

**CITY OF STORM LAKE  
AIRPORT COMMISSION  
AIRPORT MEETING ROOM  
APRIL 10, 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 March 13, 2017 Airport Commission Minutes**
2. **Airport Financial Report From March 1st, 2017 to March 31st, 2017**
3. **Airport Fuel Report March 1st, 2017 to March 31st, 2017.**
4. **Airport Manager's Monthly Report**
5. **Administration Report - April 2017 Airport Commission Meeting**
6. **City Staff Allocation**
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



4/10/2017

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 March 13, 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 March 13, 2017 Airport Commission minutes

**ATTACHMENTS:**

Description	Type
 Minutes - March 13, 2017	Minutes

**Storm Lake Airport Commission  
Regular Meeting  
Airport Terminal  
Monday, March 13, 2017 4:00PM**

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

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

**Hear the Public – None**

**Minutes** – Moved by Commissioner Richardson to approve the February 13, 2017 Airport Commission minutes. Seconded by Commissioner Lampe. Vote: All ayes with Commissioner Member White absent. Motion carried.

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

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

**Manager Report** – Purchased items at Wal-Mart, replaced light bulb in Hangar A, readjusted door lock in Hangar D Stall #1 and removed snow around the terminal building. Ordered and received 7585 gallons of Jet A fuels. Issued a NOTAM closing the airport and notified the city.

The courtesy car is out of service due to bad brakes.

**Administration Report** – Letters will be mailed out to those who will be inspected April 10<sup>th</sup>, 2017 at 2:30 pm. Runway 13/31 has been submitted to be final out and ready for the final drawdown soon. Members need to notify city staff if they plan to attend the annual IPAA Conference in Cedar Rapids April 11 to April 13.

**Runway 13/31** – Moved by Commissioner Lampe to approve the Runway 13/31 sub-drain and apron rehab project plan and forward plans to the City Council for approval. Seconded by Commissioner Huddleston. Vote: All ayes with Commission Member White absent. Motion carried.

**Remodel & Upgrade** – Moved by Commissioner Huddleston to direct staff to select the flooring prior to selecting the furniture for the sitting room remodel. Seconded by Commissioner Lampe. Vote: All ayes with Commission Member White absent. Motion carried.

**Adjourn** – Moved by Commissioner Richardson to adjourn the meeting at 4:48pm. Seconded by Commissioner Lampe. All ayes with Commission Member White absent. Motion carried.

Mayra Martinez, City Clerk

## Staff Summary



4/10/2017

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 March 1st, 2017 to March 31st, 2017**

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

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

On the March Expense Report please note the following:

- A load of Jet A Fuel was purchased in March
- A progress payment for the subdrain project

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 March 2017 are \$32,849.04

**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 March 31, 2017**

<b>Vendor Name</b>	<b>Description</b>	<b>Account Charged</b>	<b>Amount</b>	<b>Notes</b>
City of Storm Lake	Break System Repairs	001-2080-02-6332-0000	\$429.05	
MidAmerican Energy	Electric Services	001-2080-02-6371-0000	\$639.25	
Century Link	Phone Services	001-2080-02-6373-0000	\$155.57	
Bart's Flying Service	Operator Contract	001-2080-02-6494-0000	\$5,063.04	
Reserve Account	Postage	001-2080-02-6499-0000	\$20.14	
Buena Vista Co Treasurer	Property Tax	001-2080-02-6499-0000	\$169.00	
Buena Vista Co Treasurer	Property Tax	001-2080-02-6499-0000	\$291.00	
Iowa Lakes Regional Water	Water Services	001-2080-02-6499-0000	\$56.87	
Iowa Public Airport's Assoc	IPAA Conference Reg- Ansorge	001-2080-02-6499-0000	\$99.00	
Eastern Aviation Fuel	Jet A Fuel	001-2080-02-6503-0000	\$16,149.54	
Wal-Mart	Supplies	001-2080-02-6599-0000	\$46.53	
Amerigas	Propane	001-2080-02-6599-0000	\$950.05	
Bolton & Menk Service	Design Services	301-2080-08-7186-0002	\$5,780.00	
Bolton & Menk Service	Design Services	301-2080-08-7186-0002	\$3,000.00	

**Total Expenses**      \$32,849.04

**Notes: \*\*\* Bart's Flying Service was not paid in March. Notified and will be paid on April 12, 2016**

### Airport Commission Report - FY 2016-2017

Period	1	2	3	4	5	6	7	8	9	10	11	12	
<b>Revenue by Type</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	3,528.00	5,283.00	2,745.00	2,845.00	2,335.00				27,076.40
Airport Ag Sales				22,979.75	10,207.50			17,442.60	9,508.05				60,137.90
Airport Utilities	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00				720.00
Fuel	27,094.46	41,330.03	25,450.62	21,951.72	22,277.46	16,029.31	16,202.82	17,424.44	10,679.21				198,440.07
Other							2,500.00						2,500.00
<b>TOTAL</b>	<b>29,514.86</b>	<b>45,225.03</b>	<b>28,345.62</b>	<b>46,381.47</b>	<b>36,092.96</b>	<b>21,392.31</b>	<b>21,527.82</b>	<b>37,792.04</b>	<b>22,602.26</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>288,874.37</b>
*Other includes													
<b>Expenses</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	11,264.83	7,811.37	7,919.50				79,586.94
Cost of Goods for Resale	15,085.23	14,269.36	26,884.34	14,698.53	15,427.44	41,814.68		16,443.21	16,149.54				160,772.33
Capital			131.40				5,000.00	9,450.00	8,780.00				23,361.40
<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>16,264.83</b>	<b>33,704.58</b>	<b>32,849.04</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>263,720.67</b>
Revenue over Expense	8,035.08	22,458.23	(19,203.03)	27,415.28	8,634.91	(21,290.44)	5,262.99	4,087.46	(10,246.78)	-	-	-	25,153.70

**Tyler Gibbins:**  
Free Will Donation- Travis

# **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: 4/5/2017 - 1:11 PM  
 Period: 01 to 09, 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			
2/20/2017	AP	8	74 Fuel	DR	1,035.50		Larson Oil & Distributing Co, Inc			
2/20/2017	AP	8	74 December 2016 Pest Control	DR	45.00	Ck: 54706	MS Door Service Ltd			
001-2080-02-6310-0000			Repairs/Maintenance Bldg	11,540.00	11,514.68	11,514.68	25.32	0.00	25.32	0.22
001-2080-02-6332-0000			Vehicle Repair							
2/6/2017	AP	8	9 Door Handle Repairs	DR	323.78	Ck: 54593	Rasmussen's			
3/28/2017	AP	9	103 Brake System Repairs #A-7	DR	429.05	Ck: 55005	City of Storm Lake			
001-2080-02-6332-0000			Vehicle Repair	2,500.00	752.83	752.83	1,747.17	0.00	1,747.17	69.89
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			
2/21/2017	AP	8	90 Electric Service Dec/Jan 2017	DR	749.68	Ck: 54756	MidAmerican Energy Company			
3/21/2017	AP	9	72 Electric Service Jan/Feb 2017	DR	639.25	Ck: 54980	MidAmerican Energy Company			
001-2080-02-6371-0000			Electric Service	8,200.00	6,085.28	6,085.28	2,114.72	0.00	2,114.72	25.79
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			
2/14/2017	AP	8	62 February 2017 Phone Service	DR	155.57	Ck: 54649	Century Link			
3/14/2017	AP	9	36 Phone Services	DR	155.57	Ck: 54886	Century Link			
001-2080-02-6373-0000			Telecommunications	1,700.00	1,401.48	1,401.48	298.52	0.00	298.52	17.56

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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		
1/24/2017	AP	7	80 Airport Contract January 2017	DR	5,063.04			Bart's Flying Service		
2/21/2017	AP	8	90 February 2017 Operator Contract	DR	5,063.04			Bart's Flying Service		
3/28/2017	AP	9	103 Operator Contract March 2017	DR	5,063.04			Bart's Flying Service		
001-2080-02-6494-0000			Operator Contract	61,000.00	45,567.36	45,567.36	15,432.64	0.00	15,432.64	25.30
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		

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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			
2/14/2017	AP	8	62 Water Service	DR	56.87	Ck: 54652	Iowa Lakes Regional Water			
2/20/2017	AP	8	74 2017 Membership	DR	150.00	Ck: 54693	Iowa Public Airport Assn			
2/20/2017	AP	8	74 Domain Name Renewal	DR	70.68	Ck: 54670	Central Bank			
2/21/2017	AP	8	90 1st Quarter Services 2017	DR	161.25		Kevin Neuroth			
3/6/2017	AP	9	7 Postage Feb 28, 2017	DR	20.14	Ck: 54829	Reserve Account			
3/20/2017	AP	9	46 Property Tax- Pickhinke Prop	DR	169.00	Ck: 54901	Buena Vista Co Treasurer			
3/20/2017	AP	9	46 Property Tax- Foell Prop	DR	291.00	Ck: 54901	Buena Vista Co Treasurer			
3/20/2017	AP	9	46 Water Service	DR	56.87	Ck: 54923	Iowa Lakes Regional Water			
3/21/2017	AP	9	72 IPAA Annual Conference Registra	DR	99.00	Ck: 54979	Iowa Public Airport Assn			
001-2080-02-6499-0000			Contractual Services	25,000.00	11,958.58	11,958.58	13,041.42	0.00	13,041.42	52.17
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			
2/6/2017	AP	8	9 Jet A Fuel	DR	16,443.21	Ck: 54548	Eastern Aviation Fuels, Inc			
3/6/2017	AP	9	7 Jet A Fuel	DR	16,149.54	Ck: 54795	Eastern Aviation Fuels, Inc			
001-2080-02-6503-0000			Merchandise for resale	325,000.00	160,772.33	160,772.33	164,227.67	0.00	164,227.67	50.53
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			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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			
3/6/2017	AP	9	7 Supplies	DR	46.53	Ck: 54840	Wal Mart #01-1526			
3/20/2017	AP	9	46 Propane	DR	950.05	Ck: 54893	Amerigas			
001-2080-02-6599-0000			Supplies	3,870.00	2,306.73	2,306.73	1,563.27	0.00	1,563.27	40.39
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	240,359.27	240,359.27	198,450.73	0.00	198,450.73	45.22
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							
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							

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

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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			
2/6/2017	AP	8	9 Runway Subdrain Design & Admi	DR	9,450.00		Bolton & Menk, Inc			
3/6/2017	AP	9	7 Design Services through 1/31/201	DR	5,780.00		Bolton & Menk, Inc			
3/20/2017	AP	9	46 Design Services through 2/28/201	DR	3,000.00		Bolton & Menk, Inc			
301-2080-08-7186-0002			Runway 13/31 Subdrain - Eng	0.00	23,230.00	23,230.00	-23,230.00	0.00	-23,230.00	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
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							

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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	23,361.40	23,361.40	-23,361.40	0.00	-23,361.40	0.00
2080			Airport	438,810.00	263,720.67	263,720.67	175,089.33	0.00	175,089.33	39.90
			Report Totals:	438,810.00	263,720.67	263,720.67	175,089.33	0.00	175,089.33	39.90

# General Ledger

## Revenue Analysis

User: tyler.gibbins  
 Printed: 4/5/2017 - 1:12 PM  
 Period: 09, 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						
3/7/2017	CR	9	53	Airport Gasoline 3/2/2017 SHEL	CR	856.82	Rept: 646629	03/06/2017	Batch: 2017 3 406
3/7/2017	CR	9	53	Airport Gasoline 3/3/2017 SHEL	CR	79.18	Rept: 646630	03/06/2017	Batch: 2017 3 406
3/7/2017	CR	9	53	Airport Gasoline 3/4/2017 SHEL	CR	97.31	Rept: 646630	03/06/2017	Batch: 2017 3 406
3/7/2017	CR	9	53	Airport Gasoline 3/5/2017 SHEL	CR	208.13	Rept: 646630	03/06/2017	Batch: 2017 3 406
3/8/2017	CR	9	54	Airport Gasoline 3/6/2017 SHEL	CR	64.08	Rept: 646751	03/07/2017	Batch: 2017 3 407
3/10/2017	CR	9	55	Airport Gasoline 3/8/2017 SHEL	CR	522.12	Rept: 647075	03/09/2017	Batch: 2017 3 409
3/14/2017	CR	9	68	Airport Gasoline 3/9/2017 SHEL	CR	441.37	Rept: 647403	03/13/2017	Batch: 2017 3 413
3/14/2017	CR	9	68	Airport Gasoline 3/10/2017 SHEI	CR	1,357.46	Rept: 647404	03/13/2017	Batch: 2017 3 413
3/17/2017	CR	9	84	Airport Gasoline SHELL AVIATI	CR	193.25	Rept: 648499	03/16/2017	Batch: 2017 3 416
3/21/2017	CR	9	85	Airport Gasoline 3/16/2017 SHEI	CR	1,975.01	Rept: 648903	03/20/2017	Batch: 2017 3 420
3/21/2017	CR	9	85	Airport Gasoline 3/17/2017 SHEI	CR	179.58	Rept: 648904	03/20/2017	Batch: 2017 3 420
3/21/2017	CR	9	85	Airport Gasoline 3/18/2017 SHEI	CR	384.03	Rept: 648904	03/20/2017	Batch: 2017 3 420
3/22/2017	CR	9	96	Airport Gasoline 3/20/2017 SHEI	CR	225.66	Rept: 649041	03/21/2017	Batch: 2017 3 321
3/23/2017	CR	9	97	Airport Gasoline 3/21/2017 SHEI	CR	203.86	Rept: 649079	03/22/2017	Batch: 2017 3 422
3/24/2017	CR	9	108	Airport Gasoline 3/22/2017 SHEI	CR	128.70	Rept: 649088	03/23/2017	Batch: 2017 3 423
3/28/2017	CR	9	112	Airport Gasoline 8/24/2017 SHEI	CR	856.82	Rept: 649340	03/27/2017	Batch: 2017 3 427
3/28/2017	CR	9	112	Airport Gasoline 8/25/2017 SHEI	CR	1,711.37	Rept: 649340	03/27/2017	Batch: 2017 3 427
3/31/2017	CR	9	120	Airport Gasoline 3/29/2017 SHEI	CR	291.79	Rept: 649439	03/30/2017	Batch: 2017 3 330
3/29/2017	CR	9	121	Airport Gasoline 3/27/2017 SHE	CR	902.67	Rept: 649349	03/28/2017	Batch: 2017 3 428
001-2080-01-4750-0000			Airport Gasoline	300,000.00	10,679.21	199,815.42	100,184.58	66.61	
001-2080-02-4310-0000			Airport Hangar Rent						
3/2/2017	CR	9	12	Hangar E-1 JIM BARTHOLOME	CR	95.00	Rept: 646537	03/01/2017	Batch: 2017 3 301
3/2/2017	CR	9	12	Hangar F-5 JIM BARTHOLOME	CR	150.00	Rept: 646537	03/01/2017	Batch: 2017 3 301
3/2/2017	CR	9	12	Shop Rent JIM BARTHOLOMEV	CR	500.00	Rept: 646537	03/01/2017	Batch: 2017 3 301
3/2/2017	CR	9	12	Hangar F-6 GARY & JAN WOR	CR	135.00	Rept: 646540	03/01/2017	Batch: 2017 3 301
3/2/2017	CR	9	12	Hangar A-3 STAN RISHOI	CR	65.00	Rept: 646542	03/01/2017	Batch: 2017 3 301
3/2/2017	CR	9	12	Hangar B-1 STAN RISHOI	CR	65.00	Rept: 646542	03/01/2017	Batch: 2017 3 301
3/8/2017	CR	9	54	Hangar D-6 Rent IOWA STATE F	CR	80.00	Rept: 646732	03/07/2017	Batch: 2017 3 407
3/8/2017	CR	9	54	Hangar A-1- MARCH RENT TH	CR	65.00	Rept: 646737	03/07/2017	Batch: 2017 3 407

Account Number	FP	JE	Description		Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
3/10/2017	CR	9	55	Hangar F-3 DR PAUL BARBER	CR	405.00	Rept: 647123	03/09/2017	Batch: 2017 3 409
3/14/2017	CR	9	68	Hangar F-2 STEVE HAMILTON	CR	135.00	Rept: 647810	03/13/2017	Batch: 2017 3 413
3/17/2017	CH	9	75	AR 00320.03.2017	CR	365.00			
3/16/2017	CR	9	93	Hangar D-2 - FEBRUARY TRAV	CR	80.00	Rept: 648164	03/15/2017	Batch: 2017 3 315
3/16/2017	CR	9	93	Hangar B-3 JAMES TUTTLE	CR	195.00	Rept: 648169	03/15/2017	Batch: 2017 3 315
001-2080-02-4310-0000				Airport Hangar Rent		35,000.00	2,335.00	27,076.40	7,923.60 77.36
001-2080-02-4340-0000				Airport Ag Sales					
3/2/2017	CR	9	12	1st Half 2017 Airport Ag land Ren	CR	8,469.30	Rept: 646543	03/01/2017	Batch: 2017 3 301
3/7/2017	CR	9	53	1st Half 2017 Ag Land Rent LAR	CR	1,038.75	Rept: 646659	03/06/2017	Batch: 2017 3 406
001-2080-02-4340-0000				Airport Ag Sales		72,000.00	9,508.05	60,137.90	11,862.10 83.52
001-2080-02-4550-0000				Misc Airport					
001-2080-02-4550-0000				Misc Airport		0.00	0.00	2,500.00	-2,500.00 0.00
001-2080-02-4710-0000				Airport Utilities					
3/2/2017	CR	9	12	Electric Service JIM BARTHOLC	CR	60.00	Rept: 646537	03/01/2017	Batch: 2017 3 301
3/2/2017	CR	9	12	Water Service JIM BARTHOLON	CR	20.00	Rept: 646537	03/01/2017	Batch: 2017 3 301
001-2080-02-4710-0000				Airport Utilities		1,080.00	80.00	720.00	360.00 66.67
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 Revenue					
301-2080-03-5160-0041				Fuel System Rehab State Revenue		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					

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	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	22,602.26	290,249.72	117,830.28	71.13
301-2080-04-5122-0000				408,080.00	22,602.26	290,249.72	117,830.28	71.13
			Report Totals:	408,080.00	22,602.26	290,249.72	117,830.28	71.13

## Staff Summary



4/10/2017

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 March 1st, 2017 to March 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 March were \$12,848.17
- Jet Fuel = \$9,233.82 or 71.87% of the total sales (3,138.40 gallons)
- Av Gas = \$3,614.35 or 28.13% of the total sales (900.53 Gallons)
- Hangar Renters accounted for \$8,405.63 (VT was \$8,073.32 or 96.05%) of the total sales or 65.43%
- The Fixed Based Operator (FBO) accounted for \$324.98 of fuel sales or 2.53%
- Outside non-based aircraft accounted for \$4,111.27 of the total sales or 32.00%
- Test card is \$6.29 which is 0.04% 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 sold 19.13 gallons more than the fuel master shows. The Mechanical reading is showing we should have sold 2.87 gallons more.

The Jet A Fuel on the Veeder Root System shows we sold 16.6 gallons more to equal the Fuel Master Reading. The Mechanical Reading shows we sold 1.6 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 (\$10,679.21) then we must add the March transactions that did not hit the bank statement until April (\$1,843.21). Then we must add the service charges and test card to balance .

You can see the service charges are \$319.46 for the month and the amount used for monthly testing was \$6.29.

**FISCAL IMPACT:**

Total Fuel Sales for the month of March 2017 are \$12,818.17

**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	\$ 6.29	\$ 6.29	
Hangar Renters	\$ 8,405.63	\$ 332.31	\$ 8,073.32
Of which is VT	\$ 8,073.32		\$ 8,073.32
Bart's Flying Service	\$ 324.98	\$ 324.98	
Credit Cards	\$ 4,111.27	\$ 2,950.77	\$ 1,160.50
Other Purchases	\$ -		
	\$ 12,848.17	\$ 3,614.35	\$ 9,233.82
<b>Total FM Sales=</b>	<b><u>\$ 12,848.17</u></b>		

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	1.53	1.53	
Hangar Renters	2,838.270	82.870	2,755.400
Of which is VT	2,755.400		2,755.400
Bart's Flying Service	98.180	98.180	
Credit Cards	1,100.950	717.950	383.000
Other Purchases	-		
	4,038.930	900.530	3,138.400
<b>Total FM Sales=</b>	<b><u>4,038.930</u></b>		

Price of Fuel:

Beginning	4.11	2.92
End	4.11	3.03

# City of Storm Lake

## Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	8,861.000		7,136.000
Before Fueling			
After Fueling	_____		_____
Before Fueling			
After Fueling	_____		_____
Fuel Added for Month	-		-
Ending Fuel Reading	7,941.340		3,981.000
Total=	919.660		3,155.000

		<u>Stick Reading</u>	
Beginning Fuel Reading	<u>8,746.000</u>	63	<u>7,103.000</u>
Before Fueling			
After Fueling	_____		_____
Before Fueling			
After Fueling	_____		_____
Fuel Added for Month	-		-
Ending Fuel Reading	7899.000	57 1/2	3,977.00
Total=	847.000		3,126.000

		<u>Mechanical Reading</u>	
Beginning Fuel Reading	83,079.500		271,320.000
Before Fueling			
After Fueling			
Fuel Added for Month			
Ending Fuel Reading	83,977.160		274,460.000
Total=	897.660		3,140.000

<b>Actual</b>	<b>900.53</b>	<b>3,138.40</b>
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# City of Storm Lake

## Airport Fuel Report

Running Month to Month Difference in Fuel Redings  
Calendar Year 2017

AV Gas									
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	Short	-5.730	-0.900	Long	40.27	16.1	Short	-1.430	-2.400
March	Long	13.400	19.130	Short	-13.26	-53.53	Short	-4.300	-2.870
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		13.400			-13.26			-4.300	

Jet A									
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	Long	12.000	31.500	Short	295	-41.5	Long	6.000	3.500
March	Long	28.600	16.600	Short	-307.4	-12.4	Long	7.600	1.600
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		28.600		-307.4			7.600		

**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]

<b>Totals=</b>	\$	<b>12,848.17</b>	\$	14,271.03	Total Sales		City Billings
	\$	319.46			Service Charges	\$	6.29 (Test Card)

## Staff Summary



4/10/2017

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- March 2017	Backup Material

Bart's Flying Service  
Manager's Report  
March 2017

3/07 Seneca Petroleum repaired the Veeder-Root system.

3/08 Mike Marr picked up the rest of the old VASI light system.

3/21 Nepple Electric came and trouble shot the REIL's.

3/22 Called Flight Service and issued a NOTAM that the REIL's are out of service.

Note the tie down's on the apron are in need of painting.

Courtesy car usage , usage 3, 58 miles

## Staff Summary



4/10/2017

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 - April 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.

### **Inspection**

Conclusion of the first half of inspection. Any changes the commission would like to make to the process.

### **Runway 13/31 Sub Drains/Apron Rehab**

The project is moving forward as planned. We have received the Concurrence of the 90% plans and specs from the FAA. Next step will be to bid this project on Tuesday April 11th and have Council Approval on Monday April 17th as long as the bid price comes in around the budgeted amount.

### **REILs on Runway 17/35**

Gary was called to the airport to check all the runway lights and to make any repairs necessary from the winter. While he was there he noticed the Reil on both 17 and 35 were down. When Gary looked further into this he found there was no juice from the parent light to the slave light. He then contact the distributor/repairers for these lights and it was recommended by them to send that unit in to have new parts put into it. This cost would be estimated at \$3,246.00 but that was just an estimate as they have not seen the unit yet.

The concern I have is the quote attached is only an estimate with a high amount of freight and labor. This quote is not a definite fix to the issue either. That said, KW Electric has been contacted to

look at this as well. A report has not been returned by KW at this time.

The REILs are part of the lighting CIP project in 2021 per the commissions approval.

#### **Airport Flooring & Furniture**

I have only received two comments about the flooring after a quote was received. This current quote does not fall into your budget. It was recommended to look at different business for quote. At this time City Staff is focused on the budget amendment, closing out the current fiscal year and starting a new fiscal year and are unable to do this for the airport. If Bart's Flying Service would like to do this and provide the estimates and photos that would be great.

#### **Airport Manager's Evaluation**

In years past, City Staff has used an online survey company called Survey Monkey to collect information anonymously from each commission member on the review of the Airport Manager. Last year we did not have any responses and we ended up discussing the evaluation at the June meeting. This year City Staff is looking at the evaluation process and would like to determine how the commission would like to proceed. Staff will have an item next month, May, to discuss any questions or concerns then will need a motion at the June meeting directing staff on how to proceed with the Airport Manager.

Reminder, last year the Airport Manager's compensation can not increase more than what was approved for all City Staff. This year compensation cannot exceed two percent (2%) per council's approval of the FY2018 budget.

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
 REIL Lights Quote	Backup Material
 SLB Flooring Quote	Backup Material



ADB SAFEGATE Americas LLC  
977 Gahanna Parkway  
Columbus, OH 43230

Tel: +1 (614) 861 1304  
Fax: +1 (614) 864 2069

Page 1 of 4

## Quote Confirmation

**Sold-To-Party: 1002343**  
NEPPLE ELECTRIC INC.  
114 PROSPECT  
PO BOX 95  
ALTA IA 51002  
**Contact Person:** GARY NEPPLE  
**Phone:** 712-200-1482

**Ship-To-Party: 2002027**  
NEPPLE ELECTRIC, INC.  
114 PROSPECT ST  
ALTA IA 51002  
**Contact Person:** GARY NEPPLE  
**Phone:** 712-200-1482

### Header Information

<b>Project No.:</b>	REIL repair	<b>Terms of Delivery:</b>	EXW - PLANT
<b>Quote No:</b>	20002288	<b>Terms of Payment:</b>	Net 30 days
<b>Quote Date:</b>	March 23, 2017	<b>FOB:</b>	Origin
<b>Airport Code:</b>	SLB-STORM LAKE MUNI	<b>Valid From:</b>	March 23, 2017
<b>ADB Contact Person:</b>	John Smith	<b>Valid To:</b>	June 27, 2017

Pay Item	Line	Part No./ Description	Quantity/UoM	Unit Price	Amount
	100	44B1165 RESISTOR MTG BLOCK ASSEMBLY - L849	1 EA	83.18	83.18
	200	44B1164 DIODE MOUNTING BLOCK ASSEMBLY	1 EA	89.83	89.83
	300	44B1156 MASTER OSC.BOARD - L849A	1 EA	753.37	753.37
	400	44B1157 MASTER OSC.BOARD - L849E	1 EA	595.26	595.26
	500	TS REIL REPAIR TECH SERVICE REIL REPAIR	5 EA	109.57	547.85
	600	FREIGHT FREIGHT	2 EA	500.00	1,000.00
Quote Total:					3,069.49
Quote Tax:					176.51
Final Quote Amount (USD):					3,246.00

ESTIMATE Date 03/27/17

**JE006761-001**

**CUSTOMER**

CITY OF STORM LAKE  
 PO BOX 1086  
 STORM LAKE, IA 50588

**LOCATION**

STORM LAKE AIRPORT  
 850 630TH ST.  
 STORM LAKE, IA 50588

<b>Tele #1</b>	<b>Tele #2</b>	<b>Salesperson 1</b>	
732-8000		ANGIE BEAL	
Area	Style/Item	Color/Desc	Total
TERM/BATHS	CORETEC PLUS	COLOR	3,056.62
TERM/BATHS	LVP INSTALLATION		1,441.80
TERM/BATHS	TU/DISP/GD.CARPET		258.75
TERM/BATHS	FLOOR PREP		195.00
TERM/BATHS	R/R BASE		95.00
TERM/BATHS	BATH CHARGE		90.00
TERM/BATHS	T-MOLDING - VINYL	COLOR	173.40
TERM/BATHS	FREIGHT/DROP CHG		124.00
<b>TERM/BATHS Sub Total:</b>			<b>5,434.57</b>
TERMINAL.ONLY	CORETEC PLUS	COLOR	2,292.46
TERMINAL.ONLY	LVP INSTALLATION		1,081.35
TERMINAL.ONLY	TU/DISP/GD.CARPET		202.50
TERMINAL.ONLY	FLOOR PREP		135.00
TERMINAL.ONLY	R/R BASE		65.00
TERMINAL.ONLY	T-MOLDING - VINYL	COLOR	115.60
TERMINAL.ONLY	FREIGHT/DROP CHG		124.00
<b>TERMINAL.ONLY Sub Total:</b>			<b>4,015.91</b>

**THESE GUESSTIMATES ARE NOT FIRM AND FOR BUDGETTING PURPOSES ONLY.  
 WE HAVE NOT PHYSICALLY LOOKED AT ANY AREAS TO GIVE ACTUAL ESTIMATES.**

**SIGNATURE:**

**DATE:**

A 50% NON-REFUNDABLE DEPOSIT REQUIRED, WITH BALANCE DUE UPON COMPLETION. ROOMS VARY IN SIZE AND SHAPE, & THE FLOORING MUST BE CUT & FITTED TO EACH ROOM. AS A RESULT, THE FLOORING MATERIAL NEEDED WILL USUALLY EXCEED THE ACTUAL SQUARE FOOTAGE OF EACH ROOM, OFTEN BY 10% OR MORE. THIS PROPOSAL FOR MATERIALS AND INSTALLATION IS BASED ON THE TOTAL FLOORING MATERIAL NEEDED AND HANDLED, INCLUDING ANY EXCESS. LOEWS CARPET ONE HAS THE RIGHT TO TERMINATE THIS ESTIMATE AT ANY TIME. ACTUAL CHARGES SUBJECT TO CHANGE. SIGNATURE AGREES TO ALL PRODUCTS & TERMS.

**JE006761-001**

## Staff Summary

4/10/2017  
Agenda Item # 6.



City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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

**REPORT TO:** Airport Commission

**FROM:** Keri Navratil, Assistant City Manager

**SUBJECT:** **City Staff Allocation**

**BACKGROUND:** Discussion needs to occur with the Commission regarding the expectation of City staff time allocated to the Airport.

**FISCAL IMPACT:** These hours will be calculated and transferred to the Airport budget

**RECOMMENDATION:**