

**CITY OF STORM LAKE
AIRPORT COMMISSION
AIRPORT MEETING ROOM
OCTOBER 13, 2017
4:00 PM**



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

AGENDA

1. **Approve The September 11, 2017 Airport Commission Minutes**
2. **Airport Financial Report From September 1st, 2017 to September 30th, 2017**
3. **Airport Fuel Report September 1st, 2017 to September 30th, 2017.**
4. **Approve Airport Capital Improvement Plan**
5. **Airport Manager's Monthly Report**
6. **Administration Report - October 2017 Airport Commission Meeting**
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



10/13/2017
Agenda Item # 1.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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

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

REPORT TO: Airport Commission

FROM: Mayra Martinez, City Clerk

SUBJECT: **Approve The September 11, 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 September 11, 2017 Airport Commission minutes

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Minutes - September 11, 2017	Minutes

**Storm Lake Airport Commission
Regular Meeting
Airport Terminal
Monday, September 11, 2017 4:00 PM**

Present: Commission Members Bob Ansonge, Dan Richardson, and Maxine Lampe.
Absent: Sara Huddleston and Doug White. Others Present: Keri Navratil, David Derragon, 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 August 14, 2017 Airport Commission minutes. Seconded by Commissioner Richardson. Vote: All ayes with Commissioner Member White and Huddleston absent. Motion carried.

Airport Manager's Monthly Report – Ordered and received 7501 gallons of jet a fuel and 8505 gallons of 100LL avgas. Repaired bathroom door lock. Century Link check phone line to AWAS. Sprayed weeds around the building and runway .

Courtesy Car Usage – 15 users; 331 miles

Administration Report – Greg presented an update of Runway 13/31 Sub Drains/Apron Rehab. Project to begin September 18, 2017. Hangar inspections are scheduled to be completed prior to the October 9th meeting. City Staff will contact City Attorney in regards to the plane belonging to William Eginton from Hangar A.

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

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

ACIP - The Commission started reviewing last year's CIP and made the following changes and recommendations. Add above ground Fuel Tanks (10,000-12,000 for AV Gas and 12,000-15,000 Jet A Tank) for 2027 and move back the 100' x 100' Hangar for when funds are available. Directed City Staff to contact Bolton & Menk to look at the waterway on city property to see the cost to fix the erosion issues.

Adjourn – Moved by Commissioner Richardson to adjourn the meeting at 4:34 pm. Seconded by Commissioner Lampe. All ayes with Commission Member White and Huddleston. Motion carried.

Mayra Martinez, City Clerk

Staff Summary



10/13/2017
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 September 1st, 2017 to September 30th, 2017**

BACKGROUND: Please see the following attachments:

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

On the September Expense Report please note the following:

- The first half of Property Taxes were paid in September
- Filters for the inspection that occurred in September

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 September 2017 are \$7,687.10

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 September 30, 2017

Vendor Name	Description	Account Charged	Amount	Notes
Eastern Aviation Fuels, Inc	Filters	001-2080-02-6310-0000	\$968.95	
MS Door Service Ltd	Pest Control	001-2080-02-6310-0000	\$45.00	
MidAmerican Energy	Electric Services	001-2080-02-6371-0000	\$604.21	
Century Link	Phone Services	001-2080-02-6373-0000	\$156.62	
Bart's Flying Services	Contract	001-2080-02-6494-0000	\$5,138.98	
Bart's Flying Services	Weed Killer Services	001-2080-02-6499-0000	\$180.00	
Buena Vista County Treasurer	Taxes	001-2080-02-6499-0000	\$174.00	
Buena Vista County Treasurer	Taxes	001-2080-02-6499-0000	\$299.00	
Iowa Lakes Regional Water	Water Services	001-2080-02-6499-0000	\$96.49	
Culligan	Water Supplies	001-2080-02-6599-0000	\$23.85	

Total Expenses \$7,687.10

Airport Commission Report - FY 2017-2018

[illegible]

*Other includes

[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: 10/10/2017 - 10:09 AM
 Period: 01 to 13, 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			
8/7/2017	AP	2	10 REIL Light Repairs	DR	1,453.16	Ck: 56080	K&W Electric Inc			
8/7/2017	AP	2	10 DNR Compliance Inpsection	DR	500.00	Ck: 56100	Peter Tim Petersen			
8/21/2017	AP	2	84 Pest Constrol Services	DR	45.00	Ck: 56238	MS Door Service Ltd			
9/5/2017	AP	3	5 Filters	DR	968.95	Ck: 56337	Eastern Aviation Fuels, Inc			
9/18/2017	AP	3	28 Pest Control	DR	45.00	Ck: 56429	MS Door Service Ltd			
001-2080-02-6310-0000			Repairs/Maintenance Bldg	11,500.00	4,433.05	4,433.05	7,066.95	0.00	7,066.95	61.45
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			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
8/15/2017	AP	2	70 Electric Service Jun/July 2017	DR	513.97	Ck: 56193	MidAmerican Energy Company			
9/26/2017	AP	3	96 Electric Service July/Aug 2017	DR	604.21	Ck: 56521	MidAmerican Energy Company			
001-2080-02-6371-0000			Electric Service	8,200.00	1,659.73	1,659.73	6,540.27	0.00	6,540.27	79.76
001-2080-02-6373-0000			Telecommunications							
8/15/2017	AP	2	70 July and August 2017 Phone Servi	DR	313.33	Ck: 56186	Century Link			
8/15/2017	AP	2	70 Credit for no Service in July 2017	CR	110.96	Ck: 56186	Century Link			
9/26/2017	AP	3	96 September 2017 Phone Service	DR	156.62	Ck: 56512	Century Link			
001-2080-02-6373-0000			Telecommunications	1,700.00	358.99	358.99	1,341.01	0.00	1,341.01	78.88
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			
8/29/2017	AP	2	123 Airport Contract August 2017	DR	5,138.98		Bart's Flying Service			
9/26/2017	AP	3	96 September 2017 Airport Contract	DR	5,138.98		Bart's Flying Service			
001-2080-02-6494-0000			Operator Contract	62,200.00	20,479.91	20,479.91	41,720.09	0.00	41,720.09	67.07
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			
8/7/2017	AP	2	10 FY2018 Storm Water Discharge P	DR	175.00	Ck: 56070	Iowa Dept of Natural Resources			
8/7/2017	AP	2	10 Postage July 26, 2017	DR	14.49	Ck: 56114	Reserve Account			
8/15/2017	AP	2	70 July 2017 Water Service	DR	72.85	Ck: 56190	Iowa Lakes Regional Water			
8/21/2017	AP	2	84 FY2018 Annual Maintenance Agr	DR	2,650.00	Ck: 56262	Syn-Tech Systems Inc			
8/22/2017	AP	2	97 Garbage Service- 3rd Qtr 2017	DR	161.25		Kevin Neuroth			
9/18/2017	AP	3	28 Week Killer & Application	DR	180.00		Bart's Flying Service			
9/18/2017	AP	3	28 Property Tax- Pickhinke Prop	DR	174.00	Ck: 56402	Buena Vista Co Treasurer			
9/18/2017	AP	3	28 Property Tax- Foell Prop	DR	299.00	Ck: 56402	Buena Vista Co Treasurer			
9/26/2017	AP	3	96 August 2017 Water Services	DR	96.49	Ck: 56516	Iowa Lakes Regional Water			
10/2/2017	AP	4	1 Postage Sept 25, 2017	DR	14.26	Ck: 56609	Reserve Account			
001-2080-02-6499-0000			Contractual Services	17,500.00	6,080.48	6,080.48	11,419.52	0.00	11,419.52	65.25

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
001-2080-02-6503-0000			Merchandise for resale							
7/3/2017	AP	1	1 Jet A Fuel	DR	13,915.38	Ck: 55771	Eastern Aviation Fuels, Inc			
8/7/2017	AP	2	10 Jet A Fuel	DR	15,437.16	Ck: 56056	Eastern Aviation Fuels, Inc			
8/21/2017	AP	2	84 Jet A Fuel	DR	15,928.50	Ck: 56213	Eastern Aviation Fuels, Inc			
8/21/2017	AP	2	84 AV Gas	DR	28,296.68	Ck: 56213	Eastern Aviation Fuels, Inc			
10/2/2017	AP	4	1 Jet A Fuel	DR	17,894.71	Ck: 56562	Eastern Aviation Fuels, Inc			
001-2080-02-6503-0000			Merchandise for resale	262,460.00	91,472.43	91,472.43	170,987.57	0.00	170,987.57	65.15
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			
8/7/2017	AP	2	10 Water Supplies	DR	7.95	Ck: 56052	Culligan			
8/15/2017	AP	2	70 Propane	DR	396.04	Ck: 56183	Amerigas			
9/5/2017	AP	3	5 Water Supplies	DR	23.85	Ck: 56334	Culligan			
10/2/2017	AP	4	1 Water Supplies	DR	7.95	Ck: 56559	Culligan			
001-2080-02-6599-0000			Supplies	4,000.00	662.74	662.74	3,337.26	0.00	3,337.26	83.43
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	125,416.94	125,416.94	281,903.06	0.00	281,903.06	69.21
112			Special Levy Fund							
112-2080-02-6110-0000			FICA							
112-2080-02-6110-0000			FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-2080-02-6130-0000			IPERS							
112-2080-02-6130-0000			IPERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112-2080-02-6160-0000			Worker's Comp Insurance							

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

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
301-2080-08-7182-0000			Airport Capital Reserve							
301-2080-08-7182-0000			Airport Capital Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7183-0001			Runway 13/31 Rehab - Constr.							
301-2080-08-7183-0001			Runway 13/31 Rehab - Constr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7183-0002			Runway 13/31 Rehab - Engineer							
301-2080-08-7183-0002			Runway 13/31 Rehab - Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7183-0004			Runway 13/31 Rehab - Leg/Admin							
301-2080-08-7183-0004			Runway 13/31 Rehab - Leg/Admin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7186-0001			Runway 13/31 Subdrain - Const							
301-2080-08-7186-0001			Runway 13/31 Subdrain - Const	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-2080-08-7186-0002			Runway 13/31 Subdrain - Eng							
8/7/2017	AP	2	10 Design Services through 6/30/201	DR	5,000.00		Bolton & Menk, Inc			
8/21/2017	AP	2	84 Design Services through 7/31/201	DR	5,000.00		Bolton & Menk, Inc			
10/2/2017	AP	4	1 Construction Services through 8/3	DR	600.00		Bolton & Menk, Inc			
301-2080-08-7186-0002			Runway 13/31 Subdrain - Eng	0.00	10,600.00	10,600.00	-10,600.00	0.00	-10,600.00	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							

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
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	10,600.00	10,600.00	-10,600.00	0.00	-10,600.00	0.00
2080		Airport	407,320.00	136,016.94	136,016.94	271,303.06	0.00	271,303.06	66.61
		Report Totals:	407,320.00	136,016.94	136,016.94	271,303.06	0.00	271,303.06	66.61

General Ledger

Revenue Analysis

User: tyler.gibbins
 Printed: 10/12/2017 - 10:00 AM
 Period: 03, 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						
9/6/2017	CR	3	14	Airport Gasoline 8/31/2017 SHEI	CR	1,159.13	Rept: 664848	09/05/2017	Batch: 2017 9 705
9/6/2017	CR	3	14	Airport Gasoline 9/2/2017 SHEL	CR	1,588.87	Rept: 664877	09/05/2017	Batch: 2017 9 705
9/6/2017	CR	3	14	Airport Gasoline 9/3/2017 SHEL	CR	148.29	Rept: 664877	09/05/2017	Batch: 2017 9 705
9/6/2017	CR	3	14	Airport Gasoline 9/4/2017 SHEL	CR	276.69	Rept: 664877	09/05/2017	Batch: 2017 9 705
9/11/2017	CR	3	49	Airport Gasoline 9/5/2017 SHEL	CR	930.05	Rept: 665021	09/08/2017	Batch: 2017 9 708
9/11/2017	CR	3	49	Airport Gasoline 9/6/2017 SHEL	CR	1,542.59	Rept: 665022	09/08/2017	Batch: 2017 9 708
9/13/2017	CR	3	51	Airport Gasoline 9/11/2017 SHEI	CR	1,487.51	Rept: 665691	09/12/2017	Batch: 2017 9 312
9/12/2017	CR	3	52	Airport Gasoline 9/7/2017 SHEL	CR	1,039.31	Rept: 665462	09/11/2017	Batch: 2017 9 311
9/12/2017	CR	3	52	Airport Gasoline 9/8/2017 SHEL	CR	983.65	Rept: 665463	09/11/2017	Batch: 2017 9 311
9/12/2017	CR	3	52	Airport Gasoline 9/9/2017 SHEL	CR	1,003.72	Rept: 665463	09/11/2017	Batch: 2017 9 311
9/22/2017	CR	3	79	Airport Gasoline 9/12/2017 SHEI	CR	1,457.70	Rept: 667384	09/21/2017	Batch: 2017 9 721
9/22/2017	CR	3	79	Airport Gasoline 9/13/2017 SHEI	CR	331.19	Rept: 667385	09/21/2017	Batch: 2017 9 721
9/22/2017	CR	3	79	Airport Gasoline 9/14/2017 SHEI	CR	351.28	Rept: 667386	09/21/2017	Batch: 2017 9 721
9/22/2017	CR	3	79	Airport Gasoline 9/15/2017 SHEI	CR	1,399.13	Rept: 667387	09/21/2017	Batch: 2017 9 721
9/22/2017	CR	3	79	Airport Gasoline 9/17/2017 SHEI	CR	1,179.77	Rept: 667387	09/21/2017	Batch: 2017 9 721
9/22/2017	CR	3	79	Airport Gasoline 9/20/2017 SHEI	CR	117.73	Rept: 667388	09/21/2017	Batch: 2017 9 721
9/26/2017	CR	3	103	Airport Gasoline 9/21/2017 SHEI	CR	2,486.29	Rept: 667560	09/25/2017	Batch: 2017 9 725
9/26/2017	CR	3	103	Airport Gasoline 9/23/2017 SHEI	CR	590.44	Rept: 667561	09/25/2017	Batch: 2017 9 725
9/26/2017	CR	3	103	Airport Gasoline 9/24/2017 SHEI	CR	292.44	Rept: 667561	09/25/2017	Batch: 2017 9 725
9/28/2017	CR	3	119	Airport Gasoline 9/26/2017 SHEI	CR	106.00	Rept: 667659	09/27/2017	Batch: 2017 9 727
9/12/2017	GL	3	122	Reverse Amount of Fuel Sale for 9/9/20	DR	1,003.72			
9/12/2017	GL	3	122	Corrected Airport Gasoline 9/9/20	CR	1,093.14			
001-2080-01-4750-0000			Airport Gasoline	255,000.00	18,561.20	78,021.43	176,978.57	30.60	
001-2080-02-4310-0000			Airport Hangar Rent						
9/6/2017	CR	3	14	Hangar E-1 JIM BARTHOLOME	CR	95.00	Rept: 664868	09/05/2017	Batch: 2017 9 705
9/6/2017	CR	3	14	Hangar F-5 JIM BARTHOLOME	CR	150.00	Rept: 664868	09/05/2017	Batch: 2017 9 705
9/6/2017	CR	3	14	Shop Rent JIM BARTHOLOME	CR	500.00	Rept: 664868	09/05/2017	Batch: 2017 9 705
9/6/2017	CR	3	14	Hangar B-3 JAMES TUTTLE	CR	195.00	Rept: 664872	09/05/2017	Batch: 2017 9 705
9/8/2017	CR	3	23	Hangar D-3 STEVE GUSTAFSON	CR	960.00	Rept: 664953	09/07/2017	Batch: 2017 9 707

Account Number	FP	JE	Description		Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
9/11/2017	CR	3	49	Hangar D-6 Rent IOWA STATE F	CR	80.00	Rept: 665020	09/08/2017	Batch: 2017 9 708
9/12/2017	CR	3	52	Hangar A-3 STAN RISHOI	CR	65.00	Rept: 665398	09/11/2017	Batch: 2017 9 311
9/12/2017	CR	3	52	Hangar B-1 STAN RISHOI	CR	65.00	Rept: 665398	09/11/2017	Batch: 2017 9 311
9/14/2017	CR	3	58	Hangar F-6 GARY & JAN WOR	CR	135.00	Rept: 666104	09/14/2017	Batch: 2017 9 314
9/14/2017	CR	3	58	Hangar F-2 STEVE HAMILTON	CR	135.00	Rept: 666110	09/14/2017	Batch: 2017 9 314
9/22/2017	CH	3	82	AR 00922.09.2017	CR	350.00			
001-2080-02-4310-0000				Airport Hangar Rent		37,800.00	2,730.00	8,030.00	29,770.00 21.24
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					
9/6/2017	CR	3	14	Electric Service JIM BARTHOLC	CR	60.00	Rept: 664868	09/05/2017	Batch: 2017 9 705
9/6/2017	CR	3	14	Water Service JIM BARTHOLON	CR	20.00	Rept: 664868	09/05/2017	Batch: 2017 9 705
001-2080-02-4710-0000				Airport Utilities		960.00	80.00	240.00	720.00 25.00
301-2080-03-5063-0000				Airport Layout Plan					
301-2080-03-5063-0000				Airport Layout Plan		0.00	0.00	0.00	0.00 0.00
301-2080-03-5100-0000				Airport RPZ					
301-2080-03-5100-0000				Airport RPZ		0.00	0.00	0.00	0.00 0.00
301-2080-03-5110-0000				Airport Parking Lot					
301-2080-03-5110-0000				Airport Parking Lot		0.00	0.00	0.00	0.00 0.00
301-2080-03-5120-0000				Airport Electrical Vault Proj					
301-2080-03-5120-0000				Airport Electrical Vault Proj		0.00	0.00	0.00	0.00 0.00
301-2080-03-5160-0041				Fuel System Rehab State Revenu					
301-2080-03-5160-0041				Fuel System Rehab State Revenu		0.00	0.00	0.00	0.00 0.00
301-2080-03-5160-0045				Fuel System Rehab Local Rev					
301-2080-03-5160-0045				Fuel System Rehab Local Rev		0.00	0.00	0.00	0.00 0.00
301-2080-03-5182-0000				Airport Capital Reserve					
301-2080-03-5182-0000				Airport Capital Reserve		0.00	0.00	0.00	0.00 0.00
301-2080-03-5183-0041				Runway 13/31 Rehab - State Rev					
301-2080-03-5183-0041				Runway 13/31 Rehab - State Rev		0.00	0.00	0.00	0.00 0.00

Account Number	FP	JE	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received
301-2080-03-5183-0045			Runway 13/31 Rehab - Local					
301-2080-03-5183-0045			Runway 13/31 Rehab - Local	0.00	0.00	0.00	0.00	0.00
301-2080-03-5192-0041			Chautauqua Bldg. Demo - State					
301-2080-03-5192-0041			Chautauqua Bldg. Demo - State	0.00	0.00	0.00	0.00	0.00
301-2080-03-5204-0042			Airport ALP - Federal Revenue					
301-2080-03-5204-0042			Airport ALP - Federal Revenue	0.00	0.00	0.00	0.00	0.00
301-2080-04-5122-0000			FBO/Corporate Hangar					
301-2080-04-5122-0000			FBO/Corporate Hangar	0.00	0.00	0.00	0.00	0.00
301-2080-04-5122-0000				348,660.00	21,371.20	86,291.43	262,368.57	24.75
301-2080-04-5122-0000				348,660.00	21,371.20	86,291.43	262,368.57	24.75
			Report Totals:	348,660.00	21,371.20	86,291.43	262,368.57	24.75

Staff Summary



10/13/2017
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 September 1st, 2017 to September 30th, 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 September were \$18,339.34
- Jet Fuel = \$12,498.60 or 68.15% of the total sales (9,827.90 gallons)
- Av Gas = \$5,840.74 or 31.85% of the total sales (2,252.92 Gallons)
- Hangar Renters accounted for \$4,981.37 (VT was \$4,423.89 or 88.81%) of the total sales or 27.16%
- The Fixed Based Operator (FBO) accounted for \$4,601.16 of fuel sales or 25.09%
- Outside non-based aircraft accounted for \$8,748.39 of the total sales or 47.70%
- Test card is \$8.42 which is 0.05% 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 15.48 gallons more than the fuel master shows. The Mechanical reading is showing we should have sold 6.02 gallons more.

The Jet A Fuel on the Veeder Root System shows we should have sold 36.10 gallons more to equal the Fuel Master Reading. The Mechanical Reading shows we sold 1.90 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 (\$18,561.20) then we must add the September transactions that did not hit the bank statement until October (\$488.44) and subtract the August transactions that hit the August statement (\$1,159.13). Then we must add the service charges and test card to balance .

You can see the service charges are \$440.41 for the month and the amount used for monthly testing was \$8.42.

FISCAL IMPACT:

Total Fuel Sales for the month of September 2017 are \$18,339.34

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	\$ 8.42	\$ 7.76	\$ 0.66
Hangar Renters	\$ 4,981.37	\$ 557.48	\$ 4,423.89
Of which is VT	\$ 4,423.89		\$ 4,423.89
Bart's Flying Service	\$ 4,601.16	\$ 1,073.92	\$ 3,527.24
Credit Cards	\$ 8,748.39	\$ 4,201.58	\$ 4,546.81
Other Purchases	\$ -		
	\$ 18,339.34	\$ 5,840.74	\$ 12,498.60

Total FM Sales= \$ 18,339.34

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	2.02	1.82	0.20
Hangar Renters	1,563.810	134.010	1,429.800
Of which is VT	1,429.800		1,429.800
Bart's Flying Service	1,872.980	310.380	1,562.600
Credit Cards	2,418.910	988.310	1,430.600
Other Purchases	-		
	5,857.720	1,434.520	4,423.200

Total FM Sales= 5,857.720

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

Price of Fuel:

Beginning 4.26 3.03

End 4.26 3.29

City of Storm Lake

Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	8,871.000		3,061.000
Before Fueling			1,005.000
After Fueling			8,473.000
Before Fueling			
After Fueling			
Fuel Added for Month	-		7,468.000
Ending Fuel Reading	7,421.000		6,141.900
Total=	1,450.000		4,387.100

		<u>Stick Reading</u>	
Beginning Fuel Reading	<u>8,746.000</u>	63	<u>2,891.000</u> 30 1/4
Before Fueling			905.000 13 1/4
After Fueling			8,516.000 73
Before Fueling			
After Fueling			
Fuel Added for Month	-		7,611.000
Ending Fuel Reading	7460.000	54 3/4	6,148.90 51 3/4
Total=	1,286.000		4,353.100

		<u>Mechanical Reading</u>	
Beginning Fuel Reading	91,489.700		305,358.000
Before Fueling			
After Fueling			
Fuel Added for Month			
Ending Fuel Reading	92,918.200		309,783.100
Total=	1,428.500		4,425.100

Actual	1,434.52	4,423.20
---------------	-----------------	-----------------

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	Short	-46.420	-50.920	Short	-111.42	-21.92	Short	-30.920	-5.920
September	Long	-30.940	15.480	Short	-259.94	-148.52	Short	-36.940	-6.020
October									
November									
December									
Total Difference=		-30.940			-259.94			-36.940	

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	10.700	4.500
August	Short	-232.600	-28.900	Short	-347.6	-108.9	Long	25.300	10.100
September	Short	-268.700	-36.100	Short	-418.4	-70.8	Long	27.200	1.900
October									
November									
December									
Total Difference=		-268.700		-418.4			27.200		

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:	\$	2,664.64	\$	69.22	\$	2,733.86	August	30
	\$	1,159.13	\$	23.65	\$	1,182.78	August	31
	\$	2,013.85	\$	47.14	\$	2,060.99	Sept	2, 3, 4
	\$	930.05	\$	26.30	\$	956.35	Sept	5
	\$	1,542.59	\$	39.87	\$	1,582.46	Sept	6
	\$	1,039.31	\$	26.43	\$	1,065.74	Sept	7
	\$	2,076.79	\$	42.38	\$	2,119.17	Sept	8, 9
	\$	1,487.51	\$	31.70	\$	1,519.21	Sept	11
	\$	1,457.70	\$	39.24	\$	1,496.94	Sept	12
	\$	331.19	\$	6.76	\$	337.95	Sept	13
	\$	351.28	\$	8.06	\$	359.34	Sept	14
	\$	2,578.90	\$	70.42	\$	2,649.32	Sept	15, 17
	\$	117.73	\$	2.40	\$	120.13	Sept	20
	\$	2,486.29	\$	69.56	\$	2,555.85	Sept	21
	\$	882.88	\$	18.03	\$	900.91	Sept	23, 24
	\$	106.00	\$	2.16	\$	108.16	Sept	26
	\$	29.02	\$	0.59	\$	29.61	Sept	29
	\$	459.42	\$	9.37	\$	468.79	Sept	30
					\$	-		
					\$	-		
					\$	-		
					\$	-		
					\$	-		
					\$	-		
					\$	-		
					\$	-		
	\$	19,049.64	\$	464.06	\$	19,513.70		
Outstanding:					\$	-		
					\$	-		
					\$	-		
					\$	-		
Billed to Gov't	\$	902.80			\$	902.80		4/22/2017
					\$	-		
					\$	-		
	\$	902.80	\$	-	\$	902.80		
Totals:	\$	19,952.44	\$	464.06	\$	20,416.50		

Totals=	\$ 18,339.34	\$ 18,339.34	Total Sales	City Billings
	\$ 440.41	Service Charges	\$ 8.42	(Test Card)

Staff Summary

10/13/2017
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: Keri Navratil, City Manager


SUBJECT: **Approve Airport Capital Improvement Plan**

BACKGROUND: The Airport Capital Improvement Plan outlines projects until 2023. The draft plan is attached.

FISCAL IMPACT: The projects are funded 90% by the FAA and 10% by the City.

RECOMMENDATION: Approve plan.

ATTACHMENTS:

Description	Type
 FY 2019 ACIP Draft	Backup Material

**FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP)
PREAPPLICATION FEDERAL FISCAL YEAR 2019
CHECKLIST**

Please attach the following documents with your application.

- ☒ Sponsor Identification Sheet for the Airport
- ☒ Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- ☒ Five-Year CIP
- ☒ Long-Range Needs Assessment
- ☒ Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- ☐ Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- ☐ Verification of completed land acquisition or signed purchase agreement
- ☐ Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- ☐ If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- ☐ If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- ☐ If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- ☐ For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
 - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
 - 2) A statement that runway approach surfaces are clear of obstructions (the FFA Airport 5010 should show at least a 20:1 clear approach).
 - 3) Justification for the project.
- ☒ System for Award Management (SAM) registration is up to date (www.sam.gov)

Please email this form with supporting documents identified in the checklist to shane.wright@iowadot.us.

Attn.: Program manager
Office of Aviation
Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

Email: shane.wright@iowadot.us
Fax: 515-233-7983
Phone: 515-239-1048

AIRPORT SPONSOR IDENTIFICATION SHEET

***** PLEASE ONLY SUBMIT IT YOU HAVE CHANGES FROM PREVIOUS YEAR. *****

Airport name Storm Lake Municipal Airport

Airport sponsor(s) name City of Storm Lake

Contact person Keri Navratil

Title City Manager

Email address navratil@stormlake.org

Physical mailing address 620 Erie Street

P.O. Box (if applicable) _____

City Storm Lake

State Iowa

ZIP code 50588

Phone 712-732-8000

U.S. Congressional District number Iowa 4th District

Tax Identification Number 42-6005255

Dun and Bradstreet number (DUNS) 0509500540000

You **must** have a current System for Award Management (SAM) registration to receive a grant.
Register at: <https://www.sam.gov>.

Please email (PDF) your completed preapplication, Capital Improvement Program (CIP), long-range needs assessment, signed CIP data sheets, and all supporting documents to your state agency and Federal Aviation Administration planner at jeff.deitering@faa.gov.

FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION – CENTRAL REGION

AIRPORT SPONSOR IDENTIFICATION SHEET

*** PLEASE ONLY SUBMIT IF YOU HAVE CHANGES FROM PREVIOUS YEAR ***

Airport Name:	Storm Lake Municipal Airport
Airport Sponsor(s) Name:	City of Storm Lake
Contact Person:	Keri Navratil
Title:	City Manager
Email Address:	navratil@stormlake.org

Physical Mailing Address:	620 Erie Street
PO Box Office (if applicable):	Click here to enter text.
City:	Storm Lake
State:	Iowa
Zip Code:	50588
Phone:	712-732-8000

U.S. Congressional District Number:	Iowa 4th District
Tax Identification Number:	42-6005255
Dun and Bradstreet Number (DUNS):	0509500540000

You MUST have a current System for Award Management (SAM) registration to receive a grant.

Register at: <https://www.sam.gov>

Please email (pdf) your completed pre-application, CIP, Long-Range Needs Assessment, signed CIP Data Sheets, and all supporting documents to your state agency and FAA planner at jeff.deitering@faa.gov.

FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION – CENTRAL REGION

5-YEAR CIP

(Attach additional sheets if necessary)

Airport Name, LOCID, City, State:	Storm Lake Municipal Airport, SLB, Storm Lake, Iowa		
Prepared By:	Bolton & Menk	Sponsor Email:	Navratil@stormlake.org
Date Prepared:	Click here to enter text.	Sponsor Signature	
Sponsor Phone:	712-732-8000	Printed Name:	Keri Navratil

FY	Detailed Project/Scope Description	Fund Source	Amount
2018	TAXIWAY AND APRON REHAB	Federal	\$171517
		State	\$0
		Local	\$19058
		Total	\$190575
2020	LIGHTING REPLACEMENT - RUNWAY 13/31 AND TAXIWAY	Federal	\$474840
		State	\$0
		Local	\$52760
		Total	\$527600
2022	RUNWAY 13/31 NAVAIDS REPLACEMENT	Federal	\$198454
		State	\$0
		Local	\$22051
		Total	\$220505
Click here to enter text.	Click here to enter text.	Federal	\$Click here to enter text.
		State	\$Click here to enter text.
		Local	\$Click here to enter text.
		Total	\$Click here to enter text.
Click here to enter text.	Click here to enter text.	Federal	\$Click here to enter text.
		State	\$Click here to enter text.
		Local	\$Click here to enter text.
		Total	\$Click here to enter text.

FEDERAL AVIATION ADMINISTRATION

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION – CENTRAL REGION

LONG-RANGE NEEDS ASSESSMENT

Years 6 to 20

(Attach additional sheets if necessary)

Airport Name:	Storm Lake Municipal Airport
----------------------	------------------------------

Estimated FY	Project Description	Fund Source	Amount
2024	LIGHTING REPLACEMENT - RUNWAY 17/35	Federal	\$ 359842
		State	\$ 0
		Local	\$ 39983
		Total	\$ 399825
2026	Runway 17/35 Nav aids Replacement	Federal	\$ 230283
		State	\$ 0
		Local	\$ 25587
		Total	\$ 255870
2029	Fuel System Replacement	Federal	\$ 449820
		State	\$ 0
		Local	\$ 49980
		Total	\$ 499800
Click here to enter text.	Click here to enter text.	Federal	\$ Click here to enter text.
		State	\$ Click here to enter text.
		Local	\$ Click here to enter text.
		Total	\$ Click here to enter text.
Click here to enter text.	Click here to enter text.	Federal	\$ Click here to enter text.
		State	\$ Click here to enter text.
		Local	\$ Click here to enter text.
		Total	\$ Click here to enter text.
Click here to enter text.	Click here to enter text.	Federal	\$ Click here to enter text.
		State	\$ Click here to enter text.
		Local	\$ Click here to enter text.
		Total	\$ Click here to enter text.

FEDERAL AVIATION ADMINISTRATION

CIP DATA SHEET

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
Airport Name, LOCID, City, State:	Storm Lake Municipal Airport, SLB, Storm Lake, Iowa		
AIP Project Type:	Apron & Taxiway Rehabilitation		
Local Priority:	1 - Very High	Federal Share:	\$ 171,517
FFY Requested:	2018	State Share:	\$0
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing that clearly identifies the scope of the project.		Local Share:	\$19,058
		Total Project Cost:	\$ 190,575

The existing taxiway and apron are in need of pavement maintenance to help prolong the life of the pavement. The project will consist of joint and crack sealing over the entire area. Full depth patching is proposed in the area adjacent to the fuel system. This area was originally constructed in 1968 and has a PCI of 63. Partial depth patching is also recommended in both the older and new pavements to address corner and joint spalling.



SPONSOR SIGNATURE BLOCK			
Signature:		Date:	Click here to enter a date.
Printed Name:	Keri Navratil	Title:	City Manager
Phone Number:	712-732-8000	Email:	navratil@stormlake.org



Real People. Real Solutions.

TAXIWAY AND APRON REHAB

	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal 90%	State 0%	Local 10%
1	MOBILIZATION	1	LS	\$ 17,400.00	\$ 17,400.00	\$ 15,660.00	\$ -	\$ 1,740.00
2	TRAFFIC CONTROL	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ -	\$ 1,000.00
3	PAVEMENT REMOVAL	300	SY	\$ 25.00	\$ 7,500.00	\$ 6,750.00	\$ -	\$ 750.00
4	SUBBASE PREPARATION	300	SY	\$ 20.00	\$ 6,000.00	\$ 5,400.00	\$ -	\$ 600.00
5	CRUSHED AGGREGATE BASE COURSE	300	SY	\$ 18.00	\$ 5,400.00	\$ 4,860.00	\$ -	\$ 540.00
6	JOINT SEALANT	21,000	LF	\$ 2.75	\$ 57,750.00	\$ 51,975.00	\$ -	\$ 5,775.00
7	CRACK SEALANT	700	LF	\$ 4.75	\$ 3,325.00	\$ 2,992.50	\$ -	\$ 332.50
8	PCC PAVEMENT	300	SY	\$ 95.00	\$ 28,500.00	\$ 25,650.00	\$ -	\$ 2,850.00
9	PARTIAL DEPTH REPAIRS	33	EA	\$ 800.00	\$ 26,400.00	\$ 23,760.00	\$ -	\$ 2,640.00
	Subtotal			\$	162,275.00	\$ 146,047.50	\$ -	\$ 16,227.50
	PROJECT DEVELOPMENT / SCOPING			\$	-	\$ -	\$ -	\$ -
	DESIGN ENGINEERING (5%)			\$	8,100.00	\$ 7,290.00	\$ -	\$ 810.00
	CONSTRUCTION ENGINEERING (10%)			\$	16,200.00	\$ 14,580.00	\$ -	\$ 1,620.00
	GRANT ADMINISTRATION			\$	-	\$ -	\$ -	\$ -
	DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN			\$	1,500.00	\$ 1,350.00	\$ -	\$ 150.00
	ENVIRONMENTAL CATEX			\$	1,500.00	\$ 1,350.00	\$ -	\$ 150.00
	ESTIMATED CITY ADMINISTRATION			\$	1,000.00	\$ 900.00	\$ -	\$ 100.00
	TAXIWAY AND APRON REHAB			\$	190,575.00	\$ 171,517.50	\$ -	\$ 19,057.50

FEDERAL AVIATION ADMINISTRATION

CIP DATA SHEET

CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
Airport Name, LOCID, City, State:	Storm Lake Municipal Airport, SLB, Storm Lake, Iowa		
AIP Project Type:	Runway 13/31 and Taxiway Light Replacement		
Local Priority:	2 - High	Federal Share:	\$ 474,840
FFY Requested:	2020	State Share:	\$0
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing that clearly identifies the scope of the project.		Local Share:	\$52,760
		Total Project Cost:	\$ 527,600

The existing lights on the taxiway and runway 13/31 were installed 30+ years ago and are in need of replacement. The existing lighting system is experiencing outages due to old lights and wire. The parts for the lights are also becoming more expensive and harder to find. The new installation will include replacing all the edge lights along the taxiway and runway 13/31.



SPONSOR SIGNATURE BLOCK			
Signature:		Date:	Click here to enter a date.
Printed Name:	Keri Navratil	Title:	City Manager
Phone Number:	712-732-8000	Email:	navratil@stormlake.org



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LIGHTING REPLACEMENTS - RUNWAY 13/31 & TAXIWAY

No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal 90%	State 0%	Local 10%
1	MOBILIZATION	1	LS	\$ 40,300.00	\$ 40,300.00	\$ 36,270.00	\$ -	\$ 4,030.00
2	TRAFFIC CONTROL	1	LF	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ -	\$ 1,000.00
3	CONSTRUCTION STAKING	1	LF	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ -	\$ 1,000.00
4	REMOVAL OF EXISTING EDGE LIGHTS	64	EA	\$ 100.00	\$ 6,400.00	\$ 5,760.00	\$ -	\$ 640.00
5	DIRECTIONAL BORE, 2" CONDUIT	900	LF	\$ 90.00	\$ 81,000.00	\$ 72,900.00	\$ -	\$ 8,100.00
6	CAN PLAZA	3	EA	\$ 10,000.00	\$ 30,000.00	\$ 27,000.00	\$ -	\$ 3,000.00
7	TRENCHING	12,000	LF	\$ 2.90	\$ 34,800.00	\$ 31,320.00	\$ -	\$ 3,480.00
8	CONDUIT, 2" PVC	12,000	LF	\$ 3.00	\$ 36,000.00	\$ 32,400.00	\$ -	\$ 3,600.00
9	5KV WIRE	13,000	LF	\$ 2.00	\$ 26,000.00	\$ 23,400.00	\$ -	\$ 2,600.00
10	5KV GROUND WIRE	12,000	LF	\$ 1.75	\$ 21,000.00	\$ 18,900.00	\$ -	\$ 2,100.00
11	HANDHOLE	20	EA	\$ 800.00	\$ 16,000.00	\$ 14,400.00	\$ -	\$ 1,600.00
12	MITL	50	EA	\$ 900.00	\$ 45,000.00	\$ 40,500.00	\$ -	\$ 4,500.00
13	MIRL, EDGE LIGHTS - L-861	40	EA	\$ 1,000.00	\$ 40,000.00	\$ 36,000.00	\$ -	\$ 4,000.00
14	MIRL, THRESHOLD LIGHTS - L-861SE	24	EA	\$ 1,100.00	\$ 26,400.00	\$ 23,760.00	\$ -	\$ 2,640.00
15	WINDCONE	2	EA	\$ 10,000.00	\$ 20,000.00	\$ 18,000.00	\$ -	\$ 2,000.00
					\$ -	\$ -	\$ -	\$ -
				Subtotal	\$ 442,900.00	\$ 398,610.00	\$ -	\$ 44,290.00
				PROJECT DEVELOPMENT / SCOPING	\$ 1,000.00	\$ 900.00	\$ -	\$ 100.00
				DESIGN ENGINEERING (8%)	\$ 35,400.00	\$ 31,860.00	\$ -	\$ 3,540.00
				CONSTRUCTION ENGINEERING (10%)	\$ 44,300.00	\$ 39,870.00	\$ -	\$ 4,430.00
				GRANT ADMINISTRATION	\$ 1,000.00	\$ 900.00	\$ -	\$ 100.00
				DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN	\$ 1,500.00	\$ 1,350.00	\$ -	\$ 150.00
				ENVIRONMENTAL CATEX	\$ 1,000.00	\$ 900.00	\$ -	\$ 100.00
				ESTIMATED CITY ADMINISTRATION	\$ 500.00	\$ 450.00	\$ -	\$ 50.00
				LIGHTING REPLACEMENTS - RUNWAY 13/31 & TAXIWAY	\$ 527,600.00	\$ 474,840.00	\$ -	\$ 52,760.00

FEDERAL AVIATION ADMINISTRATION

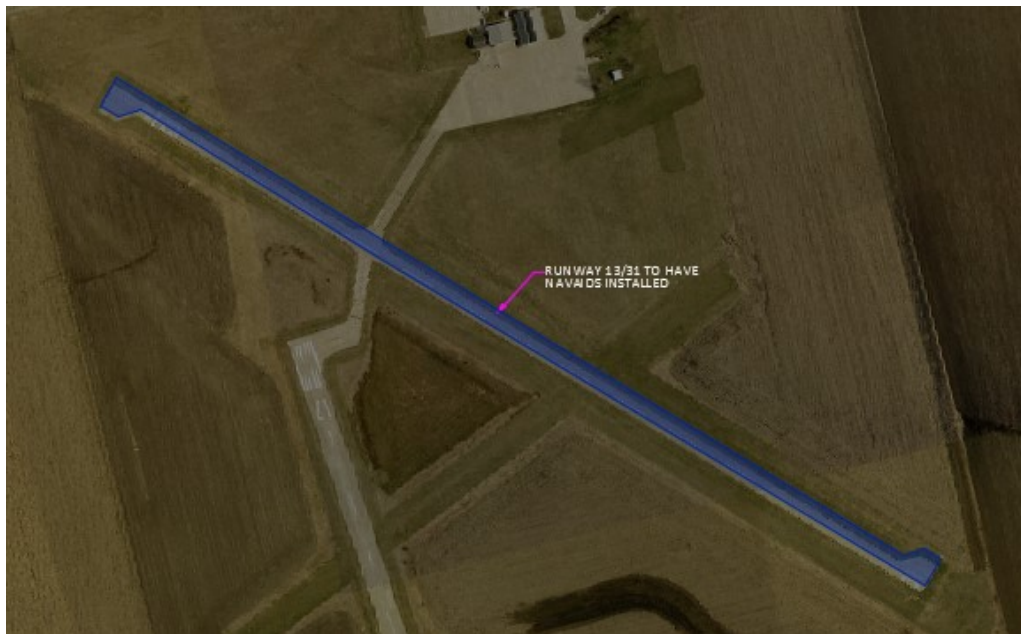
CAPITAL IMPROVEMENT PROGRAM (CIP)

AIRPORTS DIVISION - CENTRAL REGION

CIP DATA SHEET

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
Airport Name, LOCID, City, State:	Storm Lake Municipal Airport, SLB, Storm Lake, Iowa		
AIP Project Type:	Runway 13/31 Navaid		
Local Priority:	3 - Medium	Federal Share:	\$ 198,454
FFY Requested:	2020	State Share:	\$0
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing that clearly identifies the scope of the project.		Local Share:	\$22,051
		Total Project Cost:	\$ 220,505

Runway 13/31 currently does not have any Navaids. This project will include the addition of PAPI's and REIL's.



SPONSOR SIGNATURE BLOCK			
Signature:		Date:	Click here to enter a date.
Printed Name:	Keri Navratil	Title:	City Manager
Phone Number:	712-732-8000	Email:	navratil@stormlake.org



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RUNWAY 13/31 NAVAIDS									
No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal 90%	State 0%	Local 10%	
1	MOBILIZATION	1	LS	\$ 19,200.00	\$ 19,200.00	\$ 17,280.00	\$ -	#REF!	
2	TRAFFIC CONTROL	1	LF	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ -	\$ 500.00	
3	TRENCHING	8,000	LF	\$ 3.00	\$ 24,000.00	\$ 21,600.00	\$ -	\$ 2,400.00	
4	CONDUIT, 2" PVC	8,000	LF	\$ 3.00	\$ 24,000.00	\$ 21,600.00	\$ -	\$ 2,400.00	
5	600V #4 Wire	8,500	LF	\$ 1.75	\$ 14,875.00	\$ 13,387.50	\$ -	\$ 1,487.50	
6	600V #6 Wire	3,800	LF	\$ 1.60	\$ 6,080.00	\$ 5,472.00	\$ -	\$ 608.00	
7	600V Ground Wire	8,200	LF	\$ 1.75	\$ 14,350.00	\$ 12,915.00	\$ -	\$ 1,435.00	
8	PAP's	2	EA	\$ 20,000.00	\$ 40,000.00	\$ 36,000.00	\$ -	\$ 4,000.00	
9	REILS	2	EA	\$ 16,000.00	\$ 32,000.00	\$ 28,800.00	\$ -	\$ 3,200.00	
Subtotal					\$ 179,505.00	\$ 161,554.50	\$ -	#REF!	
PROJECT DEVELOPMENT / SCOPING					\$ 1,000.00	\$ 900.00	\$ -	\$ 100.00	
DESIGN ENGINEERING (10%)					\$ 18,000.00	\$ 16,200.00	\$ -	\$ 1,800.00	
CONSTRUCTION ENGINEERING (10%)					\$ 18,000.00	\$ 16,200.00	\$ -	\$ 1,800.00	
GRANT ADMINISTRATION					\$ 1,000.00	\$ 900.00	\$ -	\$ 100.00	
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN					\$ 1,500.00	\$ 1,350.00	\$ -	\$ 150.00	
ENVIRONMENTAL CATEX					\$ 1,000.00	\$ 900.00	\$ -	\$ 100.00	
ESTIMATED CITY ADMINISTRATION					\$ 500.00	\$ 450.00	\$ -	\$ 50.00	
RUNWAY 13/31 NAVAIDS					\$ 220,505.00	\$ 198,454.50	\$ -	\$ 22,050.50	

Staff Summary



10/13/2017
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: **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- September 2017	Backup Material

Bart's Flying Service
Manager's Report
August 2017

9/06 Gave a tour to kindergarten class.

9/08 Ordered a tanker of jet A fuel.

9/11 Received 7502 gallons of jet A fuel.

9/15 Received IDOT registered landing area certificate and posted it on the bulletin board.

9/18 Issued NOTAM closing runways 13/31 & 06/24 for construction.

9/25 Issued NOTAM closing the airport.

9/29 Modified NOTAM reopening runway 17/35.

Courtesy car usage, 5, and 217 miles

Staff Summary

10/13/2017
Agenda Item # 6.



City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

p (712) 732-8000

f (712) 732-4114

REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Administration Report - October 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.

Hangar Inspections

The second half of hangar inspection have concluded. Discuss any findings.

Eginton Hangar

The City's Attorney has contacted Mr. Eginton's attorney in regards to having the plane removed. There has not been communication in regards to when the plane will be removed at this time.

Eastern Aviation Inspection

We have completed another Eastern Aviation Inspection. The results are attached. The main finding, as it is each year, is that our system does not have a tank sump installed. This would be something to ensure we had when a tank replacement projects comes around.

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
 Eastern Inpsection Results	Backup Material

Eastern Aviation Fuels, Inc.

Operational and HSSE Compliance Report Findings - Local

Customer Signature:

Inspector Signature: *Tony Van Fredenberg*

DATE: September 19th, 2017

Name: Storm Lake Municipal Airport	Owner/Manager: Tyler Gibbins
IATA-Airport: SLB-Storm Lake	Line Supervisor: John Bartholomew
Address: 850 630 th Street	Line Personal:
City, ST Zip: Storm Lake, IA 50588	Telephone: 712-732-8000
email: gibbins@stormlake.org	FAX: 712-732-4114

EASTERN AVIATION FUEL INC., INSPECTOR / INSPECTION INFO

Inspector: Anthony Van Fredenberg
 Telephone/Fax: 252.671.7156 / 252.649.0039
 email: avanfredenberg@easternaviationfuels.com
 Next Inspection Date: September 2018
 Rating (1-5) : 3 of 5 with five being the best
 Inspector Comments: Hard copy of SDS, Seminar Schedule, and cross-fueling prevention literature provided at outbrief.

Retired



EQUIPMENT

	Equipment 1	Equipment 2	Equipment 3	Equipment 4	Equipment 5	Equipment 6	Equipment 7	Equipment 8
Product	Jet A	Avgas						
Location	UST	UST						
Model	H3316 (fuel tech build of HV1633)	VF61						
SN	003							
Element	(3)I633MMTB	(1)AC051201P						
Separator	(1)SO436V5							
Gasket								
UL Hose								
SP Hose	2Q12 1.5"							
OW Hose	3Q12 1.5"	2Q12 1"						
OWHose2								
Hose Other								
Filter Date	9/17	9/17						
Sim-Rpt								
Vehicle Vin/ UST PERMIT	Iowa DNR tank tag permit exp: 04-17	Iowa DNR tank tag permit exp: 04-17						

Blue Print

List of Equipment

"Shell Min. Standards"

TPM Group

Rebel Svc.

Observations during Inspection

Jet A UST Line No.	*Priority Number	Finding / Observation / Alert	Action by Inspector while on site	Action Needed by Account on or before date	Date Completed & Signature of Account
1	Note	No tank sump installed. Recommend installation of sump pump at low point of tank to facilitate daily tank sumping which allows for the removal any accumulated water and or particulate. Electronic monitoring and weekly water paste checks recommended.			

AVGAS UST Line No.	*Priority Number	Finding / Observation / Alert	Action by Inspector while on site	Action Needed by Account on or before date	Date Completed & Signature of Account
1	Note	No tank sump installed. Recommend installation of sump pump at low point of tank to facilitate daily tank sumping which allows for the removal any accumulated water and or particulate. Electronic monitoring and weekly water paste checks recommended.			

General Overall Line No.	*Priority Number	Finding / Observation / Alert	Action by Inspector while on site	Action Needed by Account on or before date	Date Completed & Signature of Account
1	Note	As a branded Shell Aviation FBO, on site audits could be performed by Eastern Aviation Fuels Quality Control Division or Shell Oil Company – Houston auditors. These audits would be performed with little or no notice.			
2	Note	<p>Are you in compliance with the current Hazmat Communication (OSHA 3084) standards?</p> <p>Under the provisions of the Hazard Communication Standard, employers are responsible for informing employees of the hazards and the identities of workplace chemicals to which they are exposed.</p> <p>Because of the seriousness of these safety and health problems, and because many employers and employees know little or nothing about them, the Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard. The basic goal of the standard is to be sure employers and employees know about work hazards and how to protect themselves; this should help to reduce the incidence of chemical source illness and injuries.</p> <p>Employers are to</p> <ul style="list-style-type: none"> • Identify and list hazardous chemicals in their workplaces. • Obtain SDSs and labels for each hazardous chemical, if not provided by the manufacturer, importer, or distributor. • Develop and implement a written hazard communication program, including labels, SDSs, and employee training, on the list of chemicals, SDSs and label information. • Communicate hazard information to their employees through labels, SDSs, and formal training programs. 	QC provided copy of SDS to customer during out brief in both electronic and hardcopy format.		
3	Note	Shell Aviation and the industry standards are that if product is in tank for a period greater than 6 months with no replenishment then product needs to be re-certified back to the ASTM standards. By not meeting this standard you are hereby accepting complete responsibility for the non-compliance. Strict adherence to product integrity procedures to keep fuel dry, clean and within specifications must be maintained.			

4	Note	Receipt of Fuel form for every load of product received should have all of the required Quality Control checks performed and documented. FBO controls should be in place to prevent the wrong grade of fuel being delivered into storage being delivered.	Updated ROF form provided hardcopy and on QC Tools disk		
5	Note	<i>Tier II reporting contact, Lynn Weyerhauser at 1-800-334-5732 for instruction and or assistance. MARCH 1ST YEARLY DEADLINE</i>			
6	Note	<p>Confined space decals should be on entry point of each tank as per the regulation 29 CFR 1910.146 c.2 1910.146(c)(2)</p> <p>If the workplace contains permit spaces, the employer shall inform exposed employees, by posting danger signs or by any other equally effective means stating the existence and the location of the danger posed by the permit spaces.</p> <p>NOTE: A sign reading DANGER -- PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER or using other similar language would satisfy the requirement for a sign.</p>	Decals installed by customer while QC on site.		
7	Note	No TASK IS IMPORTANT ENOUGH TO COMPROMISE SAFETY Safety is very important when fuel or other fluid checks are being performed. Personal protective equipment such as gloves, impervious to fuel and lubricants, and safety glasses & hearing protection should be worn when samples of fuel are being drawn or dispensed. Any fuel samples drawn from delivery transport tankers, aircraft fueling vehicles, storage tanks, filter vessels, reclaim tanks and nozzles or hoses should be drawn into a bucket with bonding cables attached.			
8	Note	In accordance with API/IE Bulletin 1550 chapter 20, used filter elements should be treated as hazardous waste, disposed of in a responsible manner, and disposed of in compliance with any local legislation governing this process. Velcon coalescers and separators, used in Jet-A vessels can be recycled. The shipping of these elements must be done in compliance with 49 CFR 262 regulations, and the shipper must have a current Hazmat certification. Filter elements used in leaded fuel can be disposed of through a licensed waste disposal company. Proof of used filter element disposal in compliance with local legislation should be maintained in the event of EPA, FAA, or local authority inspection.			

9	2	<p>Need more attention to detail on record keeping.</p> <ul style="list-style-type: none"> • Inspections should be conducted in accordance with instruction (MOSA-US and ATA SPEC 103 and Manufacturer Specifications) • Periodic inspections should be conducted in accordance with their designated cycle in accordance with the MOSA US and ATA SPEC 103 and written SOP) <p>At a minimum, records of completed periodic inspections should be maintained on a daily, monthly, quarterly, and annual basis. The latest version of available records should always be maintained. Current version is 2016.</p> <p><i>Forms required are: Shell Aviation "Receipt of Fuel", "Fixed Facility", and "Fueling Vehicles".</i></p> <p><i>ATA 103 states: "All jet fuel quality assurance, airport facility and aircraft refueling equipment maintenance and training records are to be available for inspection and review during normal business hours. All records must be signed, or be adequately identified, by the person performing tasks or by the person accepting responsibility that tasks were performed in accordance to this standard."</i></p>			
10	2	<p>UST Training:</p> <p>Who is Affected: If your facility utilizes underground storage tanks (USTs) for aviation fuels, you may be required by your state's Department of Environmental Quality to complete UST Operator Training by August 8 (note some states' training deadlines may already have passed).</p> <p>What to Do: If your facility has USTs and you have not completed your state's required UST operator training, please contact your state UST Division or Environmental Department as soon as possible.</p> <p>(Free online training program) (Note: This program is accepted by numerous states other than TN)</p> <p>http://www.epa.gov/oust/fedlaws/optraing.htm</p> <p>http://www.tn.gov/environment/ust/operator_training.shtml</p>			
11	2	Customer will be billed for 2 hours labor for replacement of Filters.			
12	Note	During this annual QC inspection, verified that FBO is stocked with Shell Aviation credit card applications and Contract Fuel applications.			

RECORD KEEPING & TRAINING

Yes No NA	Item	Comments
Yes	Record Keeping	Customer understands the record keeping and periodic inspection requirements. Digital copy of records provided on QC Tools Disk.
Yes	Training Records	ACE-GA disks on site- Needs renewal
Yes	MisFuel Video	Provided on QC Tools Disk
Yes	EAF QC Seminar	Seminar schedule provided.
No	Sump Savers	No Recirculation Capability Sump Results from Filter Vessels 1A. No means of sumping UST. Use of electronic monitoring in place and documented.

INTERPRETATION OF PRIORITY NUMBER FOR ACTION NEEDED OF INSPECTION FINDINGS

*Priority Number	Interpretation / Action Needed
Note	Suggested for consideration, can be completed at the discretion of the facility or area manager
1	Immediate Action is required. This is the highest priority rating and is reserved for risk exposures to personnel injury or a high potential loss. Progression should be made immediately and if possible while inspector is on site.
2	Loss of exposure is considered less than a priority 1 finding and should be comply with all local/county/state and federal codes on or before action needed by date
3	Next scheduled maintenance opportunity. Action should be done when system is being serviced

Filters changed out by QC:	Yes-
Lat / Long of Account:	Lat: 42.6029 / Long: -95.2392