

**CITY OF STORM LAKE
AIRPORT COMMISSION
AIRPORT MEETING ROOM
FEBRUARY 13, 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 January 9, 2017, Airport Commission Minutes**
2. **Airport Financial Report From January 1st, 2017 to January 31st, 2017**
3. **Airport Fuel Report January 1st, 2017 to January 31st, 2017.**
4. **Airport Manager's Monthly Report**
5. **Administration Report - February 2017 Airport Commission Meeting**
6. **Fielded Phone Calls Resulting in Complaints**
7. **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



2/13/2017

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 January 9, 2017, 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 January 9, 2017 Airport Commission minutes

ATTACHMENTS:

Description	Type
 Minutes - January 9, 2017	Minutes

**Storm Lake Airport Commission
Regular Meeting
Airport Terminal
Monday, January 9, 2017 4:00PM**

Present: Commission Members Bob Ansonge, Maxine Lampe, Dan Richardson, 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 Richardson to approve the December 12, 2016 Airport Commission minutes. Seconded by Commissioner Lampe. Vote: All ayes Motion carried.

Financial Report – Moved by Commissioner Lampe to approve the financial reports for December. Seconded by Commissioner Huddleston. Vote: All ayes Motion carried.

Fuel Report – Moved by Commissioner Richardson to approve the Fuel Report for December. Seconded by Commissioner Huddleston. Vote: All ayes Motion carried.

Manager Report – Shoveled snow around terminal a couple of times. Courtesy car driver's side door appears to be broken.

Courtesy car usage 7 and 130 miles.

Administration Report – The Commission was previously notified that they would not be compensated for their 2016 service. This has changed and the Commission will be receiving reimbursement but will not be moving forward.

A donation of \$2,500.00 was received from Travis and Kristi Brotherson to be used at the airport for improvements and maintenance. City staff asked the Commission how they would like the funds to be utilized for the next fiscal year budget. City staff recommends purchasing new furniture for the terminal, a new computer for flight plans, or installing new landscaping around the terminal.

Adjourn – Moved by Commissioner Lampe to adjourn the meeting at 4:11pm. Seconded by Commissioner Huddleston. All ayes. Motion carried.

Mayra Martinez, City Clerk

Staff Summary



2/13/2017
Agenda Item # 2.

City of Storm Lake

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Airport Financial Report From January 1st, 2017 to January 31st, 2017**

BACKGROUND: Please see the following attachments:

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

On the January Expense Report please note the following:

- First Engineering expense for Runway 13/31 Subdrains has come through.
- Bart's Flying Service was paid for December and January this month. The December payment was delayed with holidays and time off. Staff will ensure payments are made in the correct month moving forward.

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 January 2017 are \$16,264.83

RECOMMENDATION:

Review and Approve the Financial Report

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Expense List	List of Bills
<input type="checkbox"/>	Financial Report	Financial Report
<input type="checkbox"/>	Hangar Rent	Contract
<input type="checkbox"/>	FY2017 Expenses	Financial Report
<input type="checkbox"/>	Revenue Report	Financial Report

Storm Lake Airport Commission
Monthly Financial Report
Period Ending January 31, 2017

Vendor Name	Description	Account Charged	Amount	Notes
MS Door Service Ltd	Pest Control	001-2080-02-6310-0000	\$45.00	
MidAmerican Energy Company	Electric Service	001-2080-02-6371-0000	\$713.55	
Century Link	Phone Service	001-2080-02-6373-0000	\$155.57	
Bart's Flying Service	Operator Contract- Dec 2016	001-2080-02-6494-0000	\$5,063.04	
Bart's Flying Service	Operator Contract- Jan 2017	001-2080-02-6494-0000	\$5,063.04	
Culligan Water	Water Supplies	001-2080-02-6499-0000	\$7.95	
Iowa DNR	Storage Tank Tags	001-2080-02-6499-0000	\$130.00	
Iowa Lakes Regional Water	Water Service	001-2080-02-6499-0000	\$62.41	
Reserve Account	Postage	001-2080-02-6499-0000	\$8.37	
Culligan Water	Water Supplies	001-2080-02-6599-0000	\$15.90	
Bolton & Menk	Design Services- Runway 13/31 Subdrain	301-2080-08-7186-0002	\$5,000.00	

Total Expenses \$16,264.83

Notes:

Airport Commission Report - FY 2016-2017

Period	1	2	3	4	5	6	7	8	9	10	11	12	
<u>Revenue by Type</u>	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-16	Total
Hangar Rent	2,340.40	3,815.00	2,815.00	1,370.00	3,528.00	5,283.00	2,745.00						21,896.40
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	80.00						560.00
Fuel	27,094.46	41,330.03	25,450.62	21,951.72	22,277.46	16,029.31	16,202.82						170,336.42
Other							2,500.00						2,500.00
TOTAL	29,514.86	45,225.03	28,345.62	46,381.47	36,092.96	21,392.31	21,527.82	-	-	-	-	-	228,480.07

*Other includes

Tyler Gibbins:
Free Will Donation- Travis

<u>Expenses</u>	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-16	Total
Insurance													-
Operations	6,394.55	8,497.44	20,532.91	4,267.66	12,030.61	868.07	11,264.83						63,856.07
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				5,000.00						5,131.40
TOTAL	21,479.78	22,766.80	47,548.65	18,966.19	27,458.05	42,682.75	16,264.83	-	-	-	-	-	197,167.05
Revenue over Expense	8,035.08	22,458.23	(19,203.03)	27,415.28	8,634.91	(21,290.44)	5,262.99	-	-	-	-	-	31,313.02

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
		26	23 TOTAL

General Ledger

Expense vs Budget

User: tyler.gibbins
 Printed: 2/8/2017 - 1:49 PM
 Period: 01 to 07, 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			
1/16/2017	AP	7	38 Pest Control Service	DR	45.00	Ck: 54396	MS Door Service Ltd			
001-2080-02-6310-0000			Repairs/Maintenance Bldg	11,540.00	10,434.18	10,434.18	1,105.82	0.00	1,105.82	9.58
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			
1/17/2017	AP	7	55 Electric Service Nov/Dec 2016	DR	713.55	Ck: 54459	MidAmerican Energy Company			
001-2080-02-6371-0000			Electric Service	8,200.00	4,696.35	4,696.35	3,503.65	0.00	3,503.65	42.73
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			
1/17/2017	AP	7	55 Phone Service- January 2017	DR	155.57	Ck: 54452	Century Link			
001-2080-02-6373-0000			Telecommunications	1,700.00	1,090.34	1,090.34	609.66	0.00	609.66	35.86
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 Decemeber 2016 Airport Contract	DR	5,063.04		Bart's Flying Service			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
1/24/2017	AP	7	80 Airport Contract January 2017	DR	5,063.04		Bart's Flying Service			
001-2080-02-6494-0000			Operator Contract	61,000.00	35,441.28	35,441.28	25,558.72	0.00	25,558.72	41.90
001-2080-02-6499-0000			Contractual Services							
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		Philip E 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			
1/16/2017	AP	7	38 Underground Storage Tank Tags 2	DR	130.00	Ck: 54381	Iowa Dept of Natural Resources			
1/17/2017	AP	7	55 December 2016 Water Service	DR	62.41	Ck: 54456	Iowa Lakes Regional Water			
1/24/2017	AP	7	80 Postage Jan 17, 2017	DR	8.37	Ck: 54505	Reserve Account			
001-2080-02-6499-0000			Contractual Services	25,000.00	10,883.77	10,883.77	14,116.23	0.00	14,116.23	56.46

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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			
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			
1/24/2017	AP	7	80 Water Supplies	DR	15.90	Ck: 54497	Culligan			
001-2080-02-6599-0000			Supplies	3,870.00	1,310.15	1,310.15	2,559.85	0.00	2,559.85	66.15
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	192,035.65	192,035.65	246,774.35	0.00	246,774.35	56.24
112			Special Levy Fund							
112-2080-02-6110-0000			FICA							

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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							
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

Account Number	FP/JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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
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

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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
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	197,167.05	197,167.05	241,642.95	0.00	241,642.95	55.07
		Report Totals:	438,810.00	197,167.05	197,167.05	241,642.95	0.00	241,642.95	55.07

General Ledger

Revenue Analysis

User: tyler.gibbins
 Printed: 2/8/2017 - 1:49 PM
 Period: 07, 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						
1/4/2017	CR	7	16	Airport Gasoline 12/27/2016 SHE	CR	1,511.63	Rept: 640770	01/03/2017	Batch: 2017 1 403
1/4/2017	CR	7	16	Airport Gasoline 12/28/2016 SHE	CR	825.75	Rept: 640771	01/03/2017	Batch: 2017 1 403
1/4/2017	CR	7	16	Airport Gasoline 12/30/2016 SHE	CR	142.92	Rept: 640772	01/03/2017	Batch: 2017 1 403
1/4/2017	CR	7	16	Airport Gasoline 1/1/2017 SHEL	CR	167.96	Rept: 640772	01/03/2017	Batch: 2017 1 403
1/4/2017	CR	7	16	Airport Gasoline 1/2/2017 SHEL	CR	1,375.07	Rept: 640772	01/03/2017	Batch: 2017 1 403
1/5/2017	CR	7	30	Airport Gasoline 1/3/2017 SHEL	CR	1,169.93	Rept: 640799	01/04/2017	Batch: 2017 1 304
1/10/2017	CR	7	35	Airport Gasoline 1/5/2017 SHEL	CR	1,349.16	Rept: 641121	01/09/2017	Batch: 2017 1 409
1/10/2017	CR	7	35	Airport Gasoline 1/6/2017 SHEL	CR	528.25	Rept: 641122	01/09/2017	Batch: 2017 1 409
1/10/2017	CR	7	35	Airport Gasoline 1/7/2017 SHEL	CR	531.41	Rept: 641122	01/09/2017	Batch: 2017 1 409
1/10/2017	CR	7	35	Airport Gasoline 1/8/2017 SHEL	CR	65.17	Rept: 641122	01/09/2017	Batch: 2017 1 409
1/18/2017	CR	7	73	Airport Gasoline 1/14/2017 SHEI	CR	121.42	Rept: 642975	01/17/2017	Batch: 2017 1 317
1/18/2017	CR	7	73	Airport Gasoline 1/15/2017 SHEI	CR	281.47	Rept: 642975	01/17/2017	Batch: 2017 1 317
1/20/2017	CR	7	74	Airport Gasoline 1/18/2017 SHEI	CR	1,437.17	Rept: 643217	01/19/2017	Batch: 2017 1 319
1/24/2017	CR	7	87	Airport Gasoline 1/22/2017 SHEI	CR	1,222.14	Rept: 643342	01/23/2017	Batch: 2017 1 323
1/25/2017	CR	7	88	Airport Gasoline 1/23/2017 SHEI	CR	1,006.69	Rept: 643445	01/24/2017	Batch: 2017 1 324
1/27/2017	CR	7	104	Airport Gasoline 1/25/2017 SHEI	CR	207.95	Rept: 643517	01/26/2017	Batch: 2017 1 326
1/31/2017	CR	7	110	Airport Gasoline 1/27/2017 SHEI	CR	1,507.29	Rept: 643581	01/30/2017	Batch: 2017 1 330
1/31/2017	CR	7	110	Airport Gasoline 1/28/2017 SHEI	CR	1,580.18	Rept: 643581	01/30/2017	Batch: 2017 1 330
1/31/2017	CR	7	110	Airport Gasoline 1/29/2017 SHEI	CR	21.71	Rept: 643581	01/30/2017	Batch: 2017 1 330
1/31/2017	CR	7	111	Airport Gasoline SHELL AVIATI	CR	1,149.55	Rept: 643609	01/31/2017	Batch: 2017 1 331
001-2080-01-4750-0000			Airport Gasoline	300,000.00	16,202.82	170,336.42	129,663.58	56.78	
001-2080-02-4310-0000			Airport Hangar Rent						
1/4/2017	CR	7	16	Hangar F-6 GARY & JAN WOR	CR	135.00	Rept: 640764	12/30/2016	Batch: 2017 1 403
1/4/2017	CR	7	16	Hangar E-1 JIM BARTHOLOME	CR	95.00	Rept: 640777	01/03/2017	Batch: 2017 1 403
1/4/2017	CR	7	16	Hangar F-5 JIM BARTHOLOME	CR	150.00	Rept: 640777	01/03/2017	Batch: 2017 1 403
1/4/2017	CR	7	16	Shop Rent JIM BARTHOLOMEV	CR	500.00	Rept: 640777	01/03/2017	Batch: 2017 1 403
1/6/2017	CR	7	32	Hangar D-6 Rent IOWA STATE F	CR	80.00	Rept: 640833	01/05/2017	Batch: 2017 1 405
1/12/2017	CR	7	40	Hangar A-3 STAN RISHOI	CR	65.00	Rept: 641659	01/11/2017	Batch: 2017 1 411
1/12/2017	CR	7	40	Hangar B-1 STAN RISHOI	CR	65.00	Rept: 641659	01/11/2017	Batch: 2017 1 411

Account Number	FP	JE	Description		Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
1/12/2017	CR	7	60	Hangar F-2 STEVE HAMILTON	CR	135.00	Rept: 641894	01/12/2017	Batch: 2017 1 312
1/19/2017	CR	7	79	Hangar D-1 GRANT/SANDY SH	CR	960.00	Rept: 642984	01/18/2017	Batch: 2017 1 318
1/23/2017	CR	7	89	Hangar B-2 1ST QUTR 2017 NIC	CR	195.00	Rept: 643301	01/20/2017	Batch: 2017 1 420
1/19/2017	CH	7	95	AR 00119.01.2017	CR	365.00			
001-2080-02-4310-0000				Airport Hangar Rent		35,000.00	2,745.00	21,896.40	13,103.60 62.56
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					
1/5/2017	CR	7	30	2016 Airport Donation TRAVIS B	CR	2,500.00	Rept: 640802	01/04/2017	Batch: 2017 1 304
001-2080-02-4550-0000				Misc Airport		0.00	2,500.00	2,500.00	-2,500.00 0.00
001-2080-02-4710-0000				Airport Utilities					
1/4/2017	CR	7	16	Electric Service JIM BARTHOLC	CR	60.00	Rept: 640777	01/03/2017	Batch: 2017 1 403
1/4/2017	CR	7	16	Water Service JIM BARTHOLON	CR	20.00	Rept: 640777	01/03/2017	Batch: 2017 1 403
001-2080-02-4710-0000				Airport Utilities		1,080.00	80.00	560.00	520.00 51.85
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
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

Account Number	FP	JE	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
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	21,527.82	228,480.07	179,599.93	55.99
301-2080-04-5122-0000				408,080.00	21,527.82	228,480.07	179,599.93	55.99
			Report Totals:	408,080.00	21,527.82	228,480.07	179,599.93	55.99

Staff Summary



2/13/2017
Agenda Item # 3.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Airport Fuel Report January 1st, 2017 to January 31st, 2017.**

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 January were \$14,271.03
- Jet Fuel = \$12,169.17 or 85.28% of the total sales (4,187.50 gallons)
- Av Gas = \$2,101.86 or 14.72% of the total sales (518.83 Gallons)
- Hangar Renters accounted for \$11,986.12 (VT was \$11,724.16 or 97.82%) of the total sales or 83.98%
- The Fixed Based Operator (FBO) accounted for \$99.30 of fuel sales or 0.70%
- Outside non-based aircraft accounted for \$2,171.89 of the total sales or 15.21%
- Test card is \$13.72 which is 0.11% 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 4.83 gallons more than the fuel master shows. The Mechanical reading is showing we sold 0.97 gallons more.

The Jet A Fuel on the Veeder Root System shows we should have sold 19.5 gallons more to equal the Fuel Master Reading. The Mechanical Reading shows we sold 2.5 gallons more.

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 (\$16,202.82) then we must add the deposits from January that did not hit the bank until February (\$161.11) and subtract the December transactions that occurred in January (\$2,480.30). Then we must add the service charges and test card to balance .

You can see the service charges are \$373.68 for the month and the amount used for monthly testing was \$13.72.

FISCAL IMPACT:

Total Fuel Sales for the month of January 2017 are \$14,271.03

RECOMMENDATION:

Review the Report and Approve

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Sales Report	Financial Report
<input type="checkbox"/> Fuel Reading Report	Financial Report
<input type="checkbox"/> Running Total for Fuel	Financial Report
<input type="checkbox"/> Bank Reconciliation	Financial Report

City of Storm Lake

Airport Fuel Report

\$ Amount

	Sales Breakout	AV Gas	Jet Fuel
Test Card	\$ 13.72	\$ 11.67	\$ 2.05
Hangar Renters	\$ 11,986.12	\$ 261.96	\$ 11,724.16
Of which is VT	\$ 11,724.16		\$ 11,724.16
Bart's Flying Service	\$ 99.30	\$ 99.30	
Credit Cards	\$ 2,171.89	\$ 1,728.93	\$ 442.96
Other Purchases	\$ -		
	\$ 14,271.03	\$ 2,101.86	\$ 12,169.17
Total FM Sales=	\$ 14,271.03		

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	3.54	2.84	0.70
Hangar Renters	4,100.430	65.330	4,035.100
Of which is VT	4,035.100		4,035.100
Bart's Flying Service	30.000	30.000	
Credit Cards	572.360	420.660	151.700
Other Purchases	-		
	4,706.330	518.830	4,187.500
Total FM Sales=	4,706.330		

Price of Fuel:

Beginning	4.11	2.92
End	4.11	3.05

City of Storm Lake

Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	9,939.000		1,886.000
Before Fueling			380.000
After Fueling			<u>7,974.000</u>
Before Fueling			
After Fueling			
Fuel Added for Month	-		<u>7,594.000</u>
Ending Fuel Reading	9,425.000		5,312.000
Total=	514.000		<u>4,168.000</u>

		<u>Stick Reading</u>	
Beginning Fuel Reading	<u>9,870.000</u>	71	<u>1,853.000</u> 22
Before Fueling			375.000 7
After Fueling			<u>7,727.000</u> 66
Before Fueling			
After Fueling			
Fuel Added for Month	-		<u>7,352.000</u>
Ending Fuel Reading	9327.000	66.9	5,271.00 47 1/2
Total=	543.000		<u>3,934.000</u>

		<u>Mechanical Reading</u>	
Beginning Fuel Reading	81,997.200		261,417.000
Before Fueling			
After Fueling			
Fuel Added for Month			
Ending Fuel Reading	82,517.000		265,607.000
Total=	519.800		<u>4,190.000</u>

Actual	518.83	4,187.50
---------------	---------------	-----------------

City of Storm Lake

Airport Fuel Report

Running Month to Month Difference in Fuel Redings
Calendar Year 2017

<u>AV Gas</u>									
Start Read=						81,997.200			
		VeterRoot System		Stick Reading		Mechanical Reading			
		Overall	This Mo.			Overall	This Mo.	Overall	This Mo.
January	Short	-4.830	-4.830	Long	24.17	24.17	Long	0.970	0.970
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		-4.830		24.17		0.970			

<u>Jet A</u>									
Start Read=						261,417.000			
		VeterRoot System		Stick Reading		Mechanical Reading			
		Overall	This Mo.			Overall	This Mo.	Overall	This Mo.
January	Short	-19.500	-19.500	Short	-253.5	-253.5	Long	2.500	2.500
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		-19.500		-253.5		2.500			

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

[illegible]

Totals=	\$ 14,271.03	\$ 14,271.03	Total Sales	City Billings
	\$ 373.68	Service Charges	\$ 13.72	(Test Card)

Staff Summary



2/13/2017

Agenda Item # 4.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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

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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- January 2017	Backup Material

Bart's Flying Service
Manager's Report
January 2017

1/05 Ordered jet fuel.

1/09 Received 7560 gallons of jet A fuel.

1/12 Called Flight Service and issued NOTAM
closing the airport due to ice on runways and ramp.

1/14 Called Flight Service and canceled NOTAM
reopened airport.

1/19 Called Flight Service and issued NOTAM
closing the airport due to ice on runways and ramp.

1/23 Called Flight Service and canceled NOTAM
reopening airport.

Courtesy car usage 2 and 37 miles

Staff Summary



2/13/2017
Agenda Item # 5.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Administration Report - February 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.

Donation

As discussed last month, Travis has made a donation to the airport. In discussion the commission directed staff to move forward with contacting Travis to see what he would like to have done with that donation as well as get a few price quotes for a new computer and wireless printer for flight plans. Another interest to the commission was to update the furniture in the terminal.

When staff contracted Travis, Travis reiterated he is happy with what the commission has done in the past with the installation of the wash pad and renovations to the runway. He did bring up the 24 hour outside restroom. He would like to see the facility receive more upkeep including better lighting, mirrors, and additional cleaning attention. These are items that can be absorbed in the original budget and should be as these are grounds & property maintenance.

As for the computer and printer, Rebnord would be able to get a new computer and install the computer to strictly run on the internet for public use for flight plans. The cost of that computer is round \$750. The printer cost is not complete as of the time of this

staff summary but hope to have a quote to present at the meeting.

Inspection Date

It is beginning to look a lot like SPRING and the inspection process along with it. At this time Staff is looking for a projected date of the first half of inspections. Staff will get inspection notices out to the tenants prior to the selected date. Last year the inspections were scheduled two hours prior to the council meeting.

Runway 13/31 Sub Drains

Greg to give an update.

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

Staff Summary



2/13/2017

Agenda Item # 6.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Fielded Phone Calls Resulting in Complaints**

BACKGROUND: In the last few month City Staff has received several phone calls in regards to the airport. These phone calls are a result of operations at the airport.

The first phone call came from VT Industries. The East door was out of service and the pilots were not able to get it fixed going through Bart's Flying Service so they contacted City Hall. It was determined by City Staff that this is an operations and maintenance issue and Bart's Flying Service needed to get it fixed.

VT called again in regards to the ice at the airport voicing they were not getting anywhere with Bart's Flying Service at the airport and was told to contact the City. City staff does maintain the snow removal and lawn care but was unaware of any issues at the airport. The understanding from City Staff was the airport is supposed to be closed during ice cover with a NOTAM being issued after driving the runways.

Another call came in with an upset pilot saying they were not aware the airport was closed as there was no NOTAM issued. When they arrived at the airport to fly out they were informed the airport was closed due to the ice. When asked if Jim drove the runway to determine if it was actually ice covered the answer was no. When asked if there was a NOTAM issued, the response was

another no.

Many of these items are noted in the contract to be maintained and done by the Airport Manager. Though the airport is a city owned facility, it is overseen by the Commission whom are appointed by the mayor and are represented to the public by the Manager they appoint. Good customer service is something the airport need to have consistently to keep hangar tenants there as well as keep people coming back.

FISCAL IMPACT:

There is no fiscal impact at this time. Continued bad customer service to tenant could result in tenants leaving and others not coming back causing a decrease in the amount of revenue.

RECOMMENDATION:

Review the complaints and direct Bart's Flying Service how to proceed.