

**CITY OF STORM LAKE
AIRPORT COMMISSION
AIRPORT MEETING ROOM
JUNE 12, 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 May 8, 2017 Airport Commission Minutes**
2. **Airport Financial Report From May 1st, 2017 to May 31st, 2017**
3. **Airport Fuel Report May 1st, 2017 to May 31st, 2017.**
4. **Airport Manager's Monthly Report**
5. **Administration Report - June 2017 Airport Commission Meeting**
6. **Closed Session Reference Iowa Code Chapter 21.5 (i) - To Evaluate The Airport Manager's Performance**
7. **Motion to Adjust Airport Manager's Contract for FY2018**
8. **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



6/12/2017

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 May 8, 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 May 8, 2017 Airport Commission minutes

ATTACHMENTS:

Description	Type
 Minutes - May 8, 2017	Minutes

**Storm Lake Airport Commission
Regular Meeting
Airport Terminal
Monday, May 8, 2017 4:00 PM**

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

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

Hear the Public – None

Minutes – Moved by Commissioner Richardson to approve the April 10, 2017 Airport Commission minutes. Seconded by Commissioner White. Vote: All ayes with Commissioner Member Huddleston and Lampe absent. Motion carried.

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

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

Manager Report – Posted the Radio Control Airplane Club's Insurance Policy. Received cleaning and bathroom supplies from CID. Replaced light bulbs in hangar E stall 3, and hangar F stall 3. Ordered a transport load of Jet-A Fuel and informed the commission that more usage log sheets are needed. Also discussed was the Shultz Hangar Door electrical letter from the Building Official.

Courtesy Car Usage – 8 users; 116 miles

Administration Report – At the April 11th bid opening for the 2017 Airport Improvements Project, only one bid was received which was much higher than estimated. Bolton & Menk, City Staff, and FAA are reviewing the best process to rebid the project. K & W Electric are working on REIL's runway 17/35 until fully resolved. Commissioners are asked to report their comments in regards to the new flooring and/or furniture for the airport terminal. Commissioners are being reminded to complete the online manager's evaluation by June 5th. Also discussed, was the need to budget for next year's budget for tile in the terminal, the control airspace in Storm Lake is a 5 mile radius, clima patch mix, and to work on a drone policy.

Hangar Issues – Moved by Commissioner Richardson to approve sending the three day notice to quit and terminate rental to the renter of hangar F-7. Seconded by Commissioner White. All ayes with Commissioner Member Huddleston and Lampe absent. Motion carried.

Adjourn – Moved by Commissioner Richardson to adjourn the meeting at 4:37 pm. Seconded by Commissioner White. All ayes with Commission Member Huddleston and Lampe absent. Motion carried.

Mayra Martinez, City Clerk

Staff Summary



6/12/2017

Agenda Item # 2.

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 Financial Report From May 1st, 2017 to May 31st, 2017**

BACKGROUND: Please see the following attachments:

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

On the April Expense Report please note the following:

- A progress payment for the subdrain project
- A Load of Jet A Fuel was purchased
- A refund to Destin Air LLC for annual hangar rent that was prepaid

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. There are 5 total hangar spaces available, three in carousel hangar A and one in carousel hangar B. The last hangar is in hangar F.

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 May 2017 are \$28,044.91

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 May 31, 2017

Vendor Name	Description	Account Charged	Amount	Notes
Rohr Manufacturing	Fire Extinguisher	001-2080-02-6310-0000	\$66.80	
MS Door Service	Pest Control Service	001-2080-02-6310-0000	\$45.00	
Nepple Electric	Light Repairs	001-2080-02-6310-0000	\$928.00	
Mid American Energy	Electric Services	001-2080-02-6371-0000	\$575.89	
Century Link	Phone Service	001-2080-02-6373-0000	\$155.75	
Bart's Flying Service	Contrat	001-2080-02-6494-0000	\$5,063.04	
Destin Air LLC	Hangar Refund	001-2080-02-6499-0000	\$1,080.00	
Reserve Account	Postage	001-2080-02-6499-0000	\$14.26	
Bob Ansorge	Reimbursement	001-2080-02-6499-0000	\$519.58	
Iowa Dept of Ag & Land Stewardship	Meter License	001-2080-02-6499-0000	\$9.00	
Iowa Lakes Regional Water	Water Services	001-2080-02-6499-0000	\$67.31	
Kevin Neuroth	Garbage Service	001-2080-02-6499-0000	\$161.25	
Eastern Aviation Fuels Inc	Jet A Fuel	001-2080-02-6503-0000	\$15,752.69	
Central Iowa Distributing	Supplies	001-2080-02-6599-0000	\$369.40	
Wal-Mart	Supplies	001-2080-02-6599-0000	\$11.94	
Bolton & Menk	Design Services	301-2080-08-7186-0002	\$3,225.00	
Total Expenses			<u><u>\$28,044.91</u></u>	

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	2,845.00	2,335.00	3,010.00	5,040.00	35,126.40
Airport Ag Sales				22,979.75	10,207.50			17,442.60	9,508.05	1,176.00		61,313.90
Airport Utilities	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	880.00
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	14,382.74	17,668.30	230,491.11
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	37,792.04	22,602.26	18,648.74	22,788.30	330,311.41

*Other includes

<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	7,811.37	7,919.50	6,231.00	9,067.22	94,885.16
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		15,752.69	176,525.02
Capital			131.40				5,000.00	9,450.00	8,780.00	2,004.20	3,225.00	28,590.60
TOTAL	21,479.78	22,766.80	47,548.65	18,966.19	27,458.05	42,682.75	16,264.83	33,704.58	32,849.04	8,235.20	28,044.91	- 300,000.78
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)	10,413.54	(5,256.61)	- 30,310.63

Tyler Gibbins:
Free Will Donation- Travis

FY 2016-2017 Hangar Rent

Hangar	Price/Month	# of spots available	# Rented
A	65.00	4	1
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	4
F	150.00	1	1
		26	21 TOTAL

General Ledger

Expense vs Budget

User: tyler.gibbins
 Printed: 6/5/2017 - 9:47 AM
 Period: 01 to 11, 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			
4/3/2017	AP	10	3 Probe Wire Installation	DR	298.00	Ck: 55056	Seneca Companies LLC			
5/1/2017	AP	11	1 Fire Extinguisher Inspection	DR	66.80		Rohr Manufacturing Services, Ltd			
5/15/2017	AP	11	52 Pest Control Services	DR	45.00	Ck: 55390	MS Door Service Ltd			
5/15/2017	AP	11	52 Light Repairs	DR	928.00	Ck: 55391	Nepple Electric Inc			
001-2080-02-6310-0000			Repairs/Maintenance Bldg	11,540.00	12,852.48	12,852.48	-1,312.48	0.00	-1,312.48	-11.37
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			
4/18/2017	AP	10	38 Electric Service Feb/Mar 2017	DR	620.65	Ck: 55172	MidAmerican Energy Company			
5/16/2017	AP	11	62 Electric Service Mar/Apr 2017	DR	575.89	Ck: 55436	MidAmerican Energy Company			
001-2080-02-6371-0000			Electric Service	8,200.00	7,281.82	7,281.82	918.18	0.00	918.18	11.20
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			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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			
4/11/2017	AP	10	22 Phone Service	DR	155.75	Ck: 55100	Century Link			
5/9/2017	AP	11	31 Phone Services 5/1/2017	DR	155.75	Ck: 55347	Century Link			
001-2080-02-6373-0000			Telecommunications	1,700.00	1,712.98	1,712.98	-12.98	0.00	-12.98	-0.76
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			
4/18/2017	AP	10	38 Airport Contract April 2017	DR	5,063.04		Bart's Flying Service			
5/23/2017	AP	11	96 May 2017 Airport Contract	DR	5,063.04		Bart's Flying Service			
001-2080-02-6494-0000			Operator Contract	61,000.00	55,693.44	55,693.44	5,306.56	0.00	5,306.56	8.70
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- Augt	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			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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		
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		
4/18/2017	AP	10	38 March 2017 Water Service	DR	67.31	Ck: 55170		Iowa Lakes Regional Water		
5/1/2017	AP	11	1 Hangar Rent Refund (8 Months)	DR	1,080.00	Ck: 55229		Destin Air LLC		
5/1/2017	AP	11	1 Postage April 26, 2017	DR	14.26	Ck: 55279		Reserve Account		
5/9/2017	AP	11	31 IPWA Spring Conference- Cedar F	DR	519.58	Ck: 55346		Bob Ansorge		
5/15/2017	AP	11	52 FY2018 Meter Licenses	DR	9.00	Ck: 55376		Iowa Dept of Agriculture & Land Stewardship		
5/16/2017	AP	11	62 Water Services May 2017	DR	67.31	Ck: 55432		Iowa Lakes Regional Water		
5/23/2017	AP	11	96 2nd Quarter Garbage Service	DR	161.25			Kevin Neuroth		
001-2080-02-6499-0000			Contractual Services	25,000.00	13,877.29	13,877.29	11,122.71	0.00	11,122.71	44.49
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		

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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			
5/15/2017	AP	11	52 Jet A Fuel	DR	15,752.69	Ck: 55367	Eastern Aviation Fuels, Inc			
001-2080-02-6503-0000			Merchandise for resale	325,000.00	176,525.02	176,525.02	148,474.98	0.00	148,474.98	45.68
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			
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			
4/3/2017	AP	10	3 Supplies	DR	26.68	Ck: 55066	Wal Mart #01-1526			
5/1/2017	AP	11	1 Office Cleaning Supplies	DR	369.40		Central Iowa Distributing, Inc			
5/15/2017	AP	11	52 Supplies	DR	11.94	Ck: 55420	Wal Mart #01-1526			
001-2080-02-6599-0000			Supplies	3,870.00	2,714.75	2,714.75	1,155.25	0.00	1,155.25	29.85
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	271,410.61	271,410.61	167,399.39	0.00	167,399.39	38.15

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

Account Number				FP/JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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							
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		
4/17/2017	AP	10	34		Design Services through 3/31/201	DR	2,000.00			Bolton & Menk, Inc		
5/15/2017	AP	11	52		Design Services through 4/28/201	DR	3,225.00			Bolton & Menk, Inc		

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
301-2080-08-7186-0002		Runway 13/31 Subdrain - Eng	0.00	28,455.00	28,455.00	-28,455.00	0.00	-28,455.00	0.00
301-2080-08-7186-0003		Runway 13/31 Subdrain- Leg/Adm							
4/17/2017	AP 10	34 March 2017 Publication	DR	4.20	Ck: 55153	The Storm Lake Times			
301-2080-08-7186-0003		Runway 13/31 Subdrain- Leg/Adr	0.00	4.20	4.20	-4.20	0.00	-4.20	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							
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	28,590.60	28,590.60	-28,590.60	0.00	-28,590.60	0.00
2080		Airport	438,810.00	300,001.21	300,001.21	138,808.79	0.00	138,808.79	31.63
		Report Totals:	438,810.00	300,001.21	300,001.21	138,808.79	0.00	138,808.79	31.63

General Ledger

Revenue Analysis

User: tyler.gibbins
 Printed: 6/7/2017 - 3:12 PM
 Period: 11, 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						
5/2/2017	CR	11	14	Airport Gasoline 4/26/2017 SHEI	CR	858.53	Rept: 652380	05/01/2017	Batch: 2017 5 401
5/2/2017	CR	11	14	Airport Gasoline 4/27/2017 SHEI	CR	1,874.94	Rept: 652381	05/01/2017	Batch: 2017 5 401
5/2/2017	CR	11	14	Airport Gasoline 4/28/2017 SHEI	CR	73.55	Rept: 652382	05/01/2017	Batch: 2017 5 401
5/2/2017	CR	11	14	Airport Gasoline 4/29/2017 SHEI	CR	459.51	Rept: 652382	05/01/2017	Batch: 2017 5 401
5/5/2017	CR	11	22	Airport Gasoline 5/3/2017 SHEL	CR	942.79	Rept: 652447	05/04/2017	Batch: 2017 5 404
5/9/2017	CR	11	45	Airport Gasoline 5/4/2017 SHEL	CR	889.47	Rept: 652732	05/08/2017	Batch: 2017 5 408
5/9/2017	CR	11	45	Airport Gasoline 5/5/2017 SHEL	CR	1,849.21	Rept: 652733	05/08/2017	Batch: 2017 5 408
5/9/2017	CR	11	45	Airport Gasoline 5/7/2017 SHEL	CR	84.09	Rept: 652733	05/08/2017	Batch: 2017 5 408
5/9/2017	CR	11	46	Airport Gasoline 5/1/2017 SHEL	CR	1,301.92	Rept: 653031	05/09/2017	Batch: 2017 5 409
5/12/2017	CR	11	58	Airport Gasoline 5/9/2017 SHEL	CR	1,752.87	Rept: 653457	05/11/2017	Batch: 2017 5 411
5/12/2017	CR	11	58	Airport Gasoline 5/10/2017 SHEI	CR	7.99	Rept: 653459	05/11/2017	Batch: 2017 5 411
5/16/2017	CR	11	78	Airport Gasoline 5/11/2017 SHEI	CR	569.22	Rept: 654298	05/15/2017	Batch: 2017 5 415
5/16/2017	CR	11	78	Airport Gasoline 5/12/2017 SHEI	CR	100.06	Rept: 654300	05/15/2017	Batch: 2017 5 415
5/16/2017	CR	11	78	Airport Gasoline 5/13/2017 SHEI	CR	371.45	Rept: 654300	05/15/2017	Batch: 2017 5 415
5/19/2017	CR	11	94	Airport Gasoline 5/14/2017 SHEI	CR	130.06	Rept: 654853	05/18/2017	Batch: 2017 5 418
5/19/2017	CR	11	94	Airport Gasoline 5/17/2017 SHEI	CR	246.29	Rept: 654853	05/18/2017	Batch: 2017 5 418
5/24/2017	CR	11	108	Airport Gasoline 5/22/2017 SHEI	CR	93.69	Rept: 655047	05/23/2017	Batch: 2017 5 423
5/24/2017	CR	11	108	Airport Gasoline 5/18/2017 SHEI	CR	184.35	Rept: 655059	05/23/2017	Batch: 2017 5 423
5/31/2017	CR	11	130	Airport Gasoline 5/23/2017 SHEI	CR	48.81	Rept: 655481	05/30/2017	Batch: 2017 5 430
5/31/2017	CR	11	130	Airport Gasoline 5/25/2017 SHEI	CR	1,784.42	Rept: 655482	05/30/2017	Batch: 2017 5 430
5/31/2017	CR	11	130	Airport Gasoline 5/26/2017 SHEI	CR	818.30	Rept: 655483	05/30/2017	Batch: 2017 5 430
5/31/2017	CR	11	130	Airport Gasoline 5/27/2017 SHEI	CR	1,663.51	Rept: 655483	05/30/2017	Batch: 2017 5 430
5/31/2017	CR	11	130	Airport Gasoline 5/28/2017 SHEI	CR	65.01	Rept: 655483	05/30/2017	Batch: 2017 5 430
5/31/2017	CR	11	130	Airport Gasoline 5/29/2017 SHEI	CR	181.25	Rept: 655483	05/30/2017	Batch: 2017 5 430
5/31/2017	CR	11	131	Airport Gasoline 5/30/2017 SHEI	CR	171.78	Rept: 655592	05/31/2017	Batch: 2017 5 431
5/2/2017	GL	11	132	Airport Gasoline 5/2/2017 SHEL	CR	1,145.23			
001-2080-01-4750-0000			Airport Gasoline	300,000.00	17,668.30	231,866.46	68,133.54	77.29	
001-2080-02-4310-0000			Airport Hangar Rent						
5/2/2017	CR	11	14	Hangar B-2 NICK SAND	CR	195.00	Rept: 652365	05/01/2017	Batch: 2017 5 401

Account Number	FP	JE	Description		Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
5/3/2017	CR	11	16	Hangar E-1 JIM BARTHOLOME	CR	95.00	Rept: 652383	05/02/2017	Batch: 2017 5 402
5/3/2017	CR	11	16	Hangar F-5 JIM BARTHOLOME	CR	150.00	Rept: 652383	05/02/2017	Batch: 2017 5 402
5/3/2017	CR	11	16	Shop Rent JIM BARTHOLOMEV	CR	500.00	Rept: 652383	05/02/2017	Batch: 2017 5 402
5/9/2017	CR	11	46	Hangar E-6 STEVE MCCLATCH	CR	285.00	Rept: 653036	05/09/2017	Batch: 2017 5 409
5/12/2017	CR	11	56	Hangar F-2 STEVE HAMILTON	CR	135.00	Rept: 653416	05/11/2017	Batch: 2017 5 311
5/11/2017	CR	11	57	Hangar E-4 SLB AVIATION	CR	1,092.50	Rept: 653173	05/10/2017	Batch: 2017 5 410
5/19/2017	CH	11	77	AR 00520.05.2017	CR	397.50			
5/15/2017	CR	11	79	Hangar D-6 Rent IOWA STATE F	CR	80.00	Rept: 653725	05/12/2017	Batch: 2017 5 412
5/18/2017	CR	11	81	Hangar F-6 GARY & JAN WOR	CR	135.00	Rept: 654827	05/17/2017	Batch: 2017 5 417
5/19/2017	CR	11	94	Hanager D-6 ROBERT WALKER	CR	80.00	Rept: 654910	05/18/2017	Batch: 2017 5 418
5/19/2017	CR	11	94	Hanager D-6 ROBERT WALKER	CR	80.00	Rept: 654910	05/18/2017	Batch: 2017 5 418
5/19/2017	CR	11	94	Hangar D-6 ROBERT WALKER	CR	80.00	Rept: 654910	05/18/2017	Batch: 2017 5 418
5/23/2017	CR	11	107	Hangar A-3 STAN RISHOI	CR	65.00	Rept: 655018	05/22/2017	Batch: 2017 5 422
5/23/2017	CR	11	107	Hangar B-1 STAN RISHOI	CR	65.00	Rept: 655018	05/22/2017	Batch: 2017 5 422
5/23/2017	CR	11	107	Hangar C Rent VT INDUSTRIES	CR	1,200.00	Rept: 655022	05/22/2017	Batch: 2017 5 422
5/31/2017	CR	11	130	Hangar F-3 DR PAUL BARBER	CR	405.00	Rept: 655506	05/30/2017	Batch: 2017 5 430
001-2080-02-4310-0000				Airport Hangar Rent		35,000.00	5,040.00	35,126.40	-126.40 100.36
001-2080-02-4340-0000				Airport Ag Sales					
001-2080-02-4340-0000				Airport Ag Sales		72,000.00	0.00	61,313.90	10,686.10 85.16
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					
5/3/2017	CR	11	16	Electric Service JIM BARTHOLC	CR	60.00	Rept: 652383	05/02/2017	Batch: 2017 5 402
5/3/2017	CR	11	16	Water Service JIM BARTHOLOM	CR	20.00	Rept: 652383	05/02/2017	Batch: 2017 5 402
001-2080-02-4710-0000				Airport Utilities		1,080.00	80.00	880.00	200.00 81.48
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					

Account Number	FP	JE	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
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
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	22,788.30	331,686.76	76,393.24	81.28
301-2080-04-5122-0000				408,080.00	22,788.30	331,686.76	76,393.24	81.28
			Report Totals:	408,080.00	22,788.30	331,686.76	76,393.24	81.28

Staff Summary



6/12/2017

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 May 1st, 2017 to May 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 May were \$14,910.93
- Jet Fuel = \$11,195.58 or 75.09% of the total sales (3,876 gallons)
- Av Gas = \$3,715.35 or 24.91% of the total sales (926.19 Gallons)
- Hangar Renters accounted for \$9,061.97 (VT was \$8,909.87 or 98.33%) of the total sales or 60.78%
- The Fixed Based Operator (FBO) accounted for \$595.68 of fuel sales or 4.00%
- Outside non-based aircraft accounted for \$5,248.55 of the total sales or 35.20%
- Test card is \$4.73 which is 0.02% 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 20.19 gallons more than the fuel master shows. The Mechanical reading is showing we should have sold 2.89 gallons more.

The Jet A Fuel on the Veeder Root System shows we sold 13 gallons more to equal the Fuel Master Reading. The Mechanical Reading shows we should have sold 4 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 (\$17,668.30) then we must add the May transactions that did not hit the bank statement until June (\$120.83) and subtract the April transactions that hit the May statement (\$3,266.53). Then we must add the service charges and test card to balance .

You can see the service charges are \$383.60 for the month and the amount used for monthly testing was \$4.73.

FISCAL IMPACT:

Total Fuel Sales for the month of May 2017 are \$14,910.93

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	\$ 4.73	\$ 2.63	\$ 2.10
Hangar Renters	\$ 9,061.97	\$ 152.10	\$ 8,909.87
Of which is VT	\$ 8,909.87		\$ 8,909.87
Bart's Flying Service	\$ 595.68	\$ 362.01	\$ 233.67
Credit Cards	\$ 5,248.55	\$ 3,198.61	\$ 2,049.94
Other Purchases	\$ -		
	\$ 14,910.93	\$ 3,715.35	\$ 11,195.58

Total FM Sales= \$ 14,910.93

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	1.34	0.64	0.70
Hangar Renters	3,120.930	37.930	3,083.000
Of which is VT	3,083.000		3,083.000
Bart's Flying Service	216.070	109.370	106.700
Credit Cards	1,463.850	778.250	685.600
Other Purchases	-		
	4,802.190	926.190	3,876.000

Total FM Sales= 4,802.190

To Be Billed to Gov't Sold 296 Gallons for Jet A fuel at \$3.05/Gallon

Price of Fuel:		
Beginning	4.11	3.03
End	4.11	2.99

City of Storm Lake

Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	6,771.000		7,227.000
Before Fueling			
After Fueling	<u> </u>		<u> </u>
Before Fueling			
After Fueling	<u> </u>		<u> </u>
Fuel Added for Month	-		-
Ending Fuel Reading	5,865.000		3,338.000
Total=	906.000		3,889.000

		<u>Stick Reading</u>	
Beginning Fuel Reading	<u>6,726.000</u>	51	<u>7,199.000</u> 71 3/4
Before Fueling			
After Fueling	<u> </u>		<u> </u>
Before Fueling			
After Fueling	<u> </u>		<u> </u>
Fuel Added for Month	-		-
Ending Fuel Reading	5816.000	44 3/4	3,360.00 33 3/4
Total=	910.000		3,839.000

		<u>Mechanical Reading</u>	
Beginning Fuel Reading	85,116.000		278,735.000
Before Fueling			
After Fueling			
Fuel Added for Month			
Ending Fuel Reading	86,039.300		282,615.000
Total=	923.300		3,880.000

Actual	926.19	3,876.00
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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	Long	41.080	27.680	Long	17.08	30.34	Short	-8.120	-3.820
May	Short	20.890	-20.190	Short	0.89	-16.19	Short	-11.010	-2.890
June									
July									
August									
September									
October									
November									
December									
Total Difference=		20.890		0.89			-11.010		

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	Long	38.200	9.600	Long	-213.8	93.6	Long	10.200	2.600
May	Long	51.200	13.000	Short	-250.8	-37	Short	6.200	-4.000
June									
July									
August									
September									
October									
November									
December									
Total Difference=		51.200		-250.8			6.200		

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:	\$ 858.53	\$ 24.28	\$ 882.81	April	26
	\$ 1,874.94	\$ 53.02	\$ 1,927.96	April	27
	\$ 533.06	\$ 12.75	\$ 545.81	April	28, 29
	\$ 1,145.23	\$ 30.58	\$ 1,175.81	May	2
	\$ 942.79	\$ 25.90	\$ 968.69	May	3
	\$ 889.47	\$ 22.74	\$ 912.21	May	4
	\$ 1,933.30	\$ 50.05	\$ 1,983.35	May	5, 7
	\$ 1,301.92	\$ 36.00	\$ 1,337.92	May	1
	\$ 1,752.87	\$ 47.40	\$ 1,800.27	May	9
	\$ 7.99	\$ 0.23	\$ 8.22	May	10
	\$ 569.22	\$ 14.41	\$ 583.63	May	11
	\$ 471.51	\$ 10.15	\$ 481.66	May	12, 13
	\$ 376.35	\$ 9.61	\$ 385.96	May	14, 17
	\$ 93.69	\$ 1.91	\$ 95.60	May	22
	\$ 184.35	\$ 3.76	\$ 188.11	May	18
	\$ 48.81	\$ 1.00	\$ 49.81	May	23
	\$ 1,784.42	\$ 50.46	\$ 1,834.88	May	25
	\$ 2,728.07	\$ 73.42	\$ 2,801.49	May	26, 27, 28, 29
	\$ 171.78	\$ 3.51	\$ 175.29	May	30
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
	\$ 16,809.77	\$ 446.90	\$ 17,256.67		
Outstanding:	\$ 120.83	\$ 2.47	\$ 123.30	May	31
			\$ -		
			\$ -		
			\$ -		
Billed to Gov't	\$ 902.80		\$ 902.80		4/22/2017
			\$ -		
			\$ -		
	\$ 1,023.63	\$ 2.47	\$ 1,026.10		
Totals:	\$ 17,833.40	\$ 449.37	\$ 18,282.77		

Totals=	\$ 14,910.93	\$ 14,910.93	Total Sales		City Billings
	\$ 383.60	Service Charges		\$ 4.73	(Test Card)

Staff Summary



6/12/2017

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- May 2017	Backup Material

Bart's Flying Service
Manager's Report
May 2017

5/18 Picked up Round Up at Bomgaars, and sprayed weeds around terminal building.

5/19 K&W finished repairs on runway end identifier lights, removed NOTAM with FAA.

5/30 Confirmed hangar F-7 has not been evacuated.

Courtesy car usage, 10 and, 213 miles

I am out of usage log sheets

Staff Summary



6/12/2017
Agenda Item # 5.

City of Storm Lake

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Storm Lake, IA 50588

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Administration Report - June 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.

Runway 13/31 Sub Drains/Apron Rehab

After the council rejected the bids from the April 11th bidding another bid was held which split the project out into a base project with two alternates. King's Construction was the low base bid but Reding Gravel & Excavating was the low aggregate bid with the difference of the base bid and alternate 1 was \$560.00. The bids were written to award the contract to the lowest base bid which does not concur with the Federal Procurement Process.

That said, the FAA will reject the recommendation of Bolton & Menk to award the project to King's Construction for their base bid and alternate 1 but will accept King's Construction for the base bid.

The base bid will consist of the subdrains for Runway 13/31.

Alternate 1 consisted of the apron panel replacements and alternate 2 consisted of the joint sealing. This year we will have the subdrains completed and next year we will have to request to do the apron replacement and joint sealing with the remaining entitlement money.

REILs on Runway 17/35

K & W Electric have completed their services on the REILs and they are up and running. City Staff is attempting to get an invoice from them prior to the end of FY2017.

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



6/12/2017
Agenda Item # 6.

City of Storm Lake

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Closed Session Reference Iowa Code Chapter 21.5 (i) - To Evaluate The Airport Manager's Performance**

BACKGROUND: Iowa Code allows for a few specific reasons in which the government body can go into a closed session. One of these reasons is for the evaluation of an individual whose performance is being reviewed (Chapter 21.5 (i) of the Iowa Code). However, the government body can only utilize this section of the Iowa Code when the session has been requested by the person to whom they are evaluating.

Jim Bartholomew on behalf of Bart's Flying Service has requested that his annual evaluation be conducted in Closed Session per Iowa Code Chapter 21.5(i), please see the attached written request.

The commission may conduct the evaluation in closed session but may not make any decisions in Closed Session. Any change to the compensation of the Airport Manager must come in open session.

FISCAL IMPACT: There is no fiscal impact to this agenda item

RECOMMENDATION: Commission to vote to go into Closed Session Reference Iowa Code Chapter 21.5 (i)

ATTACHMENTS:

Description

Type

Date: June 8, 2017

To: Airport Commission Members

CC: Tyler Gibbins

From: James Bartholomew

RE: Annual Evaluation

Please accept this as my formal request to have the Commission enter into Closed Session reference Iowa Code Section 21.5 (i) for the purpose of reviewing my performance and conducting my annual evaluation.

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink that reads "James Bartholomew". The signature is written in a cursive style with a large, stylized initial "J".

James Bartholomew

Owner of Bart's Flying Service

Staff Summary



6/12/2017
Agenda Item # 7.

City of Storm Lake

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Storm Lake, IA 50588

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Motion to Adjust Airport Manager's Contract for FY2018**

BACKGROUND: Last year the commission elected to change the format of how the airport contract will work. The new format only allows Bart's Flying service to receive, if any, additional compensation based on the percentage allowed in the City Budget based on the performance evaluation.

That said, it is time for the commission to determine the percentage of increase for FY2018. The maximum percentage is 2.0 percent which is the percentage City Employees will receive with a favorable review. At this time the commission should discuss the contract with Bart's Flying Service to determine the percentage of increase, if any, for fiscal year 2018.

FISCAL IMPACT: The maximum amount of compensation that can be awarded is 2.0 percent of the current contract (\$60,756.41) making the amount not to exceed \$1,215.13.

City Staff allowed for this increase the FY2018 budget so the commission will determine the ultimate fiscal impact.

RECOMMENDATION: Review the manager's contract and approve a percentage of increase for FY2018 compensation.