

**CITY OF STORM LAKE  
AIRPORT COMMISSION  
AIRPORT MEETING ROOM  
JANUARY 9, 2017  
4:00 PM**



City of Storm Lake  
PO Box 1086  
Storm Lake, IA 50588  
p (712) 732-8000  
f (712) 732-4114

**AGENDA**

1. **Approve The December 12, 2016 Airport Commission Minutes**
2. **Airport Financial Report From December 1, 2016 To December 31, 2016.**
3. **Airport Fuel Report December 1, 2016 To December 31, 2016.**
4. **Airport Manager's Monthly Report**
5. **Administration Report - January 2017 Airport Commission Meeting**
6. **Adjourn**

***Meeting Protocol***

If you wish to speak today, please:

1. To speak on an agenda item please approach the podium when that agenda item is called and upon recognition by the chair identify yourself by stating your name and address.
2. Please keep your remarks to three (3) minutes or less.
3. If you require accommodation for this meeting including but not limited to translation services, hearing assistance, or accessibility please contact the City Clerk at least four (4) hours prior to the start of the meeting.



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## Staff Summary

1/9/2017  
Agenda Item # 1.



City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

[p \(712\) 732-8000](tel:(712)732-8000)

[f \(712\) 732-4114](tel:(712)732-4114)

**REPORT TO:** Airport Commission

**FROM:** Mayra Martinez, City Clerk

**SUBJECT:** **Approve The December 12, 2016 Airport Commission Minutes**

**BACKGROUND:** The Airport Commission meets monthly and minutes are taken at each meeting. The Commission needs to review and approve the previous month's meeting.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Approve December 12, 2016 Airport Commission minutes

### ATTACHMENTS:

Description	Type
 Minutes - December 12, 2016	Minutes

**Storm Lake Airport Commission  
Regular Meeting  
Airport Terminal  
Monday, December 12, 2016 4:00PM**

Present: Commission Members Bob Ansonge, Maxine Lampe, and Dan Richardson.  
Absent: Sara Huddleston and Doug White. Others Present: Jim Bartholomew, John Bartholomew, and Tyler Gibbins

Chairman Ansonge called the meeting to order at 4:00 PM.

**Hear the Public – None**

**Minutes** – Moved by Commissioner Lampe to approve the November 14, 2016 Airport Commission minutes. Seconded by Commissioner Richardson. Vote: All ayes with Commissioner Huddleston and White absent. Motion carried.

**Financial Report** – Moved by Commissioner Richardson to approve the financial reports for November. Seconded by Commissioner Lampe. Vote: All ayes with Commissioner Huddleston and White absent. Motion carried.

**Fuel Report** – Moved by Commissioner Richardson to approve the Fuel Report for November. Seconded by Commissioner Lampe. Vote: All ayes with Commissioner Huddleston and White absent. Motion carried.

**Manager Report** – IDOT picked up half of the old VASI light's. Ordered and received 8200 gallons of 100 LL of avgas. MidAmerican came and repaired security lights. Ordered and received 7500 gallons of jet-A fuel.

Courtesy car usage 10 and 222 miles.

**Administration Report** – Airport CIP was submitted without error or question from FAA. Board was informed that per Iowa State Law, they will no longer be reimbursed for their meeting attendance.

**Runway 13/31** – Moved by Commissioner Richardson to approve the preliminary plans for Runway 13/31 Subdrains and Apron repair. Projected estimated cost of \$272,990.50. Seconded by Commissioner Lampe. Vote: All ayes with Commissioner Huddleston and White absent. Motion carried.

**Adjourn** – Moved by Commissioner Richardson to adjourn the meeting at 4:19pm. Seconded by Commissioner Lampe. All ayes with Commissioner Huddleston and White absent. Motion carried.

Mayra Martinez, Deputy City Clerk

## Staff Summary



1/9/2017  
Agenda Item # 2.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

[p \(712\) 732-8000](tel:(712)732-8000)

[f \(712\) 732-4114](tel:(712)732-4114)

**REPORT TO:** Airport Commission

**FROM:** Tyler Gibbins, Staff Accountant

**SUBJECT:** **Airport Financial Report From December 1, 2016  
To December 31, 2016.**

**BACKGROUND:** Please see the following attachments:

- Expenses
- Revenues vs Expenses
- Hangar Rental Report
- Year to Date Expense Report
- Revenue Report

On the December Expense Report please note the following:

- A load of Jet A fuel & AV Gas was purchased in December
- Bart's Flying Service was paid for December but with the Holidays, for recording purposes, the payment does not show until January 2017.

The second attachment shows the year to date summary history of the expenses and revenues for the Airport in a revenue vs expense type format.


The third report shows the current status of the hangar rental at the Airport. We currently have two spots available in Hangar A as well as one in Hangar B.

The final two reports are for the current fiscal year. The revenue is a representation for last month alone and the expense report is included for all of FY2017.

**FISCAL IMPACT:** Total expenses for the month of December are \$42,682.75.

**RECOMMENDATION:**      Review and Approve the Financial Report

**ATTACHMENTS:**

Description		Type
	Expense List	List of Bills
	Financial Report	Financial Report
	Hangar Rent	Contract
	FY2017 Expenses	Financial Report
	Revenue Report	Financial Report

**Storm Lake Airport Commission**  
**Monthly Financial Report**  
**Period Ending December 31, 2016**

Vendor Name	Description	Account Charged	Amount	Notes
Bomgaars Supply Inc	Lights	001-2080-02-6310-0000	\$78.75	
MidAmerican Energy	Electric Service	001-2080-02-6371-0000	\$559.06	
Century Link	Phone Service	001-2080-02-6373-0000	\$155.72	
Reserve Account	Postage	001-2080-02-6499-0000	\$17.67	
Iowa Lakes Regional Water	Water Service	001-2080-02-6499-0000	\$56.87	
Eastern Aviation Fuels, Inc	AV Gas	001-2080-02-6503-0000	\$26,505.03	
Eastern Aviation Fuels, Inc	Jet A Fuel	001-2080-02-6503-0000	\$15,309.65	

**Total Expenses**      \$42,682.75

**Notes: Bart's Flying Service will receive two payments for contract in January 2017.**

### Airport Commission Report - FY 2016-2017

Period	1	2	3	4	5	6	7	8	9	10	11	12	
<b><u>Revenue by Type</u></b>	<b>Jul-16</b>	<b>Aug-16</b>	<b>Sep-16</b>	<b>Oct-16</b>	<b>Nov-16</b>	<b>Dec-16</b>	<b>Jan-17</b>	<b>Feb-17</b>	<b>Mar-17</b>	<b>Apr-17</b>	<b>May-17</b>	<b>Jun-16</b>	<b>Total</b>
Hangar Rent	2,340.40	3,815.00	2,815.00	1,370.00	3,163.00	4,735.00							18,238.40
Airport Ag Sales				22,979.75	10,207.50								33,187.25
Airport Utilities	80.00	80.00	80.00	80.00	80.00	80.00							480.00
Fuel	27,094.46	41,330.03	25,450.62	21,951.72	22,277.46	16,029.31							154,133.60
Other													-
<b>TOTAL</b>	<b>29,514.86</b>	<b>45,225.03</b>	<b>28,345.62</b>	<b>46,381.47</b>	<b>35,727.96</b>	<b>20,844.31</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>206,039.25</b>
*Other includes													
<b><u>Expenses</u></b>	<b>Jul-16</b>	<b>Aug-16</b>	<b>Sep-16</b>	<b>Oct-16</b>	<b>Nov-16</b>	<b>Dec-16</b>	<b>Jan-17</b>	<b>Feb-17</b>	<b>Mar-17</b>	<b>Apr-17</b>	<b>May-17</b>	<b>Jun-16</b>	<b>Total</b>
Insurance													-
Operations	6,394.55	8,497.44	20,532.91	4,267.66	12,030.61	868.07							52,591.24
Cost of Goods for Resale	15,085.23	14,269.36	26,884.34	14,698.53	15,427.44	41,814.68							128,179.58
Capital			131.40										131.40
<b>TOTAL</b>	<b>21,479.78</b>	<b>22,766.80</b>	<b>47,548.65</b>	<b>18,966.19</b>	<b>27,458.05</b>	<b>42,682.75</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>180,902.22</b>
Revenue over Expense	8,035.08	22,458.23	(19,203.03)	27,415.28	8,269.91	(21,838.44)	-	-	-	-	-	-	25,137.03

# **FY 2016-2017 Hangar Rent**

Hangar	Price/Month	# of spots available	# Rented
A	65.00	4	2
B	65.00	4	3
C	This is VT's Hangar		
D	80.00	6	6
E	95.00	6	6
F	135.00	5	5
F	150.00	1	1
		<b>26</b>	<b>23 TOTAL</b>



# General Ledger

## Expense vs Budget

User: tyler.gibbins  
 Printed: 1/4/2017 - 2:39 PM  
 Period: 01 to 13, 2017  
 Fiscal Year: 2017  
 JE Number: 0



Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
2080			Airport							
001			General Fund							
001-2080-02-6010-0000			Salaries							
001-2080-02-6010-0000			Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-2080-02-6040-0000			Overtime							
001-2080-02-6040-0000			Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-2080-02-6310-0000			Repairs/Maintenance Bldg							
7/18/2016	AP	1	50 Sheave Wheels	DR	92.00	Ck: 52827	Erect-A-Tube Inc			
7/18/2016	AP	1	50 Seed for Airport	DR	112.00	Ck: 52843	L & G Products, Inc			
8/2/2016	AP	2	7 Lights	DR	39.96	Ck: 53030	Bomgaars Supply, Inc			
8/2/2016	AP	2	7 Lights	DR	21.54	Ck: 53030	Bomgaars Supply, Inc			
8/2/2016	AP	2	7 Garden Hoses & Sprinkler	DR	157.97	Ck: 53030	Bomgaars Supply, Inc			
8/2/2016	AP	2	7 Receptacles	DR	19.92	Ck: 53030	Bomgaars Supply, Inc			
8/15/2016	AP	2	42 Pest Management Services	DR	45.00	Ck: 53135	MS Door Service Ltd			
9/6/2016	AP	3	6 Walk-In Shop Door Repairs	DR	633.30	Ck: 53244	Bargloff & Company			
9/6/2016	AP	3	6 Fuel Filters	DR	617.17	Ck: 53259	Eastern Aviation Fuels, Inc			
9/6/2016	AP	3	6 Pappy Light Repairs Runway 31	DR	225.00	Ck: 53291	Nepple Electric Inc			
9/6/2016	AP	3	6 AV Gas Cabinet Repairs	DR	4,227.58	Ck: 53306	Sioux Equipment Co Inc			
10/3/2016	AP	4	1 Hangar Door Panel Replacement	DR	2,831.73	Ck: 53494	Bargloff & Company			
10/3/2016	AP	4	1 Fuel Filters	DR	114.29	Ck: 53510	Eastern Aviation Fuels, Inc			
10/17/2016	AP	4	34 August 2016 Pest Control	DR	45.00	Ck: 53651	MS Door Service Ltd			
10/17/2016	AP	4	34 Veeder Root Repairs	DR	145.25	Ck: 53671	Seneca Companies LLC			
11/7/2016	AP	5	7 Shop Furnace Repairs	DR	739.22		Control System Specialists, LLC			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
11/7/2016	AP	5	7 September 2016 Pest Control	DR	45.00	Ck: 53823	MS Door Service Ltd			
11/21/2016	AP	5	62 VT Hangar Door Repairs	DR	198.50	Ck: 53901	Advanced Door Systems			
12/5/2016	AP	6	3 Lights	DR	78.75	Ck: 54045	Bomgaars Supply, Inc			
001-2080-02-6310-0000			Repairs/Maintenance Bldg	11,540.00	10,389.18	10,389.18	1,150.82	0.00	1,150.82	9.97
001-2080-02-6332-0000			Vehicle Repair							
001-2080-02-6332-0000			Vehicle Repair	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
001-2080-02-6371-0000			Electric Service							
7/19/2016	AP	1	73 Electric Service May/June 2016	DR	779.73	Ck: 52918	MidAmerican Energy Company			
8/17/2016	AP	2	65 Electric Service Jun/July 2016	DR	810.02	Ck: 53193	MidAmerican Energy Company			
9/20/2016	AP	3	77 Electric Service Jun/July 2016	DR	668.71	Ck: 53463	MidAmerican Energy Company			
10/18/2016	AP	4	57 Electric Service Aug/Sept 2016	DR	678.38	Ck: 53708	MidAmerican Energy Company			
11/21/2016	AP	5	62 Electric Service Sept/Oct 2016	DR	486.90	Ck: 53940	MidAmerican Energy Company			
12/20/2016	AP	6	62 Electric Service Sept/Oct 2016	DR	559.06	Ck: 54267	MidAmerican Energy Company			
001-2080-02-6371-0000			Electric Service	8,200.00	3,982.80	3,982.80	4,217.20	0.00	4,217.20	51.43
001-2080-02-6373-0000			Telecommunications							
7/12/2016	AP	1	35 Phone Service July 2016	DR	155.87	Ck: 52769	Century Link			
8/9/2016	AP	2	29 August 2016 Phone Service	DR	155.87	Ck: 53066	Century Link			
9/13/2016	AP	3	35 September 2016 Phone Service- A	DR	155.87	Ck: 53365	Century Link			
10/18/2016	AP	4	57 October 2016 Phone Service	DR	155.72	Ck: 53697	Century Link			
11/14/2016	AP	5	30 Phone Service	DR	155.72	Ck: 53887	Century Link			
12/13/2016	AP	6	37 December 2016 Phone Service	DR	155.72	Ck: 54141	Century Link			
001-2080-02-6373-0000			Telecommunications	1,700.00	934.77	934.77	765.23	0.00	765.23	45.01
001-2080-02-6494-0000			Operator Contract							
7/26/2016	AP	1	92 July 2016 Airport Manager's Cont	DR	5,063.04		Bart's Flying Service			
9/1/2016	AP	3	4 Airport Contract August 2016	DR	5,063.04		Bart's Flying Service			
9/27/2016	AP	3	96 Airport Contract September 2016	DR	5,063.04		Bart's Flying Service			
11/1/2016	AP	5	2 October 2016 Airport Contract	DR	5,063.04		Bart's Flying Service			
11/29/2016	AP	5	96 Airport Contract November 2016	DR	5,063.04		Bart's Flying Service			
1/4/2017	AP	7	9 Decmeber 2016 Airport Contract	DR	5,063.04		Bart's Flying Service			
001-2080-02-6494-0000			Operator Contract	61,000.00	25,315.20	25,315.20	35,684.80	0.00	35,684.80	58.50
001-2080-02-6499-0000			Contractual Services							

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
7/5/2016	AP	1	6 Recycling	DR	49.30	Ck: 52738		Harold Rowley Recycle Center		
7/19/2016	AP	1	73 July 2016 Water Service	DR	62.41	Ck: 52915		Iowa Lakes Regional Water		
8/1/2016	AP	2	1 Re-Align PAPI Lights for FAA	DR	467.50	Ck: 52968		K&W Electric Inc		
8/1/2016	AP	2	1 Pump Repairs	DR	379.02	Ck: 52981		Nepple Electric Inc		
8/1/2016	AP	2	1 Runway Light Repairs	DR	3,610.52	Ck: 52981		Nepple Electric Inc		
8/1/2016	AP	2	1 Tile Repairs	DR	1,500.00	Ck: 52993		Reding Gravel & Excavating Co., Inc		
8/9/2016	AP	2	26 Void 022250	CR	9.00					
8/9/2016	AP	2	29 2017 Meter Licensing Fee	DR	9.00	Ck: 53072		Iowa Dept of Agriculture & Land Stewardship		
8/15/2016	AP	2	42 FY2017 Storm Water Discharge P	DR	175.00	Ck: 53112		Iowa Dept of Natural Resources		
8/15/2016	AP	2	42 Service Call- AV Gas Pump	DR	50.00	Ck: 53137		Nepple Electric Inc		
8/15/2016	AP	2	42 Postage Aug 4, 2016	DR	7.65	Ck: 53147		Reserve Account		
8/17/2016	AP	2	65 Water Services	DR	134.11	Ck: 53190		Iowa Lakes Regional Water		
8/23/2016	AP	2	91 1st Quarter FY2017 Garbage Serv	DR	161.25			Kevin Neuroth		
9/6/2016	AP	3	6 Hangar Rent Refund Check- Augu	DR	80.00	Ck: 53267		Keith Geyer		
9/19/2016	AP	3	65 Property Tax- Pickhinke Prop	DR	169.00	Ck: 53375		Buena Vista Co Treasurer		
9/19/2016	AP	3	65 Property Tax- Foell Prop	DR	291.00	Ck: 53375		Buena Vista Co Treasurer		
9/19/2016	AP	3	65 August 2016 Legal Services	DR	246.67			Havens & Havens		
9/19/2016	AP	3	65 Pest Management Services	DR	45.00	Ck: 53410		MS Door Service Ltd		
9/19/2016	AP	3	65 FY2017 Super Maintenance Agree	DR	2,624.50	Ck: 53437		Syn-Tech Systems Inc		
9/20/2016	AP	3	77 Water Services	DR	67.95	Ck: 53458		Iowa Lakes Regional Water		
9/27/2016	AP	3	96 9/21/2016 Fuel Reimbursement	DR	29.60			Bart's Flying Service		
10/12/2016	AP	4	29 Postage Sept 27, 2016	DR	29.72	Ck: 53599		Reserve Account		
10/17/2016	AP	4	34 Propane Tank Rental- Acct#21323	DR	71.00	Ck: 53606		Amerigas		
10/18/2016	AP	4	57 October 2016 Water Service	DR	56.87	Ck: 53704		Iowa Lakes Regional Water		
10/26/2016	AP	4	81 Water Service	DR	63.23	Ck: 53738		Culligan		
11/21/2016	AP	5	62 Water Service	DR	67.95	Ck: 53924		Iowa Lakes Regional Water		
11/22/2016	AP	5	69 4th Qtr Garbage Service 2016	DR	161.25			Kevin Neuroth		
12/6/2016	AP	6	15 Postage Dec 1, 2016	DR	17.67	Ck: 54111		Reserve Account		
12/20/2016	AP	6	62 November 2016 Water Service	DR	56.87	Ck: 54264		Iowa Lakes Regional Water		
1/3/2017	AP	7	1 Water Service December 2016	DR	7.95	Ck: 54283		Culligan		
001-2080-02-6499-0000			Contractual Services	25,000.00	10,675.04	10,675.04	14,324.96	0.00	14,324.96	57.30
001-2080-02-6503-0000			Merchandise for resale							
7/18/2016	AP	1	50 Jet A Fuel	DR	15,085.23	Ck: 52823		Eastern Aviation Fuels, Inc		
8/1/2016	AP	2	1 Jet A Fuel	DR	14,269.36	Ck: 52953		Eastern Aviation Fuels, Inc		
9/6/2016	AP	3	6 Jet A Fuel	DR	13,395.64	Ck: 53259		Eastern Aviation Fuels, Inc		
9/6/2016	AP	3	6 Jet A Fuel	DR	13,488.70	Ck: 53259		Eastern Aviation Fuels, Inc		
10/3/2016	AP	4	1 Jet A Fuel	DR	14,698.53	Ck: 53510		Eastern Aviation Fuels, Inc		

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
11/7/2016	AP	5	7 Jet A Fuel	DR	15,427.44	Ck: 53785	Eastern Aviation Fuels, Inc			
12/19/2016	AP	6	53 AV Gas	DR	26,505.03	Ck: 54162	Eastern Aviation Fuels, Inc			
12/19/2016	AP	6	53 Jet A Fuel	DR	15,309.65	Ck: 54162	Eastern Aviation Fuels, Inc			
001-2080-02-6503-0000			Merchandise for resale	325,000.00	128,179.58	128,179.58	196,820.42	0.00	196,820.42	60.56
001-2080-02-6599-0000			Supplies							
7/18/2016	AP	1	50 Deck Plate for Storage Tank Acces	DR	27.50	Ck: 52859	Michael P Reinert			
7/26/2016	AP	1	92 Restroom Supplies	DR	52.70	Ck: 52941	Wal Mart #01-1526			
8/1/2016	AP	2	1 Propane	DR	745.74	Ck: 52944	Amerigas			
8/2/2016	AP	2	7 Supplies	DR	3.90	Ck: 53030	Bomgaars Supply, Inc			
8/15/2016	AP	2	42 Fasteners	DR	12.47		Bart's Flying Service			
9/6/2016	AP	3	6 Tug Tractor Battery	DR	103.99	Ck: 53247	Bomgaars Supply, Inc			
9/6/2016	AP	3	6 Water Hydrant	DR	221.49	Ck: 53263	Ferguson Enterprises Inc			
10/3/2016	AP	4	1 Sleeve, Cable, Rope, Link	DR	26.62	Ck: 53498	Bomgaars Supply, Inc			
10/3/2016	AP	4	1 Cleaning Supplies	DR	49.85	Ck: 53560	Wal Mart #01-1526			
11/7/2016	AP	5	7 Entry Lever	DR	49.99	Ck: 53851	Storm Lake Ace Hardware Inc			
001-2080-02-6599-0000			Supplies	3,870.00	1,294.25	1,294.25	2,575.75	0.00	2,575.75	66.56
001-2080-02-6710-0000			Vehicle Allocation							
001-2080-02-6710-0000			Vehicle Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-2080-02-6750-0000			Bldg Capital Improvements							
001-2080-02-6750-0000			Bldg Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001			General Fund	438,810.00	180,770.82	180,770.82	258,039.18	0.00	258,039.18	58.80
112			Special Levy Fund							
112-2080-02-6110-0000			FICA							
112-2080-02-6110-0000			FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-2080-02-6130-0000			IPERS							
112-2080-02-6130-0000			IPERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-2080-02-6160-0000			Worker's Comp Insurance							

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
112-2080-02-6160-0000		Worker's Comp Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-2080-02-6170-0000		Unemployment							
112-2080-02-6170-0000		Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112		Special Levy Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301		Capital Improvement Projects							
301-2080-08-7063-0000		Airport Layout Plan							
301-2080-08-7063-0000		Airport Layout Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7100-0000		Airport Runway Protection Zone							
301-2080-08-7100-0000		Airport Runway Protection Zone	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7111-0000		Airport Parking Lot							
301-2080-08-7111-0000		Airport Parking Lot	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7120-0000		Airport Electrical Vault Proj							
301-2080-08-7120-0000		Airport Electrical Vault Proj	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7122-0000		FBO/Corporate Hangar							
301-2080-08-7122-0000		FBO/Corporate Hangar	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7160-0001		Fuel System Rehab Construction							
301-2080-08-7160-0001		Fuel System Rehab Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7160-0002		Fuel System Rehab Engineering							
301-2080-08-7160-0002		Fuel System Rehab Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7160-0004		Fuel System Rehab Legal/Admin							
301-2080-08-7160-0004		Fuel System Rehab Legal/Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
301-2080-08-7182-0000			Airport Capital Reserve							
301-2080-08-7182-0000			Airport Capital Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7183-0001			Runway 13/31 Rehab - Constr.							
301-2080-08-7183-0001			Runway 13/31 Rehab - Constr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7183-0002			Runway 13/31 Rehab - Engineer							
301-2080-08-7183-0002			Runway 13/31 Rehab - Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7183-0004			Runway 13/31 Rehab - Leg/Admin							
301-2080-08-7183-0004			Runway 13/31 Rehab - Leg/Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7186-0001			Runway 13/31 Subdrain - Const							
301-2080-08-7186-0001			Runway 13/31 Subdrain - Const	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7186-0002			Runway 13/31 Subdrain - Eng							
1/3/2017	AP	7	1 Design Services through 11/30/20	DR	5,000.00		Bolton & Menk, Inc			
301-2080-08-7186-0002			Runway 13/31 Subdrain - Eng	0.00	5,000.00	5,000.00	-5,000.00	0.00	-5,000.00	0.00
301-2080-08-7186-0003			Runway 13/31 Subdrain- Leg/Adm							
301-2080-08-7186-0003			Runway 13/31 Subdrain- Leg/Adr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7192-0001			Chautauqua Bldg. Demo							
301-2080-08-7192-0001			Chautauqua Bldg. Demo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7192-0002			Chautauqua Bldg. Demo - Eng.							
301-2080-08-7192-0002			Chautauqua Bldg. Demo - Eng.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7192-0004			Chautauqua Bldg. Demo - Admin							
301-2080-08-7192-0004			Chautauqua Bldg. Demo - Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
301-2080-08-7204-0002		Airport ALP - Engineering							
301-2080-08-7204-0002		Airport ALP - Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7204-0004		Airport ALP - Legal/Admin							
9/6/2016	AP 3	6 ALP Public Presentation	DR	131.40	Ck: 53283	King's Pointe Resort			
301-2080-08-7204-0004		Airport ALP - Legal/Admin	0.00	131.40	131.40	-131.40	0.00	-131.40	0.00
301		Capital Improvement Projects	0.00	5,131.40	5,131.40	-5,131.40	0.00	-5,131.40	0.00
2080		Airport	438,810.00	185,902.22	185,902.22	252,907.78	0.00	252,907.78	57.63
		Report Totals:	438,810.00	185,902.22	185,902.22	252,907.78	0.00	252,907.78	57.63

# General Ledger

## Revenue Analysis

User: tyler.gibbins  
 Printed: 1/4/2017 - 2:23 PM  
 Period: 06, 2017  
 Fiscal Year: 2017  
 JE Number: 0



Account Number	FP	JE	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received	
001-2080-01-4750-0000									
001-2080-01-4750-0000									
001-2080-01-4750-0000			Airport Gasoline						
12/6/2016	CR	6	27	Airport Gasoline 12/1/2016 SHEI	CR	1,457.87	Rept: 637816	12/05/2016	Batch: 2016 12 40
12/6/2016	CR	6	27	Airport Gasoline 12/2/2016 SHEI	CR	70.08	Rept: 637829	12/05/2016	Batch: 2016 12 40
12/6/2016	CR	6	27	Airport Gasoline 12/3/2016 SHEI	CR	40.28	Rept: 637829	12/05/2016	Batch: 2016 12 40
12/6/2016	CR	6	27	Airport Gasoline 12/4/2016 SHEI	CR	924.88	Rept: 637829	12/05/2016	Batch: 2016 12 40
12/9/2016	CR	6	29	Airport Gasoline 12/7/2016 SHEI	CR	402.62	Rept: 638384	12/08/2016	Batch: 2016 12 40
12/20/2016	CR	6	75	Airport Gasoline 12/15/2016 SHEI	CR	1,373.42	Rept: 640153	12/19/2016	Batch: 2016 12 31
12/20/2016	CR	6	75	Airport Gasoline 12/16/2016 SHEI	CR	413.84	Rept: 640154	12/19/2016	Batch: 2016 12 31
12/20/2016	CR	6	75	Airport Gasoline 12/18/2016 SHEI	CR	85.71	Rept: 640154	12/19/2016	Batch: 2016 12 31
12/21/2016	CR	6	76	Airport Gasoline 12/19/2016 SHEI	CR	2,093.18	Rept: 640217	12/20/2016	Batch: 2016 12 32
12/14/2016	CR	6	79	Airport Gasoline 12/12/2016 SHEI	CR	101.12	Rept: 639119	12/13/2016	Batch: 2016 12 41
12/15/2016	CR	6	80	Airport Gasoline 12/13/2016 SHEI	CR	558.38	Rept: 639352	12/14/2016	Batch: 2016 12 41
12/15/2016	CR	6	81	Airport Gasoline 12/14/2016 SHEI	CR	1,002.42	Rept: 639532	12/15/2016	Batch: 2016 12 41
12/21/2016	CR	6	83	Airport Gasoline 12/20/2016 SHEI	CR	1,562.12	Rept: 640254	12/21/2016	Batch: 2016 12 42
12/13/2016	CR	6	93	Airport Gasoline 12/8/2016 SHEI	CR	142.34	Rept: 638884	12/12/2016	Batch: 2016 12 41
12/13/2016	CR	6	93	Airport Gasoline 12/9/2016 SHEI	CR	2,850.94	Rept: 638886	12/12/2016	Batch: 2016 12 41
12/28/2016	CR	6	106	Airport Gasoline 12/22/2016 SHEI	CR	1,367.44	Rept: 640601	12/27/2016	Batch: 2016 12 32
12/28/2016	CR	6	106	Airport Gasoline 12/26/2016 SHEI	CR	1,582.67	Rept: 640602	12/27/2016	Batch: 2016 12 32
001-2080-01-4750-0000			Airport Gasoline	300,000.00	16,029.31	154,133.60	145,866.40		51.38
001-2080-02-4310-0000			Airport Hangar Rent						
12/2/2016	CR	6	8	Hangar E-1 JIM BARTHOLOME	CR	95.00	Rept: 637784	12/01/2016	Batch: 2016 12 30
12/2/2016	CR	6	8	Hangar F-5 JIM BARTHOLOME	CR	150.00	Rept: 637784	12/01/2016	Batch: 2016 12 30
12/2/2016	CR	6	8	Shop Rent JIM BARTHOLOME	CR	500.00	Rept: 637784	12/01/2016	Batch: 2016 12 30
12/5/2016	CR	6	10	Hangar E-6 STEVE MCCLATCH	CR	285.00	Rept: 637809	12/02/2016	Batch: 2016 12 30
12/5/2016	CR	6	10	Feb to April 2017 STEVE MCCLATCH	CR	285.00	Rept: 637809	12/02/2016	Batch: 2016 12 30
12/8/2016	CR	6	25	Hangar A-1 THOMAS MCCLINTON	CR	65.00	Rept: 638370	12/07/2016	Batch: 2016 12 30
12/8/2016	CR	6	25	Hangar Rent - jan feb THOMAS MCCLINTON	CR	130.00	Rept: 638370	12/07/2016	Batch: 2016 12 30
12/14/2016	CH	6	66	AR 01220.12.2016	CR	365.00			
12/13/2016	CR	6	70	Hangar B-3 JAMES TUTTLE	CR	195.00	Rept: 638906	12/12/2016	Batch: 2016 12 31
12/16/2016	CR	6	72	Hangar D-6 Rent IOWA STATE F	CR	80.00	Rept: 639519	12/15/2016	Batch: 2016 12 31



Account Number	FP	JE	Description		Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
12/12/2016	CR	6	77	Hanager D-6 ROBERT WALKER	CR	80.00	Rept: 638561	12/09/2016	Batch: 2016 12 40
12/12/2016	CR	6	77	Hanager D-6 ROBERT WALKER	CR	80.00	Rept: 638561	12/09/2016	Batch: 2016 12 40
12/12/2016	CR	6	77	Hangar F-6 GARY & JAN WOR	CR	135.00	Rept: 638607	12/09/2016	Batch: 2016 12 40
12/15/2016	CR	6	80	Hangar A-3 STAN RISHOI	CR	65.00	Rept: 639400	12/14/2016	Batch: 2016 12 41
12/15/2016	CR	6	80	Hangar B-1 STAN RISHOI	CR	65.00	Rept: 639400	12/14/2016	Batch: 2016 12 41
12/21/2016	CR	6	83	Hangar F-3 DR PAUL BARBER	CR	405.00	Rept: 640260	12/21/2016	Batch: 2016 12 42
12/13/2016	CR	6	93	Hangar F-2 STEVE HAMILTON	CR	135.00	Rept: 638983	12/12/2016	Batch: 2016 12 41
12/28/2016	CR	6	106	Hangar F-4 DESTIN - AIR LLC	CR	1,620.00	Rept: 640618	12/27/2016	Batch: 2016 12 32
001-2080-02-4310-0000				Airport Hangar Rent		35,000.00	4,735.00	18,603.40	16,396.60 53.15
001-2080-02-4340-0000				Airport Ag Sales					
001-2080-02-4340-0000				Airport Ag Sales		72,000.00	0.00	33,187.25	38,812.75 46.09
001-2080-02-4550-0000				Misc Airport					
001-2080-02-4550-0000				Misc Airport		0.00	0.00	0.00	0.00 0.00
001-2080-02-4710-0000				Airport Utilities					
12/2/2016	CR	6	8	Electric Service JIM BARTHOLC	CR	60.00	Rept: 637784	12/01/2016	Batch: 2016 12 30
12/2/2016	CR	6	8	Water Service JIM BARTHOLON	CR	20.00	Rept: 637784	12/01/2016	Batch: 2016 12 30
001-2080-02-4710-0000				Airport Utilities		1,080.00	80.00	480.00	600.00 44.44
301-2080-03-5063-0000				Airport Layout Plan					
301-2080-03-5063-0000				Airport Layout Plan		0.00	0.00	0.00	0.00 0.00
301-2080-03-5100-0000				Airport RPZ					
301-2080-03-5100-0000				Airport RPZ		0.00	0.00	0.00	0.00 0.00
301-2080-03-5110-0000				Airport Parking Lot					
301-2080-03-5110-0000				Airport Parking Lot		0.00	0.00	0.00	0.00 0.00
301-2080-03-5120-0000				Airport Electrical Vault Proj					
301-2080-03-5120-0000				Airport Electrical Vault Proj		0.00	0.00	0.00	0.00 0.00
301-2080-03-5160-0041				Fuel System Rehab State Revenu					
301-2080-03-5160-0041				Fuel System Rehab State Revenu		0.00	0.00	0.00	0.00 0.00
301-2080-03-5160-0045				Fuel System Rehab Local Rev					
301-2080-03-5160-0045				Fuel System Rehab Local Rev		0.00	0.00	0.00	0.00 0.00
301-2080-03-5182-0000				Airport Capital Reserve					
301-2080-03-5182-0000				Airport Capital Reserve		0.00	0.00	0.00	0.00 0.00

Account Number	FP	JE	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
301-2080-03-5183-0041			Runway 13/31 Rehab - State Rev					
301-2080-03-5183-0041			Runway 13/31 Rehab - State Rev	0.00	0.00	0.00	0.00	0.00
301-2080-03-5183-0045			Runway 13/31 Rehab - Local					
301-2080-03-5183-0045			Runway 13/31 Rehab - Local	0.00	0.00	0.00	0.00	0.00
301-2080-03-5192-0041			Chautauqua Bldg. Demo - State					
301-2080-03-5192-0041			Chautauqua Bldg. Demo - State	0.00	0.00	0.00	0.00	0.00
301-2080-03-5204-0042			Airport ALP - Federal Revenue					
301-2080-03-5204-0042			Airport ALP - Federal Revenue	0.00	0.00	0.00	0.00	0.00
301-2080-04-5122-0000			FBO/Corporate Hangar					
301-2080-04-5122-0000			FBO/Corporate Hangar	0.00	0.00	0.00	0.00	0.00
301-2080-04-5122-0000				408,080.00	20,844.31	206,404.25	201,675.75	50.58
301-2080-04-5122-0000				408,080.00	20,844.31	206,404.25	201,675.75	50.58
			Report Totals:	408,080.00	20,844.31	206,404.25	201,675.75	50.58

## Staff Summary



1/9/2017  
Agenda Item # 3.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

[p \(712\) 732-8000](tel:(712)732-8000)

[f \(712\) 732-4114](tel:(712)732-4114)

**REPORT TO:** Airport Commission

**FROM:** Tyler Gibbins, Staff Accountant

**SUBJECT:** **Airport Fuel Report December 1, 2016 To December 31, 2016.**

**BACKGROUND:**

Please find the following attachments for your review:

- Sales Report
- Fuel Readings Report
- Running Total for Fuel
- Credit Card Reconciliation

On the sales report please note the following key pieces of information:

- Total sales for the month of December were \$19,008.02
- Jet Fuel = \$17,749.28 or 93.38% of the total sales (6,258.4 gallons)
- Av Gas = \$1,258.74 or 6.62% of the total sales (329.34 Gallons)
- Hangar Renters accounted for \$13,745.69 (VT was \$13,381.74 or 97.36%) of the total sales or 72.31%
- The Fixed Based Operator (FBO) accounted for \$569.77 of fuel sales or 3.00%
- Outside non-based aircraft accounted for \$4,689.98 of the total sales or 24.68%
- Test card is \$1.75 which is 0.01% of the total sales

At the bottom of the report you can see the price we are selling each product.

On the Fuel Readings Report note the AV Gas on the Veeder

Root System shows we should have sold 3.34 gallons more than the fuel master shows. The Mechanical reading is showing we should have sold 0.44 gallons more.

The Jet A Fuel on the Veeder Root System shows we sold 3.6 gallons more to equal the Fuel Master Reading. The Mechanical Reading shows we sold 4.6 gallons more.

On both of these reports you can see what we did for the year. The mechanical reading appears to be the most accurate so this is the reading provided in this report. In 2016 the airport sold 10,798.00 Gallons of AV Gas and 76,640.00 Gallons of Jet A fuel.

The next report is a month to month running total to track the amount of fuel pumped. You can see in the Running Total for Fuel report the overall difference of both AV Gas & Jet A Fuel.

Finally, the last report is a reconciliation of the credit card receipts and expenses related to the fuel sales at the Airport. The bank deposits plus the service charges equal the amount purchased at the terminal. In order to balance with the terminal system, we must only take what was purchased in the month according to the transaction date. There is a lag of a few days after the sale so we must add the outstanding transactions that come in the following month.

To reconcile our books from the financial report to the bank we must take the amount received in our books (\$16,029.31) then we must add the deposits from December that did not hit the bank until January (\$2,480.30). Then we must add the service charges and test card to balance .

You can see the service charges are \$495.83 for the month and the amount used for monthly testing was \$2.58.

**FISCAL IMPACT:**

Total Fuel Sales for the month of December 2016 are \$19,008.02

**RECOMMENDATION:**

Review the Report and Approve

**ATTACHMENTS:**

Description	Type
❏ Sales Report	Financial Report
❏ Fuel Reading Report	Financial Report
❏ Running Total for Fuel	Financial Report
❏ Bank Reconciliation	Financial Report

# City of Storm Lake

## Airport Fuel Report

\$ Amount

	Sales Breakout	AV Gas	Jet Fuel
Test Card	\$ 2.58	\$ 0.83	\$ 1.75
Hangar Renters	\$ 13,745.69	\$ 363.95	\$ 13,381.74
Of which is VT	\$ 13,381.74		\$ 13,381.74
Bart's Flying Service	\$ 569.77	\$ 367.31	\$ 202.46
Credit Cards	\$ 4,689.98	\$ 526.65	\$ 4,163.33
Other Purchases	\$ -		
	\$ 19,008.02	\$ 1,258.74	\$ 17,749.28
<b>Total FM Sales=</b>	<b><u>\$ 19,008.02</u></b>		

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	0.80	0.20	0.60
Hangar Renters	4,827.260	90.760	4,736.500
Of which is VT	4,736.500		4,736.500
Bart's Flying Service	206.470	110.970	95.500
Credit Cards	1,553.210	127.410	1,425.800
Other Purchases	-		
	6,587.740	329.340	6,258.400
<b>Total FM Sales=</b>	<b><u>6,587.740</u></b>		

Price of Fuel:

Beginning	4.11	2.95
End	4.11	2.92

# City of Storm Lake

## Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	10,265.000		8,148.000
Before Fueling			
After Fueling	_____		_____
Before Fueling			
After Fueling	_____		_____
Fuel Added for Month	-		-
Ending Fuel Reading	9,939.000		1,886.000
Total=	326.000		6,262.000

		<u>Stick Reading</u>	
Beginning Fuel Reading	<u>10,247.000</u>	74	<u>8,079.000</u>
Before Fueling			
After Fueling	_____		_____
Before Fueling			
After Fueling	_____		_____
Fuel Added for Month	-		-
Ending Fuel Reading	9870.000	71	1,853.00
Total=	377.000		6,226.000

		<u>Mechanical Reading</u>	
Beginning Fuel Reading	81,668.300		255,154.000
Before Fueling			
After Fueling			
Fuel Added for Month			
Ending Fuel Reading	81,997.200		261,417.000
Total=	328.900		6,263.000

<b>Actual</b>	<b>329.34</b>	<b>6,258.40</b>
---------------	---------------	-----------------

# City of Storm Lake

## Airport Fuel Report

Running Month to Month Difference in Fuel Redings  
Calendar Year 2016

<b>AV Gas</b>									
Start Read=		71,199.200							
VeterRoot System				Stick Reading		Mechanical Reading			
		Overall	This Mo.		Overall	This Mo.	Overall	This Mo.	
January	Short	-25.780	-25.780	Long	87.22	87.22	Short	-0.980	-0.980
February	Long	-17.360	8.420	Short	30.64	-56.58	Long	-0.160	0.820
March	Long	4.750	22.110	Long	139.75	109.11	Short	-0.450	-0.290
April	Short	-0.900	-5.650	Long	144.1	4.35	Short	-1.200	-0.750
May	Short	-3.600	-2.700	Long	219.4	75.3	Short	-2.100	-0.900
June	Long	-0.600	3.000	Short	190.40	-29	Short	-14.300	-12.200
July	Long	25.950	26.550	Short	149.95	-40.45	Long	0.650	14.950
August	Short	-20.070	-46.020	Short	107.93	-42.02	Short	-49.370	-50.020
September	Long	-12.930	7.140	Long	152.07	44.14	Long	-12.130	37.240
October	Long	-3.210	9.720	Short	123.79	-28.28	Short	-14.310	-2.180
November	Long	10.380	13.590	Long	148.38	24.59	Short	-17.520	-3.210
December	Short	7.400	-3.340	Long	196.04	47.66	Short	-17.080	0.440
Total Difference=		7.040		196.04		-17.080			

<b>Jet A</b>									
Start Read=		184,777.000							
VeterRoot System				Stick Reading		Mechanical Reading			
		Overall	This Mo.		Overall	This Mo.	Overall	This Mo.	
January	Short	-22.400	-22.400	Long	108.6	108.6	Long	2.600	2.600
February	Long	7.000	29.400	Short	51	-57.6	Long	4.000	1.400
March	Short	-8.400	-15.400	Long	120.6	69.6	Long	6.600	2.600
April	Long	15.900	24.300	Short	64.9	-55.7	Long	7.900	1.300
May	Short	-8.000	-23.900	Long	81	16.1	Long	9.000	1.100
June	Short	-74.800	-66.800	Short	26.2	-54.8	Short	-24.800	-33.800
July	Short	-281.750	-206.950	Short	-1049.75	-1075.95	Short	-197.750	-172.950
August	Short	-428.950	-147.200	Long	-751.95	297.8	Long	-189.950	7.800
September	Short	-584.750	-155.800	Long	-555.95	196	Short	-291.750	-101.800
October	Short	-749.450	-164.700	Long	315.35	871.3	Long	-171.450	120.300
November	Short	-751.950	-2.500	Short	151.85	-163.5	Long	-166.950	4.500
December	Long	-748.350	3.600	Long	184.25	32.4	Long	-162.350	4.600
Total Difference=		-748.350		184.25		-162.350			

**Note: The Long/Short Amount is the difference from our readings to what the Fuel Master System reads.**

# City of Storm Lake Airport Fuel Report

	Bank Deposits		Service Charge	Total Purchases	Date of Transaction			
Total Eastern Depoits:	\$	577.62	\$	11.79	\$	589.41	November	29
	\$	1,457.87	\$	41.23	\$	1,499.10	December	1
	\$	1,035.24	\$	27.69	\$	1,062.93	December	2, 3, 4
	\$	402.62	\$	8.22	\$	410.84	December	7
	\$	142.34	\$	2.91	\$	145.25	December	8
	\$	2,850.94	\$	78.72	\$	2,929.66	December	9
	\$	101.12	\$	2.06	\$	103.18	December	12
	\$	558.38	\$	11.39	\$	569.77	December	13
	\$	1,002.42	\$	20.46	\$	1,022.88	December	14
	\$	1,373.42	\$	38.84	\$	1,412.26	December	15
	\$	499.55	\$	13.45	\$	513.00	December	16, 18
	\$	2,093.18	\$	55.82	\$	2,149.00	December	19
	\$	1,562.12	\$	44.17	\$	1,606.29	December	20
	\$	1,367.44	\$	37.10	\$	1,404.54	December	22
	\$	1,582.67	\$	44.75	\$	1,627.42	December	26
				\$	-			
				\$	-			
				\$	-			
				\$	-			
				\$	-			
			\$	-				
			\$	-				
			\$	-				
	\$	16,606.93	\$	438.60	\$	17,045.53		
Outstanding:	\$	1,511.63	\$	42.75	\$	1,554.38	December	27
	\$	825.75	\$	23.35	\$	849.10	December	28
	\$	142.92	\$	2.92	\$	145.84	December	30
				\$	-			
				\$	-			
				\$	-			
				\$	-			
	\$	2,480.30	\$	69.02	\$	2,549.32		
Totals:	\$	19,087.23	\$	507.62	\$	19,594.85		

<b>Totals=</b>	<b>\$ 19,008.02</b>	<b>\$ 19,008.02</b>	<b>Total Sales</b>	<b>City Billings</b>
	\$ 495.83	Service Charges	\$ 2.58	(Test Card)



## Staff Summary



1/9/2017

Agenda Item # 4.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

[p \(712\) 732-8000](tel:(712)732-8000)

[f \(712\) 732-4114](tel:(712)732-4114)

**REPORT TO:** Airport Commission

**FROM:** Tyler Gibbins, Staff Accountant

**SUBJECT:** **Airport Manager's Monthly Report**

**BACKGROUND:** The Manager's agreement with the Storm Lake Airport Commission calls for the manager to present a monthly report to the Commission on various items for the past month. The topics that are to be included in the report are as follows:


- Pilot Activity - Report shall include a list of the tail numbers of all aircraft located on the grounds within an hour of opening and closing (excluding based aircraft)
- Airport Maintenance - Report shall identify any maintenance issues arising or discovered during the reporting period
- Student Pilots - Report on the number of student pilots currently enrolled in lessons and their training status
- Critical Systems - Report on the critical systems at the airport including but not limited to the AWOS system, runway lighting, and other navigational aids.
- Courtesy Car - Report on the number of uses and miles driven
- Marketing Efforts - Report on any efforts made by the Manager to promote the Airport
- Overnight Rentals - Identify the number of overnight rentals that took place
- NOTAMS - Report on the number and reason for any NOTAMS issued during the reporting period
- Weekly Grounds Inspection - Provide copies of the weekly ground inspection sheets showing any issues or concerns

**FISCAL IMPACT:** No fiscal impact to the filing of the report. The report may identify

items and issues that will require expenditures to resolve.

**RECOMMENDATION:** Review the Attached Report Prepared By the Manager, Bart's Flying Service

**ATTACHMENTS:**

Description	Type
 Manager's Report- December 2016	Backup Material

Bart's Flying Service  
Manager's Report  
December 2016

Shoveled snow around terminal a couple of times.

Courtesy car usage (7) 130 miles

Drivers side door will not open the latch appears to be broken.

## Staff Summary

1/9/2017  
Agenda Item # 5.



City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

[p \(712\) 732-8000](tel:(712)732-8000)

[f \(712\) 732-4114](tel:(712)732-4114)

**REPORT TO:** Airport Commission

**FROM:** Tyler Gibbins, Staff Accountant

**SUBJECT:** **Administration Report - January 2017 Airport Commission Meeting**

**BACKGROUND:** Here is the monthly report from City Administration. The majority if not all of the items here are for your information and require no action on behalf of the Commission.

### **Board Reimbursement**

Last month it was mentioned that the commission would not be receiving compensation for their services in 2016. This has since changed, the commission will be reimbursed for 2016 but will not be moving forward.

### **Donation**

Please see the attached letter. This letter was accompanied with a \$2,500 donation to the airport. Please see the request of the donor to us these funds for facility maintenance and improvements. City staff is in the middle of budget for next fiscal year and would request recommendations from the commission on how they would like these donated funds used. City staff has also brainstormed ideas and have come up with the following:

- New Furniture in the terminal (primarily the visitor chairs)
- Landscaping around the terminal
- New computer for flight plans

Please feel free to pick from this list or add to the list.

If you have any questions or concerns, I'll be happy to address them at the meeting.

**FISCAL IMPACT:** None

**RECOMMENDATION:** Review the Report and Ask Questions If Any

**ATTACHMENTS:**

Description	Type
 Brotherson Donation Letter	Backup Material

Travis & Kristi Brotherson  
5578 140<sup>th</sup> St  
Holstein, IA 51025  
December 29, 2016

Tyler Gibbins  
Accounts Payable Clerk  
City of Storm Lake  
620 Erie St  
P.O. Box 1086  
Storm Lake, IA 50588

Tyler,

I have greatly enjoyed my time spent at the airport over the last year and a half. Starting from flight lessons, graduating to private pilot, and most recently aircraft owner have all been enjoyable and fun at KSLB. Bart and the team have been great in guiding me through all of the steps.

The facilities available are excellent. The runway renovation of 2015 has ensured that there is an option in the crosswinds. I also appreciate this year's installation of the wash pad. It is a never ending job to keep an airplane looking good, and the pad has helped me immensely to accomplish this.

I recognize that the upkeep and improvement of an airport is not a cheap business, and appreciate the investment that Storm Lake makes in this facility. With that in mind my wife Kristi and I would like to make a donation of \$2,500 to be used in airport improvements and maintenance.

We look forward to flying out of KSLB in the coming years.

Sincerely,

Handwritten signature of Travis Brotherson in cursive script.Handwritten signature of Kristi Brotherson in cursive script.

Travis & Kristi Brotherson