

**CITY OF STORM LAKE
AIRPORT COMMISSION
AIRPORT MEETING ROOM
AUGUST 14, 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 July 10, 2017 Airport Commission Minutes**
2. **Airport Financial Report From July 1st, 2017 to July 31st, 2017**
3. **Airport Fuel Report July 1st, 2017 to July 31st, 2017.**
4. **Administration Report - August 2017 Airport Commission Meeting**
5. **Airport Manager's Monthly Report**
6. **Adjourn**

Meeting Protocol

If you wish to speak today, please:

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



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Staff Summary



8/14/2017

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 July 10, 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 July 10, 2017 Airport Commission minutes

ATTACHMENTS:

Description	Type
 Minutes - July 10, 2017	Minutes

**Storm Lake Airport Commission
Regular Meeting
Airport Terminal
Monday, July 10, 2017 4:00 PM**

Present: Commission Members Bob Ansonge, Doug White, Dan Richardson (arrived 4:25, and Maxine Lampe. Absent: Sara Huddleston. Others Present: Jim Bartholomew, John Bartholomew, and Tyler Gibbins

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

Hear the Public – None

Minutes – Moved by Commissioner Lampe to approve the June 12, 2017 Airport Commission minutes. Seconded by Commissioner White. Vote: All ayes with Commissioner Member Huddleston and Richardson absent. Motion carried.

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

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

Manager Report –

Courtesy Car Usage – 10 users; 213 miles

Administration Report – Waiting for FAA approval to proceed with the received signed contract and bond from King Construction. Hangar conduit repairs and runway light replacement has been done by Nepple Electric. Hangar F-7 has been cleaned out and available for rent. Mr. Eginton's plane is still at the airport and for sale. Tenants from the Sac City Airport are interested in renting hangars as construction is being done at the Sac City Airport.

Dan Richardson arrived.

Airport Manager's Monthly Report – Purchased vacuum and did housekeeping to the building: vacuumed, swept floor, emptied out trash bins several times in the month of June.. Forwarded request to City Hall to fly drone over BVU. TSA inspector reviewed airport manager's flight school records. Ordered, received 7446 gallons of jet A fuel, and received satisfactory API test results. Performed a drive-by inspection of the runway lights. Nepple electric installed conduit on hangars and repaired runway lights. Provide to the city the fuel inventory report and managers' report.

Courtesy car usage – 5 user; 102 Miles

Adjourn – Moved by Commissioner Lampe to adjourn the meeting at 4:41 pm. Seconded by Commissioner Richardson. All ayes with Commission Member Huddleston. Motion carried.

Mayra Martinez, City Clerk

Staff Summary



8/14/2017

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 July 1st, 2017 to July 31st, 2017**

BACKGROUND:

Please see the following attachments:

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

On the July Expense Report please note the following:

- Legal Fees for Phil Havens
- New Contract amount for Bart's Flying Services approved by the Airport Commission
- Received a load of Jet A Fuel

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 6 total hangar spaces available, three in carousel hangar A and one in carousel hangar B. The last two hangars are 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 FY2018.

FISCAL IMPACT: Total expenses for the month of July 2017 are \$22,284.15

RECOMMENDATION: Review and Approve the Financial Report

ATTACHMENTS:

Description		Type
	Expense List	List of Bills
	Financial Report	Financial Report
	Hangar Rent	Contract
	FY2018 Expenses	Financial Report
	Revenue Report	Financial Report

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

Vendor Name	Description	Account Charged	Amount	Notes
Bomgaars Supply, Inc	Roundup	001-2080-02-6310-0000	\$22.99	
Nepple Electric Inc	Door & Light Repairs	001-2080-02-6310-0000	\$1,397.95	
Deere Credit Inc	Tug Tractor Repairs	001-2080-02-6332-0000	\$269.61	
Mid American Energy	Electric Service	001-2080-02-6371-0000	\$541.55	
Bart's Flying Service	June Airport Contract	001-2080-02-6494-0000	\$5,062.97	
Bart's Flying Service	July Airport Contract	001-2080-02-6494-0000	\$5,138.98	
Philip E Havens	Legal Services	001-2080-02-6499-0000	\$775.83	
Nepple Electric Inc	Runway Light Repairs	001-2080-02-6499-0000	\$1,400.00	
Iowa Lakes Regional Water	Water Service	001-2080-02-6499-0000	\$67.31	
Eastern Aviation Fuels, Inc	Jet A Fuel	001-2080-02-6503-0000	\$13,915.38	
Culligan	Water Supplies	001-2080-02-6599-0000	\$7.95	
Wal-Mart	Vacuum	001-2080-02-6599-0000	\$219.00	

Total Expenses \$28,819.52

Notes:

Airport Commission Report - FY 2017-2018

[illegible]

FY 2017-2018 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	3
F	150.00	1	1
		26	20 TOTAL

General Ledger

Expense vs Budget

User: tyler.gibbins
 Printed: 8/9/2017 - 8:30 AM
 Period: 01, 2018
 Fiscal Year: 2018
 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							
7/3/2017	AP	1	1 Roundup	DR	22.99 Ck: 55761	Bomgaars Supply, Inc			
7/3/2017	AP	1	1 Door & Light Repairs	DR	1,397.95 Ck: 55803	Nepple Electric Inc			
001-2080-02-6310-0000		Repairs/Maintenance Bldg	11,500.00	1,420.94	1,420.94	10,079.06	0.00	10,079.06	87.64
001-2080-02-6332-0000		Vehicle Repair							
7/3/2017	AP	1	1 Tug Tractor Repairs	DR	269.61 Ck: 55769	Deere Credit Inc			
001-2080-02-6332-0000		Vehicle Repair	1,000.00	269.61	269.61	730.39	0.00	730.39	73.04
001-2080-02-6371-0000		Electric Service							
7/18/2017	AP	1	60 Electric Service May/June 2017	DR	541.55 Ck: 55975	MidAmerican Energy Company			
001-2080-02-6371-0000		Electric Service	8,200.00	541.55	541.55	7,658.45	0.00	7,658.45	93.40
001-2080-02-6373-0000		Telecommunications							
001-2080-02-6373-0000		Telecommunications	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
001-2080-02-6408-0000			Insurance							
001-2080-02-6408-0000			Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-2080-02-6494-0000			Operator Contract							
7/10/2017	AP	1	15 June 2017 Airport Contract	DR	5,062.97		Bart's Flying Service			
7/25/2017	AP	1	97 July 2017 Airport Contract	DR	5,138.98		Bart's Flying Service			
001-2080-02-6494-0000			Operator Contract	62,200.00	10,201.95	10,201.95	51,998.05	0.00	51,998.05	83.60
001-2080-02-6499-0000			Contractual Services							
7/17/2017	AP	1	36 June 2017 Legal Services	DR	775.83		Philip E Havens			
7/17/2017	AP	1	36 Runway Light Repairs	DR	1,400.00	Ck: 55910	Nepple Electric Inc			
7/18/2017	AP	1	60 June 2017 Water Service	DR	67.31	Ck: 55972	Iowa Lakes Regional Water			
001-2080-02-6499-0000			Contractual Services	17,500.00	2,243.14	2,243.14	15,256.86	0.00	15,256.86	87.18
001-2080-02-6503-0000			Merchandise for resale							
7/3/2017	AP	1	1 Jet A Fuel	DR	13,915.38	Ck: 55771	Eastern Aviation Fuels, Inc			
001-2080-02-6503-0000			Merchandise for resale	262,460.00	13,915.38	13,915.38	248,544.62	0.00	248,544.62	94.70
001-2080-02-6599-0000			Supplies							
7/3/2017	AP	1	1 Water Supplies	DR	7.95	Ck: 55768	Culligan			
7/3/2017	AP	1	1 Vacuum	DR	219.00	Ck: 55829	Wal Mart #01-1526			
001-2080-02-6599-0000			Supplies	4,000.00	226.95	226.95	3,773.05	0.00	3,773.05	94.33
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	38,760.00	0.00	0.00	38,760.00	0.00	38,760.00	100.00
001			General Fund	407,320.00	28,819.52	28,819.52	378,500.48	0.00	378,500.48	92.92
112			Special Levy Fund							

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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
301-2080-08-7160-0001		Fuel System Rehab Construction							

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	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							
301-2080-08-7186-0002		Runway 13/31 Subdrain - Eng	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7186-0003		Runway 13/31 Subdrain- Leg/Adm							
301-2080-08-7186-0003		Runway 13/31 Subdrain- Leg/Adr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7192-0001		Chautauqua Bldg. Demo							
301-2080-08-7192-0001		Chautauqua Bldg. Demo	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
301-2080-08-7192-0002		Chautauqua Bldg. Demo - Eng.							
301-2080-08-7192-0002		Chautauqua Bldg. Demo - Eng.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7192-0004		Chautauqua Bldg. Demo - Admin							
301-2080-08-7192-0004		Chautauqua Bldg. Demo - Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7204-0002		Airport ALP - Engineering							
301-2080-08-7204-0002		Airport ALP - Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7204-0004		Airport ALP - Legal/Admin							
301-2080-08-7204-0004		Airport ALP - Legal/Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301		Capital Improvement Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2080		Airport	407,320.00	28,819.52	28,819.52	378,500.48	0.00	378,500.48	92.92
		Report Totals:	407,320.00	28,819.52	28,819.52	378,500.48	0.00	378,500.48	92.92

General Ledger

Revenue Analysis

User: tyler.gibbins
 Printed: 8/9/2017 - 8:55 AM
 Period: 01, 2018
 Fiscal Year: 2018
 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					
7/5/2017	CR	1	21	Airport Gasoline 6/29/2017 SHEI	CR	1,114.43	Rept: 658672 07/03/2017	Batch: 2017 7 703
7/6/2017	CR	1	22	Airport Gasoline 6/30/2017 SHEI	CR	161.11	Rept: 658693 07/05/2017	Batch: 2017 7 705
7/6/2017	CR	1	22	Airport Gasoline 7/3/2017 SHEL	CR	0.55	Rept: 658693 07/05/2017	Batch: 2017 7 705
7/6/2017	CR	1	23	Airport Gasoline 7/5/2017 SHEL	CR	500.44	Rept: 658785 07/06/2017	Batch: 2017 7 706
7/11/2017	CR	1	35	Airport Gasoline 7/6/2017 SHEL	CR	1,098.60	Rept: 659048 07/10/2017	Batch: 2017 7 710
7/11/2017	CR	1	35	Airport Gasoline 7/7/2017 SHEL	CR	1,160.17	Rept: 659049 07/10/2017	Batch: 2017 7 710
7/11/2017	CR	1	35	Airport Gasoline 7/8/2017 SHEL	CR	457.15	Rept: 659049 07/10/2017	Batch: 2017 7 710
7/11/2017	CR	1	35	Airport Gasoline 7/9/2017 SHEL	CR	2,678.88	Rept: 659049 07/10/2017	Batch: 2017 7 710
7/12/2017	CR	1	41	Airport Gasoline 7/10/2017 SHEI	CR	1,241.25	Rept: 659452 07/11/2017	Batch: 2017 7 711
7/14/2017	CR	1	43	Airport Gasoline SHELL AVIATI	CR	3,250.71	Rept: 659733 07/12/2017	Batch: 2017 7 713
7/14/2017	CR	1	43	Airport Gasoline 7/12/2017 SHEI	CR	123.29	Rept: 659909 07/13/2017	Batch: 2017 7 713
7/18/2017	CR	1	81	Airport Gasoline 7/13/2017 SHEI	CR	2,339.42	Rept: 660613 07/17/2017	Batch: 2017 7 717
7/18/2017	CR	1	81	Airport Gasoline 7/14/2017 SHEI	CR	186.89	Rept: 660690 07/17/2017	Batch: 2017 7 717
7/18/2017	CR	1	81	Airport Gasoline 7/15/2017 SHEI	CR	60.99	Rept: 660690 07/17/2017	Batch: 2017 7 717
7/18/2017	CR	1	81	Airport Gasoline 7/16/2017 SHEI	CR	1,387.86	Rept: 660690 07/17/2017	Batch: 2017 7 717
7/19/2017	CR	1	84	Airport Gasoline 7/17/2017 SHEI	CR	1,294.25	Rept: 661082 07/18/2017	Batch: 2017 7 718
7/21/2017	CR	1	92	Airport Gasoline 7/18/2017 SHEI	CR	221.53	Rept: 661185 07/20/2017	Batch: 2017 7 720
7/21/2017	CR	1	92	Airport Gasoline 7/19/2017 SHEI	CR	1,077.71	Rept: 661201 07/20/2017	Batch: 2017 7 720
7/25/2017	CR	1	102	Airport Gasoline 7/20/2017 SHEI	CR	539.18	Rept: 661296 07/24/2017	Batch: 2017 7 724
7/25/2017	CR	1	102	Airport Gasoline 7/22/2017 SHEI	CR	56.94	Rept: 661298 07/24/2017	Batch: 2017 7 724
7/25/2017	CR	1	102	Airport Gasoline 7/23/2017 SHEI	CR	295.53	Rept: 661298 07/24/2017	Batch: 2017 7 724
7/26/2017	CR	1	113	Airport Gasoline 7/25/2017 SHEI	CR	256.41	Rept: 661415 07/26/2017	Batch: 2017 7 726
7/27/2017	CR	1	115	Airport Gasoline 7/26/2017 SHEI	CR	140.77	Rept: 661445 07/27/2017	Batch: 2017 7 727
7/24/2017	GL	1	126	Airport Gasoline 7/24/2017	CR	30.09		
001-2080-01-4750-0000			Airport Gasoline	255,000.00	19,674.15	19,674.15	235,325.85	7.72
001-2080-02-4310-0000			Airport Hangar Rent					
7/5/2017	CR	1	21	Hangar E-1 JIM BARTHOLOME	CR	95.00	Rept: 658627 07/03/2017	Batch: 2017 7 703
7/5/2017	CR	1	21	Hangar F-5 JIM BARTHOLOME	CR	150.00	Rept: 658627 07/03/2017	Batch: 2017 7 703
7/5/2017	CR	1	21	Shop Rent JIM BARTHOLOMEV	CR	500.00	Rept: 658627 07/03/2017	Batch: 2017 7 703

Account Number	FP	JE	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received	
7/5/2017	CR	1	21	Hangar B-4 Rent July 2017 RUSS	CR	65.00	Rept: 658655	07/03/2017	Batch: 2017 7 703
7/6/2017	CR	1	22	Hangar F-6 GARY & JAN WOR	CR	135.00	Rept: 658690	07/05/2017	Batch: 2017 7 705
7/10/2017	CR	1	24	Hangar B-2 NICK SAND	CR	195.00	Rept: 658877	07/07/2017	Batch: 2017 7 707
7/12/2017	CR	1	41	Hangar D-6 Rent IOWA STATE F	CR	80.00	Rept: 659456	07/11/2017	Batch: 2017 7 711
7/17/2017	CR	1	54	Hangar F-2 STEVE HAMILTON	CR	135.00	Rept: 660304	07/14/2017	Batch: 2017 7 314
7/19/2017	CH	1	85	AR 00719.07.2017	CR	350.00			
7/27/2017	CR	1	115	Hangar E-1 JIM BARTHOLOME	CR	95.00	Rept: 661480	07/27/2017	Batch: 2017 7 727
7/27/2017	CR	1	115	Hangar F-5 JIM BARTHOLOME'	CR	150.00	Rept: 661480	07/27/2017	Batch: 2017 7 727
7/27/2017	CR	1	115	Shop Rent JIM BARTHOLOMEV	CR	500.00	Rept: 661480	07/27/2017	Batch: 2017 7 727
001-2080-02-4310-0000			Airport Hangar Rent	37,800.00	2,450.00	2,450.00	35,350.00	6.48	
001-2080-02-4340-0000			Airport Ag Sales						
001-2080-02-4340-0000			Airport Ag Sales	54,900.00	0.00	0.00	54,900.00	0.00	
001-2080-02-4550-0000			Misc Airport						
001-2080-02-4550-0000			Misc Airport	0.00	0.00	0.00	0.00	0.00	
001-2080-02-4710-0000			Airport Utilities						
7/5/2017	CR	1	21	Electric Service JIM BARTHOLC	CR	60.00	Rept: 658627	07/03/2017	Batch: 2017 7 703
7/5/2017	CR	1	21	Water Service JIM BARTHOLOM	CR	20.00	Rept: 658627	07/03/2017	Batch: 2017 7 703
7/31/2017	CR	1	118	Electric Service JIM BARTHOLC	CR	60.00	Rept: 661485	07/28/2017	Batch: 2017 7 728
7/31/2017	CR	1	118	Water Service JIM BARTHOLOM	CR	20.00	Rept: 661485	07/28/2017	Batch: 2017 7 728
001-2080-02-4710-0000			Airport Utilities	960.00	160.00	160.00	800.00	16.67	
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 Revenu						
301-2080-03-5160-0041			Fuel System Rehab State Revenu	0.00	0.00	0.00	0.00	0.00	
301-2080-03-5160-0045			Fuel System Rehab Local Rev						
301-2080-03-5160-0045			Fuel System Rehab Local Rev	0.00	0.00	0.00	0.00	0.00	

Account Number	FP	JE	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
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				348,660.00	22,284.15	22,284.15	326,375.85	6.39
301-2080-04-5122-0000				348,660.00	22,284.15	22,284.15	326,375.85	6.39
Report Totals:				348,660.00	22,284.15	22,284.15	326,375.85	6.39

Staff Summary



8/14/2017

Agenda Item # 3.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Airport Fuel Report July 1st, 2017 to July 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 July were \$26,025.22
- Jet Fuel = \$19,648.93 or 75.50% of the total sales (8,170.40 gallons)
- Av Gas = \$6,376.29 or 24.50% of the total sales (1,568.95 Gallons)
- Hangar Renters accounted for \$9,838.86 (VT was \$9,559.72 or 97.16%) of the total sales or 37.81%
- The Fixed Based Operator (FBO) accounted for \$7,212.45 of fuel sales or 27.71%
- Outside non-based aircraft accounted for \$8,971.68 of the total sales or 34.47%
- Test card is \$2.23 which is 0.01% of the total sales

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

On the Fuel Readings Report note the AV Gas on the Veeder Root System shows we sold 1.60 gallons more than the fuel master shows. The Mechanical reading is showing we should have sold 8.10 gallons more.

The Jet A Fuel on the Veeder Root System shows we should have sold 223.40 gallons more to equal the Fuel Master Reading. The Mechanical Reading shows we sold 6.6 gallons more. The Veeder Root System is off much more than expected. Bart's Flying Service is unaware of the cause of this. With the Mechanical reading close, staff will monitor the Veeder Root System to ensure everything is working properly.

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 (\$19,674.15) then we must add the July transactions that did not hit the bank statement until August (\$7,022.02) and subtract the June transactions that hit the July statement (\$1,275.54). Then we must add the service charges and test card to balance .

You can see the service charges are \$602.36 for the month and the amount used for monthly testing was \$2.23.

FISCAL IMPACT:

Total Fuel Sales for the month of July 2017 are \$26,025.22

RECOMMENDATION:

Review the Report and Approve

ATTACHMENTS:

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

City of Storm Lake

Airport Fuel Report

\$ Amount

	Sales Breakout	AV Gas	Jet Fuel
Test Card	\$ 2.23	\$ 1.11	\$ 1.12
Hangar Renters	\$ 9,838.86	\$ 279.14	\$ 9,559.72
Of which is VT	\$ 9,559.72		\$ 9,559.72
Bart's Flying Service	\$ 7,212.45	\$ 269.53	\$ 6,942.92
Credit Cards	\$ 8,971.68	\$ 5,826.51	\$ 3,145.17
Other Purchases	\$ -		
	\$ 26,025.22	\$ 6,376.29	\$ 19,648.93

Total FM Sales= \$ 26,025.22

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	0.67	0.27	0.40
Hangar Renters	3,623.410	69.610	3,553.800
Of which is VT	3,553.800		3,553.800
Bart's Flying Service	3,570.330	81.430	3,488.900
Credit Cards	2,544.940	1,417.640	1,127.300
Other Purchases	-		
	9,739.350	1,568.950	8,170.400

Total FM Sales= 9,739.350

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

Price of Fuel:		
Beginning	4.11	2.99
End	4.11	2.97

City of Storm Lake

Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	4,234.000		6,075.000
Before Fueling			379.000
After Fueling			7,647.000
Before Fueling			
After Fueling			
Fuel Added for Month	-		7,268.000
Ending Fuel Reading	2,664.000		5,396.000
Total=	1,570.000		7,947.000

	<u>Stick Reading</u>			
Beginning Fuel Reading	4,209.000	35	6,069.000	53 1/4
Before Fueling			375.000	7
After Fueling			7,697.000	65 3/4
Before Fueling				
After Fueling				
Fuel Added for Month	-		7,322.000	
Ending Fuel Reading	2689.000	25 1/4	5,411.00	48 1/2
Total=	1,520.000		7,980.000	

	<u>Mechanical Reading</u>	
Beginning Fuel Reading	87,682.400	287,343.000
Before Fueling		
After Fueling		
Fuel Added for Month		
Ending Fuel Reading	89,242.700	295,520.000
Total=	1,560.300	8,177.000

Actual	1,568.40	8,170.40
---------------	-----------------	-----------------

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	Short	2.900	-17.990	Short	-41.10	-41.99	Short	-16.900	-5.890
July	Long	4.500	1.600	Short	-89.5	-48.4	Short	-25.000	-8.100
August									
September									
October									
November									
December									
Total Difference=		4.500		-89.5			-25.000		

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	Short	19.700	-31.500	Long	-48.3	202.5	Long	10.700	4.500
July	Short	-203.700	-223.400	Short	-238.7	-190.4	Long	17.300	6.600
August									
September									
October									
November									
December									
Total Difference=		-203.700		-238.7			17.300		

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:	\$ 161.11	\$ 3.29	\$ 164.40	June	30
	\$ 0.55	\$ 0.01	\$ 0.56	July	3
	\$ 500.44	\$ 13.83	\$ 514.27	July	5
	\$ 1,098.60	\$ 30.16	\$ 1,128.76	July	6
	\$ 4,296.20	\$ 116.51	\$ 4,412.71	July	7, 8, 9
	\$ 1,241.25	\$ 33.58	\$ 1,274.83	July	10
	\$ 3,250.71	\$ 70.48	\$ 3,321.19	July	11
	\$ 123.29	\$ 2.52	\$ 125.81	July	12
	\$ 2,339.42	\$ 53.42	\$ 2,392.84	July	13
	\$ 1,635.74	\$ 36.49	\$ 1,672.23	July	14, 15, 16
	\$ 1,294.25	\$ 26.41	\$ 1,320.66	July	17
	\$ 221.53	\$ 4.52	\$ 226.05	July	18
	\$ 1,077.71	\$ 21.99	\$ 1,099.70	July	19
	\$ 539.18	\$ 14.45	\$ 553.63	July	20
	\$ 352.47	\$ 8.02	\$ 360.49	July	22, 23
	\$ 30.09	\$ 0.61	\$ 30.70	July	24
	\$ 256.41	\$ 6.96	\$ 263.37	July	25
	\$ 140.77	\$ 2.87	\$ 143.64	July	26
	\$ 4,536.74	\$ 104.48	\$ 4,641.22	July	27
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
	\$ 22,935.35	\$ 547.31	\$ 23,482.66		
Outstanding:	\$ 2,071.86	\$ 45.15	\$ 2,117.01	July	28, 29, 30
	\$ 413.42	\$ 9.90	\$ 423.32	July	31
			\$ -		
			\$ -		
Billed to Gov't	\$ 902.80		\$ 902.80		4/22/2017
			\$ -		
			\$ -		
	\$ 3,388.08	\$ 55.05	\$ 3,443.13		
Totals:	\$ 26,323.43	\$ 602.36	\$ 26,925.79		

Totals=	\$	26,025.22	\$	26,025.22	Total Sales			City Billings
	\$	602.36			Service Charges	\$	2.23	(Test Card)

Staff Summary



8/14/2017

Agenda Item # 4.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Administration Report - August 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

Greg to give an update.

ALP

The ALP has formally been approved by the FAA. City Staff will make final signatures and finalize that project.

Jet Fuel Issues

Bart's Flying Service attempted to get a load of Jet a fuel on July 20th because the volume of which SLB was selling was very high. John requested a load for delivery on July 21st but was informed on July 21st that the load he ordered would not be delivered until July 26th. At this point SLB was out of Jet A fuel and a NOTAM was issued. The load of Jet A fuel did not arrive until on week later on July 27th. It is estimated \$10,000 of fuel sales were lost due to this incident. City Staff was notified of the issues by Bart's Flying Service and contacted Shell Aviation to discuss this issue and what caused it. No response or explanation has been provided.

Since then, a load of Jet a Fuel was ordered on August 7th and

delivered on August 8th.

Underground Fuel Tanks

There will be a charge in August for an underground tank inspection for the DNR in the amount of \$500. This inspection is done every other year and has to be recorded to the DNR by March 31st biennially.

While investigating how this inspection was missed earlier this year it was found that the airport should look into replacing their underground tanks with above ground tanks for insurance reasons. This is something the commission should think about adding to their CIP.

Courtesy Car

The airport may be getting a new courtesy car from the police department. They are decommissioning an old police car which will be de-stripped and have the wrap removed. Once staff has serviced the vehicle it will be issued to the airport as the new Courtesy Car.

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



8/14/2017

Agenda Item # 5.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **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- July 2017	Backup Material

Bart's Flying Service
Manager's Report
July 2017

7/01 Notified Century Link that both phone lines, and the fuel phone line were out of service.

Called Flight Service and issued a NOTAM fuel system out of service.

7/03 Century Link repaired all phone lines.

Called Flight Service and canceled NOTAM.

7/06 Called out to the airport at 9:45 PM to get keys for courtesy car for a transit pilot for over night stay.

7/07 Cleaned restrooms, and swept and moped floors.

Conducted a biennial flight review with Tracie Fast.

7/10 Cleaned restrooms, vacuumed carpets, swept and moped floors, emptied trash.

7/11 broke out concrete on old shop floor.

7/12 Poured new concrete on old shop floor.

7/18 sprayed weeds on cracks on the tarmac.

7/20 Ordered jet fuel.

7/25 worked on fuel master printer.

7/27 Received 7520 gallons of jet A fuel.

7/31 Killed a wood chuck burrowing under the jet fuel pump.

7/31 Filed end of month fuel inventory report, and managers report to the city.

Courtesy car usage, 7 , and 210 miles