

MADISON MUNICIPAL AIRPORT BOARD

Agenda

4/15/2025

6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Roll Call:

Approve March 18 and March 22, 2025, Minutes

Approved April 18,2025 Agenda

Appearances/Acknowledgements/Correspondence

1) Acknowledge KLJ Status Report –

2) Acknowledge Fuel Report –

UNFINISHED BUSINESS

NEW BUSINESS

City's change to the Facility Agreement

Paint Fuel Tanks

Hangar Door on 1700 heated hangar

Ratify Bills-

Public Comment

Announcements

1) Next Meeting – March 18,2025

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

Minutes

3/18/2025

6:00pm - Airport Lobby - 1600 Airport Drive

Call to Order

Roll Call: Tim, Roy, Dave, Roy (Mayor) Morris, Charlie

Approve February 2025 Minutes Dave motioned to approve Roy Seconded

Approve March 18,2025 Agenda Roy motioned to approve Dave seconded

Appearances/Acknowledgements/Correspondence

- 1) Acknowledge KLJ Status Report -February
 - 2) KLJ Construction information on spray pads – Cost approximately \$200,000 and most likely not funded by the FAA
 - 3) KLJ Construction updates April 3rd bids opens for ramp construction with potential start dates in June.
- 2) Acknowledge Fuel Report – Jan and February 2025

UNFINISHED BUSINESS

NEW BUSINESS

Riggin Flight Service Spray Application- Tabled to special meeting

Wilde Spray application – Tabled to special meeting

Riggin Flight Service Parking lot request – To put a parking pad on the west side of the building Dave Motioned Roy second to approve

Ratify Bills- Dave motioned to ratify bills and Roy Seconded to approve the ratification.

Public Comment

Announcements

- 1) Next Meeting – May 20, 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
3/22/2025
9:00AM - Airport - 1600 Airport Drive

Call to Order 09:00 hrs

Roll Call: Present: Matt Wollmann, Ken Johnson, Roy Brown, Dave Gilbert, Tim Peters, Morris Riggin, ex-officio Mayor Lindsay:
Guest: Isaac Wilde & 2 Associates, Ben Bergquist

UNFINISHED BUSINESS

Discussion was held about aircraft safety and traffic pattern problems that have occurred in the past. All parties agreed that safety on the ground and in the air is the primary goal. Following standard FAA and local airport standards and guide lines can help protect spray operators and the City of Madison from potential liability in the event and accident does occur.

All parties agreed to provide written documentation to all entities involved in any incident and to the City of Madison and the Airport Manager.

Everyone agreed to have a meeting to create flying/operational safety procedures for the coming year. The meeting is scheduled for Monday, April 24 at 11:00 am at the airport.

Wilde Spray Application: Motion by Tim to Approve Wilde Spray application subject to attending the coordination meeting. 2nd by Ken, Motion carried

Riggin Flight Service spray application : Motion by Roy, to Approve Riggin Flight Service, Spray Application. 2nd by Dave. Motion carried.

Announcements

1) Next Meeting – April 15, 2025

Motion to Adjourn: 09:45 am. Motion to adjourn by Tim, 2nd by Ken, 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.

Madison Municipal Airport Fuel Sales YTD

AvGas	2023			2024			2025			Purchases		Current Sale Price
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	
January	1,088.97	\$ 5,743.62	\$ -	1,072.91	\$ 5,160.70	\$ 7,409.50	419.31	\$ 2,260.41	\$ -			
February	2,123.94	\$ 11,304.65	\$ -	3,465.26	\$ 16,667.88	\$ -	2,355.16	\$ 12,694.30	\$ -			
March	1,409.73	\$ 7,618.20	\$ -	3,350.01	\$ 16,530.31	\$ 33,447.72	2,890.20	\$ 15,575.00	\$ -			
April	2,804.89	\$ 14,458.56	\$ 15,041.25	3,395.52	\$ 16,875.73	\$ 7,323.60						
May	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	\$ -	2,480.91	\$ 14,339.63	\$ -						
December	3,325.15	\$ 18,934.31	\$ 31,424.40	2,170.41	\$ 12,517.34	\$ 23,429.47						
Totals	47,334.83	\$260,612.20	\$199,396.89	43,359.32	\$237,079.57	\$221,647.12	5,664.67	\$30,529.71	\$0.00			

Jet Fuel	2023			2024			2025			Purchases		Current Sale Price
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Price/Gal	
January	-	\$ -	\$ -	180.33	\$ 842.14	\$ -	-	\$0.00	\$ -			
February	-	\$ -	\$ -	283.46	\$ 1,323.76	\$ -	-	\$0.00	\$ -			
March	-	\$ -	\$ -	689.44	\$ 3,219.69	\$ -	162.19	\$771.34	\$ -			
April	37.93	\$ 199.13	\$ -	1,255.15	\$ 5,861.56	\$ -						
May	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	\$ -	216.03	\$ 1,047.75	\$ -						
December	807.91	\$ 3,813.33	\$ 7,918.40	50.00	\$ 242.50	\$ -						
Totals	13,304.97	\$57,005.86	\$48,068.88	21,573.46	\$98,893.38	\$60,381.70	162.19	\$771.34	\$0.00			

Total Gallons	60,639.80			64,932.78			5,826.86					
Total Revenue		\$317,618.06			\$335,972.95			\$31,301.05				
Total Fuel Purchased			\$247,465.77			\$282,028.82			\$0.00			

FUELMASTER TRANSACTION LISTING

TRANSACTIONS LISTED BY PRODUCT CODE

From Date: 3/1/2025
Time: 12:00:00AM

To Date: 3/31/2025
Time: 11:59:59PM

Page 6 of 6

Print Date: 4/8/2025 Time: 4:03:11PM

Product Summary for all Transactions

<u>Product</u>	<u>Description</u>	<u>Transactions</u>	<u>Quantity</u>	<u>Total Cost</u>
1	Jet A Fuel	7	162.19 GL	771.34
2	100LL Av. Gas	54	2,890.20 GL	15,575.00
Total Product Summary:		61	3,052.39	16,346.34



Airport Project Status Report

March 31, 2025

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 Apron and Taxilane - Design

KLJ #2405-00194

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.
 - c. FAA provided Engineering Design Report (EDR) comments in December. FAA provided Apron Use Plan comments in meeting on January 30.
 - d. KLJ responded by email to EDR comments.
 - e. KLJ submitted Plans & Specs for FAA review on February 18. FAA & SDDOT provided Plan comments, and KLJ responded by email to Plan comments.
4. Advertised for Bids on March 13, 2025.
5. **Bid Opening on April 3, 2025.**
6. Apply for a construction grant in FY 2025 using AIG, AIP, and State Apportionment funding.
7. Construction anticipated in summer/fall 2025.

Reconstruct Apron and Taxilane – Construction (pending)

KLJ #2505-00156

AIG #3-46-0029-027-2025 and AIP # 3-46-0029-028-2025

KLJ sent a scope for construction engineering, observation, and testing to the FAA to review on February 19, 2025. IFE for scope and fee review being completed by outside consultant. KLJ sent construction services agreement to City of Madison for approval at the April 7 commission meeting.

Airport Master Plan and Airport Layout Plan (ALP) Update – Planning (pending)

KLJ #2505-00147

AIP #3-46-0029-029-2026 (anticipating FY2026 grant)

KLJ sent a scope for planning services for a new Airport Master Plan and Airport Layout Plan (ALP) to the FAA to review. IFE for scope and fee review is in the process of being completed by an outside consultant. KLJ will send planning services agreement to City of Madison for approval at the April 21 commission meeting.

OTHER ITEMS

- Pavement Maintenance project is bidding on April 17 for seal coat, crack sealing, and paint remarking at multiple pavement surfaces. The project is being worked on by SDDOT and HDR.



ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Approve agreement for construction administration & construction observation (CA/CO).
- Review and approve grant application submitted by April 28 for Reconstruction of Apron and Taxilane.
- Approve agreement for planning services.
- Review and approve grant application submitted by April 28 for Airport Master Plan and ALP Update.
- Review bid cost and 2.5% matching amount for Pavement Maintenance project (SDDOT & HDR project).

ITEMS REQUIRING ACTION BY FAA/SDDOT

- Review grant application submitted by April 28 for Reconstruction of Apron and Taxilane.
- Review grant application submitted by April 28 for Airport Master Plan and ALP Update.
- Review grant application submitted for Pavement Maintenance project (administered by SDDOT).

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

Aaron.Storm@kljeng.com

cc: Michelle Basquin, FAA DAK-MIN ADO
Kyle Sebesta, FAA DAK-MIN ADO
Jon Becker, SDDOT
Brock Antijunti, SDDOT
Nancy Hiller, SDDOT
Roy Lindsay, City of Madison
Amy Sad, City of Madison
Barbara Minnick, City of Madison
Heather Peterson, City of Madison
Finance office, City of Madison
Brady Brockel, KLJ Engineering
Jake Braunagel, KLJ Engineering

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Jake.Braunagel@kljeng.com



Madison Municipal Airport

Reconstruct Apron and Taxilane

BIL AIG NO. 3-46-0029-027-2025 AIP NO. 3-46-0029-028-2025 KLJ #2405-00194

Thursday, April 3, 2025 2:00 P.M. CT

Bidder	Total Cost Division 1 Base Bid	Total Cost Division 2 Base Bid	Total Cost Division 3 Base Bid	Total Construction
Asphalt Surfacing Company Sioux Falls, SD	\$ 330,528.73	\$ 174,379.30	\$ 90,986.32	\$ 595,894.35
Bowes Construction Inc. Brookings, SD	\$ 266,581.55	\$ 141,876.90	\$ 73,462.90	\$ 481,921.35
Double H Paving, Inc Tea, SD	\$ 334,863.30	\$ 139,510.10	\$ 73,858.20	\$ 548,231.60
Journey Group Companies Sioux Falls, SD	\$ 341,855.70	\$ 167,998.65	\$ 94,771.30	\$ 604,625.65
Soukup Construction Sioux Falls, SD	\$ 273,984.80	\$ 121,257.55	\$ 63,215.65	\$ 458,458.00
Engineer's Opinion of Construction Cost	\$ 400,292.00	\$ 179,859.00	\$ 103,675.00	\$ 683,826.00

Costs shown are AS READ from the bid opening.



Madison Municipal Airport Facility Use Agreement for Seasonal Application Operators

The City of Madison and _____, hereinafter referred to as "Applicant", do hereby agree that the Applicant may use the municipal airport owned by the City of Madison located on the following described real property: The West Half (W ½) of Section Four (4), Township One Hundred Six (106), Range Fifty-Two (52) North, West of the Fifth (5th) PM, Lake County, South Dakota, upon the conditions and terms set forth herein:

The Applicant's use of this property will commence on the _____ day of _____, 20____, and remain in effect for a period of three (3) years. The cost for this permit is \$500 for the duration of the agreement.

Additionally, a bond must be deposited with the City Finance Officer in the sum of \$2,000.00 prior to the start of operations each year this agreement is in effect. The bond will be returned thirty (30) days after the City Finance Officer is notified in writing that all spraying/seeding/etc. has been completed for the year. In the event any costs or expenses are incurred by the City of Madison for testing soil samples, clean up or otherwise as may be deemed necessary under the circumstances, then the cash bond will be used to satisfy such costs or expenses. Also, if the costs or expenses exceed the sum of \$2,000, then the Applicant will be responsible in full for same. Furthermore, the Applicant shall name the City of Madison as an additional insured on its insurance coverage and provide proof thereof to the City Finance Officer before using the municipal airport.

Applicant agrees to comply with any requirements which may be demanded by the United States Government via the authority provided by the Federal Aviation Rules and Regulations. Also, this agreement shall not be construed in any manner to grant the Applicant the exclusive right to use the premises other than for the purposes expressed hereinbefore. Furthermore, Applicant must comply with all municipal ordinances, county, state and federal regulations, rules and statutes at all times while using the municipal airport. Finally, Applicant solely assumes any and all risks for all damages and injuries to property and persons in the use of the premises described hereinbefore.

Applicant agrees to indemnify and hold the City of Madison and its officers, agents and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgements, fees and costs of whatever kind and character, arising from, by reason of, or in connection with the use of facilities described herein. It is the intention of the parties that the City of Madison, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

Applicant expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this Agreement, and agrees to pay the City of Madison for all damages caused to the facilities resulting from user's activities hereunder. Applicant shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$2,000,000 each occurrence. If such insurance contains a general aggregate limit it shall apply separately to the Agreement or be no less than two times the occurrence limit.

This agreement cannot be assigned by the Applicant unto any party. Furthermore, if there is any breach of this Facility Use Agreement, then the City of Madison may at its option verbally terminate this agreement immediately.

This agreement embraces and includes the entire transaction between the parties hereto, and there have been no conditions, covenants, representations or warranties made by the City of Madison to the Applicant. No alteration, amendment or modification of this agreement shall be effective unless same is in writing and signed by all parties hereto. This agreement is being delivered and signed and is intended to be performed in the State of South Dakota, and therefore, shall be enforced and construed according to the laws of the State.

The undersigned have caused this instrument to be executed and each party does hereby acknowledge that they have read and understand the contents of this Facility Use Agreement.

Applicant:

City of Madison

Name: _____

Name: _____

Signature: _____

Title: _____

Date Signed: _____

Signature: _____

Date Signed: _____

Address for Applicant's Receipt of Notices:

Email: _____

Phone Number: _____



503 S Highland Ave. Madison, SD 57042

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Applicant agrees to comply with any requirements which may be demanded by the United States Government via the authority provided by the Federal Aviation Rules and Regulations. Also, this agreement shall not be construed in any manner to grant the Applicant the exclusive right to use the premises other than for the purposes expressed hereinbefore. Furthermore, Applicant must comply with all municipal ordinances, county, state and federal regulations, rules and statutes at all times while using the municipal airport. Finally, Applicant solely assumes any and all risks for all damages and injuries to property and persons in the use of the premises described hereinbefore.

Applicant agrees to indemnify and hold the City of Madison and its officers, agents and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgements, fees and costs of whatever kind and character, arising from, by reason of, or in connection with the use of facilities described herein. It is the intention of the parties that the City of Madison, and its officers, agents and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

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This agreement cannot be assigned by the Applicant unto any party. Furthermore, if there is any breach of this Facility Use Agreement, then the City of Madison may at its option verbally terminate this agreement immediately. This agreement embraces and includes the entire transaction between the parties hereto, and there have been no conditions, covenants, representations or warranties made by the City of Madison to the Applicant. No alteration, amendment or modification of this agreement shall be effective unless same is in writing and signed by all parties hereto. This agreement is being delivered and signed and is intended to be performed in the State of South Dakota, and therefore, shall be enforced and construed according to the laws of the State.

The undersigned have caused this instrument to be executed and each party does hereby acknowledge that they have read and understand the contents of this Facility Use Agreement.

Applicant:

City of Madison

Name: _____

Name: _____

Signature: _____

Title: _____

Date Signed: _____

Signature: _____

Date Signed: _____

Address for Applicant's Receipt of Notices:

Email: _____

Phone Number: _____

3/12/25

Expense Approval Report by Department

Payment Dates: 3/12/2025 - 3/13/2025

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 003890 - ACE HARDWARE					
ACE HARDWARE	184975/2	Hardware	101-4351-42530		11.34
					<u>11.34</u>
Vendor 003890 - ACE HARDWARE Total:					
					11.34
Vendor: 000181 - APPEARA					
APPEARA	1052954	Mat Rental - Airport	101-4351-42210		50.80
APPEARA	1057252	Mat Rental - Airport	101-4351-42210		54.93
APPEARA	1061350	Mat Rental - Airport	101-4351-42210		50.80
					<u>156.53</u>
Vendor 000181 - APPEARA Total:					
					156.53
Vendor: 005006 - BLUEPEAK					
BLUEPEAK	INV0005206	Phones & Internet	074965301 101-4351-42160		259.50
					<u>259.50</u>
Vendor 005006 - BLUEPEAK Total:					
					259.50
Vendor: 004273 - KLJ ENGINEERING LLC					
KLJ ENGINEERING LLC	10222160	MDS - Reconstruct Apron & Taxiine - Design Phase	101-4351-54300	FBO APRON & TAXILANE- DESIGN REIMB	6,700.00
					<u>6,700.00</u>
Vendor 004273 - KLJ ENGINEERING LLC Total:					
					6,700.00
					<u>7,127.37</u>
Department 4351 - AIRPORT EXPENSE Total:					
					7,127.37

3/26/25

Payment Dates: 3/26/2025 - 3/27/2025

Expense Approval Report by Department

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005394 - INFOTECH SOLUTIONS LLC					
INFOTECH SOLUTIONS LLC	24443	Computer & Software Subscription Fees	101-4351-42160		30.87
Vendor 005394 - INFOTECH SOLUTIONS LLC Total:					30.87
Vendor: 006159 - MIDWEST PETROLEUM EQUIPMENT LLC					
MIDWEST PETROLEUM EQUI...	24007	Work Order 14582 - Hoist Misc	101-4351-42210		2,122.75
Vendor 006159 - MIDWEST PETROLEUM EQUIPMENT LLC Total:					2,122.75
Vendor: 000198 - SDML WORKERS COMPENSATION FUND					
SDML WORKERS COMPENSA...	24452	2025 Renewal Billing	101-4351-41410		313.44
SDML WORKERS COMPENSA...	24452	2025 Renewal Billing	101-4351-41410		69.23
Vendor 000198 - SDML WORKERS COMPENSATION FUND Total:					382.67
Department 4351 - AIRPORT EXPENSE Total:					2,536.29