENGINEERING LLC					
KJ ENGINEERING LLC	10217044	MDS - Reconstruct Apron & Taxi lane - Design Phase	101-4351-54300	FBO APRON & TAXILANE- DESIGN REIMB	4,500.00
Vendor: 004273 - KJ ENGINEERING LLC Total:					4,500.00
Vendor: 000089 - LAKE COUNTY INTERNATIONAL INC					
LAKE COUNTY INTERNATIONAL... 37762					
Lock, Handle, Oil Pressure Switch(Airport Tractor)					243.18
Vendor: 006069 - MIDCONTINENT COMMUNICATIONS					
MIDCONTINENT COMMUNIC... 12517210214379					
Business Internet - Back-up					13.11
Vendor: 003620 - STURDEVANTS MADISON INC					
STURDEVANTS MADISON INC 827041957					
Hydraulic Parts - Airport Tractor					98.56
Vendor: 003620 - STURDEVANTS MADISON INC Total:					98.56
Vendor: 000719 - SYN-TECH SYSTEMS					
SYN-TECH SYSTEMS 305313					
Receipt Paper					164.50
Vendor 000719 - SYN-TECH SYSTEMS Total:					164.50
Department 4351 - AIRPORT EXPENSE Total:					5,019.35



Airport Project Status Report

November 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

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 received 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.

On November 18, 2024, FAA sent the Grant Closeout Letter for AIP grant 25 to Mayor Roy Lindsay, stating all the project's conditions were met and Canton complied with the terms of the grant agreement. This will be the last work update for this project, as all project documents are completed.

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.
 - b. Engineering Design Report and Apron Use Plan submitted on September 19, 2024.

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.

Airport Layout Plan (ALP) Update & Master Plan, Narrative, AGIS, Exhibit A & Land Use Plan - Planning (pending)

KLJ #

AIP #

OTHER ITEMS

- KLJ prepared and submitted Pre-Applications for FY2025 grants in October to SDDOT & FAA for review. The FAA stated that they will send project readiness/pre-application review letters.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None.

ITEMS REQUIRING ACTION BY FAA/SDDOT

- None.

Reported by: Aaron Storm, PE
KLJ Engineering
(605) 444-1864

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cc: Michelle Basquin, FAA DAK-MIN ADO
Kyle Sebesta, FAA DAK-MIN ADO
Jon Becker, SDDOT
Brock Antijunti, SDDOT
Nancy Hiller, SDDOT
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Amy Sad, City of Madison
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