

**MADISON MUNICIPAL AIRPORT BOARD**

**Agenda**

**5/20/2025**

**6:00pm - Airport Lobby - 1600 Airport Drive**

**Call to Order**

**Roll Call:**

**Approve April 15, 2025 Minutes**

**Approve May 20, 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 – June 16, 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

4/15/2025

6:00pm - Airport Lobby - 1600 Airport Drive

**Call to Order 18:00 hrs**

**Roll Call:** Present: Matt Wollmann, Ken Johnson, Dave Gilbert, Tim Peters, Morris Riggan, ex-officio Mayor Lindsay. **Absent:** Roy Brown

**Approve March 18 and March 22, 2025, Minutes:** Motion to approve by Dave, 2<sup>nd</sup> by Ken, Motion carried

**Approved April 18, 2025 Agenda:** Motion to approve by Ken, 2<sup>nd</sup> by Tim, Motion carried

### **Appearances/Acknowledgements/Correspondence**

1) Acknowledge KLJ Status Report –Matt and the Mayor reviewed the FAA funding for upcoming projects and the bid opening for the pending apron and taxiway reconstruction:

**MOTION:** Motion by Tim, The airport board recommends the City of Madison accept the bids as presented. 2<sup>nd</sup> by Dave, Motion carried.

2) Acknowledge Fuel Report – Fuel report was reviewed by Matt.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

City's change to the Facility Agreement: Discussion was had about the changes to the City of Madison (Facility Use Agreement for Seasonal Application Operators). Mayor Lindsay is going to get more information about the change in this agreement.

Paint Fuel Tanks: The tanks have not been painted for several years and are showing a lot of rust. Mayor Lindsay, will check on options for painting the tanks.

Hangar Door on 1700 heated hangar: The hangar door is a one of a kind with and cable, pulley system for raising and lowering the door. The door frame has become rusted and some welding has been done to repair the frame. The board requested the Airport Manager get budget cost estimates/bids for a bi-fold hangar door.

**Ratify Bills-** Motion by Tim to ratify bills as presented, 2<sup>nd</sup> by Dave, Motion carried

### **Public Comment:**

### **Announcements**

1) Next Meeting – May 20, 2025

Motion to Adjourn by Tim, 2<sup>nd</sup> by Dave, at 18:23 hrs, 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.**



## Airport Project Status Report

April 30, 2025

Madison Municipal Airport

### CLIENT CONTACT PERSONS AND ADDRESSES

Morris Riggin, Airport Manager  
1600 Airport Drive  
Madison, SD 57042

[Riggin-Flight-Service@hotmail.com](mailto:Riggin-Flight-Service@hotmail.com)

Ryan Hegg, Director of Engineering and Community Development  
116 W Center Street  
Madison, SD 57042

[Ryan.Hegg@cityofmadisonsd.com](mailto: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. **KLJ submitted on April 28, 2025, the construction grants for FY 2025 are using combined federal grants through AIG, AIP, and State Apportionment funding.**
7. Construction anticipated in summer/fall 2025.

#### Reconstruct Apron and Taxilane – Construction

KLJ #2505-00156

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

Soukup Construction Inc. of Sioux Falls, SD, has been awarded the project and they are preparing the bonds and other contract documents. KLJ will provide a contract package to the City/Airport once all the contract documents are ready.

The FAA grant applications have been submitted to the FAA and SDDOT and are being processed. When the grant is issued it will be sent to the mayor, director of engineering, and attorney for their electronic signatures.

Construction is anticipated to start in June. The Preconstruction Meeting will kick off the project on May 20<sup>th</sup>.



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

KLJ #2505-00147

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

The City of Madison approved the Planning agreement on the April 21<sup>st</sup> commission meeting.

KLJ will set up a Pre-Kickoff Meeting and send out an invitation soon.

**OTHER ITEMS**

- The Statewide Pavement Maintenance project had the bid opening on April 17 for seal coat, crack sealing, and paint remarking at multiple pavement surfaces. The project is anticipated to start this summer/fall.

**ITEMS REQUIRING ACTION BY CITY/AIRPORT**

- Sign grant applications for “Reconstruct Apron and Taxilane” at city commission meeting on May 5.

**ITEMS REQUIRING ACTION BY FAA/SDDOT**

- Review grant applications for “Reconstruct Apron and Taxilane” project.

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

[Aaron.Storm@kljeng.com](mailto: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](mailto:Jake.Braunagel@kljeng.com)

Madison Municipal Airport Fuel Sales YTD

AVGas	2023			2024			2025		
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses
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	3,149.66	\$ 18,083.79	\$ 35,417.88
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	8,814.33	\$48,613.50	\$35,417.88

Jet Fuel	2023			2024			2025		
	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses	Gallons	Revenue	Expenses
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	\$ -	1,001.00	\$ 4,581.81	\$ 5,895.60
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	1,163.19	\$5,353.15	\$5,895.60

Total Gallons	60,639.80		64,932.78	9,977.52
Total Revenue	\$317,618.06	\$335,972.95	\$53,966.65	
Total Fuel Purchased	\$247,465.77	\$282,028.82	\$41,313.48	

FUELMASTER TRANSACTION LISTING

**TRANSACTIONS LISTED BY PRODUCT CODE**

From Date: 4/1/2025  
Time: 12:00:00AM

To Date: 4/30/2025  
Time: 11:59:59PM

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Print Date: 5/14/2025 Time: 8:15:38AM

**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	6	1,001.00 GL	4,581.81
2	100LL Av. Gas	52	3,149.66 GL	18,083.79
<b>Total Product Summary:</b>		<b>58</b>	<b>4,150.66</b>	<b>22,665.60</b>

QTY	TYPE OF DOOR	WIDTH ACTUAL CLEAR OPENING	HEIGHT ACTUAL CLEAR OPENING	WEDGE	TOTAL HEIGHT HEIGHT + WEDGE	WIDTH NEEDED DISTANCE YOU WILL NEED BETWEEN YOUR SIDE COLUMNS	HGT. NEEDED DISTANCE YOU WILL NEED UNDER YOUR HEADER	DOOR LIFTING SYSTEM STRAP LIFT OR CABLE LIFT	APPROX. OPENING TIME	ELECTRICAL TYPE	SWITCH LOCATION LI = LEFT INSIDE RI = RIGHT INSIDE	DOOR PRICE (EACH)	TRUSS TYPE INTERNAL EXTERNAL	DRIVE TYPE BD=BOTTOM TD=TOP	WEATHER SEAL KIT	SIDE LATCH SYSTEM	TOTALS
1	BI-FOLD	46' 0.00"	12' 0"	30"	14' 6.00"	46' 0.00"	12' 0.00"	Strap Lift	1547.00	00:42	240-1PH	LI	13816.00	Int.	BD	Manual	T 15363.00

BUILDING TYPE	NEW / OLD CONSTRUCTION	BUILDING USAGE	DOOR PLACEMENT	SIDE COLUMN TYPE/SIZE	CUSTOM CUT CORNERS LEFT/RIGHT/BOTH SIDES	Sheeting = 26g. 1x9x36	Color = White	<input checked="" type="radio"/> External Sheeting	T 2949.00
Steel Building	New Construction	Commercial	End Wall	I-Beam		Wainscot Height From Floor	Wainscot Color	<input type="radio"/> Wainscot Sheeting	NOT INCLUDED

<b>BILL TO:</b>	<b>SHIP TO:</b>
Company: <b>Riggin Flight Service</b>	
Street Add: <b>1600 Airport Drive</b>	
City/St./Zip: <b>Madison, SD 57042</b>	<b>Madison, SD 57042</b>
Phone1: <b>605-256-9774</b>	
Fax:	
Contact: <b>Heather Lee</b>	
Phone2:	
E-Mail: <b>riggin-flight-service@hotmail.com</b>	

<b>NOTES</b>	<p>4 Inch Blanket Insulation</p> <p>Not Set-Up for Liner Sheeting</p> <p>Liner Sheeting Type</p> <p>Liner Sheeting Color</p> <p># Per Door Qty Total Cost Each Walkdoor Placement Walkdoor Type</p> <p># Per Door Qty Total Cost Each Window Placement Window Type</p> <p>Yes - Side Column Supported</p> <p><b>We are providing PRELIMINARY SPECS primarily for you to pass on to your Building Manufacturer / Engineer / Architect / Contractor for the overall size and hinge locations for this door.</b></p> <p><b>The PRELIMINARY SPECS WEIGHTS and REACTIONS will change, therefore DO NOT design or manufacture the Doors Building Header and the Doors Building Side Columns using the Preliminary Spec Weights and Reactions</b></p> <p style="text-align:center;"><b>TO ORDER YOUR DOOR SIGN AND RETURN THE FOLLOWING</b></p> <p style="text-align:center;"><b>1. Schweiss Door Quote - "This Form"</b></p> <p style="text-align:center;"><b>2. Send Door Deposit for \$10410.00</b></p> <p style="text-align:center;">ACH/Wire deposits call Schweiss to confirm acct info before sending \$\$</p> <p style="text-align:center;"><b>AFTER DEPOSIT IS RECEIVED THE FOLLOWING WILL BE SENT TO YOU FOR FINAL APPROVAL</b></p> <p><b>FINAL SPEC WEIGHTS AND REACTIONS will be sent for you to sign and pass on to your Building Manufacturer / Engineer / Architect / Contractor. ONLY use the FINAL SPEC WEIGHTS AND REACTIONS to design and manufacture the Doors Building Header and the Doors Building Side Columns.</b></p> <p style="text-align:center;"><b>3. Sign The Final Specs for your Door</b></p>
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<b>REVISION</b>	<b>DATE</b>	<b>BY</b>	<b>TYPE</b>	<b>DESCRIPTION</b>
B-REV 01	4/22/25	JB	C&D	46' x 12' clear with installation

How Many Days	Cost Per Day	Hotel Per Day	Travel / Ticket	

Tax Exempt	Tax State <b>SD</b>
Tax Certificate	County <b>Lake</b>
	City <b>Madison</b>
	District <b>District</b>

\* Schweiss doors are provided with temporary electrical wiring that is only to be used for the initial setup.

\* Temporary wiring must be removed, hookups must be done by a licensed electrician. Schweiss is not responsible for the final hookup of your door. Failure to do this will void the warranty.

\* The customer is responsible for the bi-fold or hydraulic door building header & side columns.

\* The opening must be prepared with a built in header that is flush with the side columns. Your header, side columns & building must be strong enough to hold your bi-fold or hydraulic door.

\* The terms and conditions are included in the attached terms and conditions sheet are incorporated herein.

\* I have read through the Purchase Order, the Schweiss Terms and Conditions, reviewed A1, A2, A3, A4, A5, A6 and A7 Spec Sheets and agree to their contents.

FINAL SPECIFICATIONS will be provided prior to manufacturing that will need to be signed / approved and returned to Schweiss Doors prior to manufacturing.

\* Yard Fees may apply if customer is delaying shipping and door has been built according to customers provided timeframe - Rough Date Requested.

\* Doors Ordered that do not deliver within a reasonable timeframe (120 Days) may need to be repriced.

\* Freight and Fuel Surcharge may need to be adjusted if there is a load coming to your area and you do not take the door(s).

\* All doors are priced based on our standard door design. Any revisions will result in additional charges for engineering and production costs.

\* Any import or export fees, taxes, or customs duties associated with the shipment of the doors or door parts are the responsibility of the customer.

\* Schweiss Doors are manufactured to US standards.

<i><b>Brent Krzmarzick</b></i> SALES PERSON	<b>GRAND TOTAL OF CONTRACT US FUNDS ONLY PLEASE</b> (Prices Good For 30 Days)	<b>\$ 27,498.39</b>
Terms - <u>25</u> % Deposit with the order		<b>\$ 10,410.00</b>
Balance Due when door is delivered		<b>\$ 31,228.39</b>
Final Payment By <b>Required - Copy of Cashiers Check Prior to Shipping</b>		<b>Cashiers Check (Only Please)</b>
<b>Customer:</b>		
SIGNATURE	DATE	APPROX. DELIVERY DATE REQUESTED
		<b>Schweiss Dist. Inc.</b> 72121 470th Street Hector, MN 55342 800-746-8273 schweissdoors.com
<b>HYDRAULIC &amp; BI-FOLD DOORS</b>		



Expense Approval Report by Department

Payment Dates: 4/2/2025 - 4/4/2025

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 005006 - BLUEPEAK	INV0005331	Phone & Internet - 074965301	101-4351-42160		269.36
Vendor: 005006 - BLUEPEAK Total:					269.36
Vendor: 006159 - MIDWEST PETROLEUM EQUIPMENT LLC					
MIDWEST PETROLEUM EQUI... 25007		Work Order 16698 - Tank Monitor Issue	101-4351-42210	Vendor 006159 - MIDWEST PETROLEUM EQUIPMENT LLC Total:	927.00
Vendor: 005440 - RIGGIN/MORRIS A	INV0005328	Fuel Stipend - 4th Qtr. 2024	101-4351-42210		
RIGGIN/MORRIS A				Vendor 005440 - RIGGIN/MORRIS A Total:	2,365.11
Department 4351 - AIRPORT EXPENSE Total:					3,561.47

Expense Approval Report by Department

Vendor Name Payable Number

Department: 4351 - AIRPORT EXPENSE

Vendor: 000181 - APPEARA

APPEARA 1065560

Vendor: 005394 - INFOTECH SOLUTIONS LLC

INFOTECH SOLUTIONS LLC 24556

Vendor: 001212 - WOLLMANN/MATHEW

WOLLMANN/MATHEW INV0005341

Description (Item)	Account Number	Project Account Name	Post Date	Post Dates: 4/9/2025 - 4/9/2025	Amount
Mat Rental - Airport	101-4351-42210		04/09/2025		54.93
Computer & Software Subscription Fee	101-4351-42160		04/09/2025	Vendor 000181 - APPEARA Total:	54.93
2025 Airport Conference Reimbursement	101-4351-42710		04/09/2025	Vendor 005394 - INFOTECH SOLUTIONS LLC Total:	30.91
				Vendor 001212 - WOLLMANN/MATHEW Total:	584.20
				Department 4351 - AIRPORT EXPENSE Total:	670.04

Expense Approval Report by Department

Payment Dates: 4/16/2025 - 4/17/2025

Vendor Name	Payable Number	Description (Item)	Account Number	Project Account Name	Amount
Department: 4351 - AIRPORT EXPENSE					
Vendor: 003890 - ACE HARDWARE	185589/2	Hardware, Oscillating Blade, Bungee Cord	101-4351-42530		57.36
Vendor: 000181 - APPEARA	1069754	Mat Rental - Airport	101-4351-42210		54.36
Vendor: 000035 - COLES PETROLEUM PRODUCTS INC					
COLES PETROLEUM PRODUC...	50166	Jet Fuel	101-4351-47820		5,895.60
COLES PETROLEUM PRODUC...	677628	AV Gas	101-4351-47820		35,417.88
Vendor: 004273 - KIJ ENGINEERING LLC	10223087	MDS - Reconstruct Apron & Taxilane - Design Phase	101-4351-54300	FBO APRON & TAXILANE- DESIGN REIMB	1,800.00
KIJ ENGINEERING LLC	10223088	MDS - Reconstruct Apron & Taxilane - Design Phase	101-4351-54300	FBO APRON & TAXILANE- DESIGN REIMB	2,803.80
Vendor: 000832 - REMOTE SYSTEMS INTEGRATION					
REMOTE SYSTEMS INTEGRAT...	8581	RSINet Data Services - Qtr 1	101-4351-42210		180.00
<b>Vendor 003890 - ACE HARDWARE Total:</b>					<b>57.36</b>
<b>Vendor 000181 - APPEARA Total:</b>					<b>54.36</b>
<b>Vendor 000035 - COLES PETROLEUM PRODUCTS INC Total:</b>					<b>41,313.48</b>
<b>Vendor 004273 - KIJ ENGINEERING LLC Total:</b>					<b>4,603.80</b>
<b>Vendor 000832 - REMOTE SYSTEMS INTEGRATION Total:</b>					<b>180.00</b>
<b>Department 4351 - AIRPORT EXPENSE Total:</b>					<b>46,209.00</b>

Expense Approval Report by Department

Payment Dates: 4/30/2025 - 5/1/2025

Vendor Name Payable Number

Department: 4351 - AIRPORT EXPENSE  
 Vendor: 000181 - APPEARA  
 APPEARA 1073976

Vendor: 005006 - BLUEPEAK  
 BLUEPEAK INV0005508

Vendor: 005215 - ELITE CARD PAYMENT CENTER  
 ELITE CARD PAYMENT CENTER INV0005418

ELITE CARD PAYMENT CENTER INV0005418

ELITE CARD PAYMENT CENTER INV0005418

Description (Item)

Mat Rental - Airport  
 Phone & Internet -  
 074965301  
 Amazon - LCU & server  
 Cabinet  
 Amazon - LCU & server  
 Cabinet  
 The Lodge at Deadwood -  
 Lodging

Account Number

101-4351-42210  
 101-4351-42160  
 101-4351-42160  
 101-4351-42530  
 101-4351-42710

Project Account Name

Vendor 000181 - APPEARA Total: 57.77  
57.77

Vendor 005006 - BLUEPEAK Total: 268.67  
268.67

Vendor 005215 - ELITE CARD PAYMENT CENTER Total: 690.48  
 Department 4351 - AIRPORT EXPENSE Total: 1,016.92