

**CITY OF STORM LAKE  
AIRPORT COMMISSION  
AIRPORT MEETING ROOM  
MARCH 14, 2022  
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 February 14, 2022 Airport Commission Minutes**
2. **Airport Financial Report From February 1st, 2022 to February 28th, 2022**
3. **Airport Fuel Report February 1st, 2022 to February 28th, 2022.**
4. **Airport Manager's Monthly Report**
5. **Administration Report - Airport Commission Meeting**
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



3/14/2022

Agenda Item # 1.

City of Storm Lake

PO Box 1086

Storm Lake, IA 50588

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**REPORT TO:** Airport Commission

**FROM:** Mayra Martinez, City Clerk

**SUBJECT:** **Approve the February 14, 2022 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 February 14, 2022 Airport Commission minutes.

**ATTACHMENTS:**

Description	Type
 Airport Minutes - February 14, 2022	Minutes

**Storm Lake Airport Commission  
Regular Meeting, Airport Terminal  
Monday, February 14, 2022, 4:00 PM**

Present: Commission Members Bob Ansong, Dan Richardson, Cynthia Turner and Jason Dierking. Others Present: Tyler Gibbins.

Chairman Bob Ansong called the meeting to order at 4:00 pm.

**Hear the Public** – No comments.

**Minutes** – Moved by Commissioner Turner to approve the regular Airport Commission January 2022 minutes. Seconded by Commissioner Richardson. Vote: All ayes. Motion carried.

**Financial Report** – Moved by Commissioner Richardson to approve the financial reports for January 2022. Seconded by Commissioner Dierking. Vote: All ayes. Motion carried.

**Fuel Report** – Moved by Commissioner Richardson to approve the January 2022 Fuel Report. Seconded by Commissioner Dierking. Vote: All ayes. Motion carried.

**Airport Manager's Monthly Report** – Ordered and received 8,000 gallons of Jet A fuel. Plowed snow around terminal and shop buildings and shoveled sidewalks. Attended and spoke at the Career Fair at the Storm Lake High School. Reported a damaged airport sign to the City.

Courtesy Car Usage: 3 Miles 34  
Fuel Meter Reading: Jet A – 583,718  
AV Gas – 136,864.5

**Administration Report** – The City Council conducted an operating budget workshop on Monday, February 7th, which included the airport. The only comments were in regard to hangar rent. Council members have heard the rent of hangars were low and wanted to make sure the commission was conducting hangar inspections to ensure aviation equipment is all that is stored at the Airport.

**Review Of Fuel Price Markup** – Moved by Commissioner Richardson to increase the Jet A fuel mark up by an additional 25 cents. Seconded by Commissioner Dierking. Vote: All ayes. Motion carried.

**Review Of Hangar Lease Rates** – Moved by Commissioner Dierking to keep the hangar rent rates the same. Seconded by Commissioner Richardson. Vote: All ayes. Motion carried.

**Adjourn** – Moved by Commissioner Richardson to adjourn the meeting at 4:53 pm. Seconded by Commissioner Turner. Vote: All ayes. Motion carried.

Mayra Martinez, City Clerk

## Staff Summary



3/14/2022

Agenda Item # 2.

City of Storm Lake

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**REPORT TO:** Airport Commission

**FROM:** Tyler Gibbins, Staff Accountant

**SUBJECT:** **Airport Financial Report From February 1st, 2022 to February 28th, 2022**

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

- Revenues vs Expenses
- Airport P&L
- Project Update Report
- Hangar Rental Report

The first set of reports are the detail report for revenues and expenses. Under "Total Activity" you will find the total revenues for February were \$15,255.34 and the Expenses were \$7,612.90.

We have generated, \$52,936.43 more in expenses than revenues for the current fiscal year for Operating.

The next report is the airport's P&L which includes all the non-operating revenue and expenses related to the airport.

The next report gives the overview of the airport projects. This also allows staff to give real time updates of where a project stands financially vs the budget and/or contracts.

The final report shows the current status of the hangar rental at the Airport. There are 4 total hangar spaces available, two of which are located in Hangar A and one in each Hangar B & F.

**FISCAL IMPACT:** Total expenses for the month of February 2022 are \$7,612.90 and total revenue are \$15,255.34.

**RECOMMENDATION:**      Review and Approve the Financial Report.

**ATTACHMENTS:**

Description		Type
<input type="checkbox"/>	Revenue/Expense Report	Financial Report
<input type="checkbox"/>	Airport P&L Statement	Financial Report
<input type="checkbox"/>	Project Tracking Sheet	Financial Report
<input type="checkbox"/>	Hangar Rent	Financial Report



Storm Lake, IA

# Detail vs Budget Report

## Account Detail

Date Range: 02/01/2022 - 02/28/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>001 - General Fund</b>								
<b>Revenue</b>								
<a href="#">001-2080-02-4310</a>	Airport Hangar Rent	0.00	-38,000.00	-19,487.00	-2,020.00	-21,507.00	-16,493.00	-43.40 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
02/03/2022	CLPKT02442	03.02.02.2022		CLPKT02442			-135.00	
02/04/2022	CLPKT02453	03.03.02.2022		CLPKT02453			-810.00	
02/10/2022	CLPKT02467	04.09.02.2022		CLPKT02467			-285.00	
02/14/2022	CLPKT02479	04.11.02.2022		CLPKT02479			-135.00	
02/21/2022	ARPKT00514	Bank Draft Packet: ARPKT...		Bank Drafts for Invoice Packet ARPKT00513 ...			-525.00	
02/28/2022	CLPKT02527	03.25.02.2022		CLPKT02527			-130.00	
<a href="#">001-2080-02-4710</a>	Airport Utilities	0.00	-3,000.00	-560.00	-80.00	-640.00	-2,360.00	-78.67 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
02/04/2022	CLPKT02453	03.03.02.2022		CLPKT02453			-80.00	
<a href="#">001-2080-02-4750</a>	Airport Gasoline	0.00	-255,000.00	-182,321.21	-13,155.34	-195,476.55	-59,523.45	-23.34 %
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	
02/01/2022	CLPKT02432	03.31.01.2022		CLPKT02432			-1,158.70	
02/02/2022	CLPKT02438	03.01.02.2022		CLPKT02438			-153.22	
02/04/2022	CLPKT02453	03.03.02.2022		CLPKT02453			-190.55	
02/08/2022	CLPKT02459	04.07.02.2022		CLPKT02459			-434.16	
02/09/2022	CLPKT02463	04.08.02.2022		CLPKT02463			-1,401.02	
02/10/2022	CLPKT02467	04.09.02.2022		CLPKT02467			-2,884.00	
02/15/2022	CLPKT02483	04.14.02.2022		CLPKT02483			-381.32	
02/16/2022	CLPKT02488	04.15.02.2022		CLPKT02488			-341.85	
02/18/2022	CLPKT02500	04.17.02.2022		CLPKT02500			-2,339.80	
02/22/2022	CLPKT02510	03.21.02.2022		CLPKT02510			-4.86	
02/23/2022	CLPKT02511	03.22.02.2022		CLPKT02511			-3,865.86	
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-296,000.00</b>	<b>-202,368.21</b>	<b>-15,255.34</b>	<b>-217,623.55</b>	<b>-78,376.45</b>	<b>-26.48 %</b>
<b>Expense</b>								
<a href="#">001-2080-02-6310</a>	Repairs/Maintenance Bldg	0.00	11,500.00	432.79	0.00	432.79	11,067.21	96.24 %
<a href="#">001-2080-02-6332</a>	Vehicle Repair	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %

Detail vs Budget Report

Date Range: 02/01/2022 - 02/28/2022

Account		Name		Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">001-2080-02-6371</a>		Electric Service		0.00	8,200.00	4,272.01	1,486.38	5,758.39	2,441.61	29.78 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/07/2022	APPKT00610	Dec/Jan 2022	2699	Electric Services	001074 - MidAmerican Energy Company				696.28	
02/21/2022	APPKT00614	Jan/Feb 2022	2744	Electric Services	001074 - MidAmerican Energy Company				790.10	
<a href="#">001-2080-02-6373</a>		Telecommunications		0.00	1,647.06	2,554.01	131.37	2,685.38	-1,038.32	-63.04 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/21/2022	APPKT00614	Feburary 2022 Air	78078	Phone Service	001070 - Qwest Corporation				131.37	
<a href="#">001-2080-02-6494</a>		Operator Contract		0.00	69,407.60	40,487.79	5,783.97	46,271.76	23,135.84	33.33 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/21/2022	APPKT00614	February 2022	2736	Airport Contract	001069 - Jim Bartholomew				5,783.97	
<a href="#">001-2080-02-6499</a>		Contractual Services		0.00	17,500.00	7,360.19	67.53	7,427.72	10,072.28	57.56 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/07/2022	APPKT00610	1/31/2022 Postage	78010	Postage	001181 - Pitney Bowes Inc				13.78	
02/07/2022	APPKT00610	Janaury 2022	78015	Garbage Services	002126 - SGS, LLC				53.75	
<a href="#">001-2080-02-6503</a>		Merchandise for resale		0.00	250,000.00	206,843.17	0.00	206,843.17	43,156.83	17.26 %
<a href="#">001-2080-02-6599</a>		Supplies		0.00	4,000.00	997.12	143.65	1,140.77	2,859.23	71.48 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/07/2022	APPKT00610	December 2021	77994	December 2021 Water Service	001073 - Iowa Lakes Regional Water				78.31	
02/21/2022	APPKT00614	January 2022	78061	Water Service	001073 - Iowa Lakes Regional Water				65.34	
Expense Totals:				0.00	363,254.66	262,947.08	7,612.90	270,559.98	92,694.68	-25.52 %
001 - General Fund Totals:				0.00	67,254.66	60,578.87	-7,642.44	52,936.43	14,318.23	-21.29 %
Report Total:				0.00	67,254.66	60,578.87	-7,642.44	52,936.43	14,318.23	-21.29 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	67,254.66	60,578.87	-7,642.44	52,936.43	14,318.23	
Report Total:	0.00	67,254.66	60,578.87	-7,642.44	52,936.43	14,318.23	



# City of Storm Lake

## Airport Profit/Loss Statement

**February 2022**

	Budget	Activity	Remaining
<b>Revenue from Operations:</b>			
Hangar Rent	\$ 38,000.00	\$ 21,507.00	\$ 16,493.00
Utility Rent	\$ 3,000.00	\$ 640.00	\$ 2,360.00
Fuel Sales	\$ 255,000.00	\$ 195,476.55	\$ 59,523.45
Misc Airport Rev			\$ -
	\$ 296,000.00	\$ 217,623.55	\$ 78,376.45
<b>Revenue from Non-Operations:</b>			\$ -
Ag Land Rent	\$ 61,000.00	\$ 44,393.25	\$ 16,606.75
Tsfr for Capital	\$ 16,500.00	\$ 10,584.00	\$ 5,916.00
	\$ 77,500.00	\$ 54,977.25	\$ 22,522.75
<b>Expenses from Operations:</b>			\$ -
Building Maint/Repairs	\$ 11,500.00	\$ 432.79	\$ 11,067.21
Vehicle Repairs	\$ 1,000.00		\$ 1,000.00
Electric Service	\$ 8,200.00	\$ 5,758.39	\$ 2,441.61
Telecommunications	\$ 1,647.06	\$ 2,685.38	\$ (1,038.32)
Operator Contract	\$ 69,407.60	\$ 46,271.76	\$ 23,135.84
Services	\$ 17,500.00	\$ 7,427.72	\$ 10,072.28
Supplies	\$ 4,000.00	\$ 1,140.77	\$ 2,859.23
	\$ 113,254.66	\$ 63,716.81	\$ 49,537.85
<b>Expenses Non-Operating:</b>			\$ -
COGS	\$ 250,000.00	\$ 206,843.17	\$ 43,156.83
Capital Improvements	\$ 16,500.00	\$ 10,584.00	\$ 5,916.00
Insurance	\$ 12,000.00	\$ 11,772.00	\$ 228.00
Grounds Maint (Rec)**		\$ 2,925.00	\$ (2,925.00)
	\$ 278,500.00	\$ 232,124.17	\$ 46,375.83
<b>Net Profit/(Loss)</b>	\$ (18,254.66)	\$ (23,240.18)	

	<b>** Snow Removal</b>	<b>Lawn Care</b>
Labor	\$ -	\$ 2,100.00
Equipment	\$ -	\$ 825.00



Storm Lake, IA

# Project Activity vs Budget Report

## By Project Number

Date Range: 02/01/2022 - 02/28/2022

Project Number	Project Name	Group	Type	Status			
T51.119823	Runway 13/31 & Taxiway Lighting	Airport Projects	Federal/State Grant	Active			
Revenues							
Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100008-04	Runway 13/31 & Taxiway Light- State Revenue	-459,190.70	0.00	-408,770.10	0.00	-408,770.10	-50,420.60
Total Revenues:		-459,190.70	0.00	-408,770.10	0.00	-408,770.10	-50,420.60
Expenses							
Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100008-01	Runway 13/31 & Taxiway Light- Const	361,290.70	0.00	361,290.70	0.00	361,290.70	0.00
Total Expenses:		361,290.70	0.00	361,290.70	0.00	361,290.70	0.00
Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100008-02	Runway 13/31 & Taxiway Light- Engineering	97,900.00	0.00	96,096.60	1,803.40	97,900.00	0.00
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity	
301-6900-08-6799	Undesignated Capital	02/21/2022	Construction Admin	Bolton & Menk, Inc	0284074	1,803.40	
Total Expenses:		97,900.00	0.00	96,096.60	1,803.40	97,900.00	0.00
T51.119823 Total:		0.00	0.00	48,617.20	1,803.40	50,420.60	-50,420.60

Summary

Project Summary		Date Range	Beginning			
Project Number	Project Name	Budget	Balance	Total Activity	Ending Balance	Budget Remaining
<a href="#">T51.119823</a>	Runway 13/31 & Taxiway Lighting	0.00	48,617.20	1,803.40	50,420.60	-50,420.60
Report Total:		0.00	48,617.20	1,803.40	50,420.60	-50,420.60
Group Summary		Date Range	Beginning			
Group		Budget	Balance	Total Activity	Ending Balance	Budget Remaining
Airport Projects		0.00	48,617.20	1,803.40	50,420.60	-50,420.60
Report Total:		0.00	48,617.20	1,803.40	50,420.60	-50,420.60
Type Summary		Date Range	Beginning			
Group		Budget	Balance	Total Activity	Ending Balance	Budget Remaining
Federal/State Grant		0.00	48,617.20	1,803.40	50,420.60	-50,420.60
Report Total:		0.00	48,617.20	1,803.40	50,420.60	-50,420.60

**FY 2021-2022 Hangar Rent**

Hangar	Price/Month	# of spots available	# Rented
A	65.00	4	2
B	65.00	4	3
C	This is VT's Hangar		
D	80.00	6	6
E	95.00	6	6
F	135.00	5	4
F	150.00	1	1
		<b>26</b>	<b>22 TOTAL</b>

## Staff Summary



3/14/2022

Agenda Item # 3.

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 Fuel Report February 1st, 2022 to February 28th, 2022.**

**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 were \$12,259.35
- AV Gas = \$2,104.66 or 14.44% of the total sales (445.490 gallons)
- Jet Fuel = \$10,154.69 or 85.56% of the total sales (2,640.300 Gallons)
- Hangar Renters accounted for \$10,266.61 (VT was \$8,262.54 or 80.48%) of the total sales or 83.75%
- The Fixed Based Operator (FBO) accounted for \$535.06 of fuel sales or 4.36%
- Outside non-based aircraft accounted for \$1,457.68 of the total sales or 11.89%
- Test card is \$0.00 which is 0.00% of the total sales

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

The Veeder Root terminal was running "error" this month so we

do not have those readings for the end of February. Seneca Companies was contacted for a service call.

On the Fuel Readings Report note the AV Gas on the Mechanical reading is showing we sold should have sold 5.66 gallons more.

On the Fuel Readings Report note the Jet A Fuel on the Mechanical reading for the month is showing we sold .70 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 for the month from the financial report to the bank we must take the amount received in our books (\$13,155.34) and subtract the transactions from January (\$1,311.92) then we must add the transactions that hit March (\$108.05). Then we must add the service charges to balance, \$12,259.35.

You can see the service charges are \$307.88 for the month and the amount used for monthly testing was \$0.00.

**FISCAL IMPACT:**

Total Fuel Sales for the month of February were \$12,259.35.

**RECOMMENDATION:**

Review the Report and Approve

**ATTACHMENTS:**

Description	Type
☐ Sales Report	Backup Material
☐ Fuel Reading Report	Backup Material
☐ Running Total For Fuel	Backup Material
☐ Sales Reconciliation	Backup Material

# City of Storm Lake

## Airport Fuel Report

\$ Amount

	Sales Breakout	AV Gas	Jet Fuel
Test Card	\$ -		
Hangar Renters	\$ 10,266.61	\$ 659.88	\$ 9,606.73
Of which is VT	\$ 8,262.54		\$ 8,262.54
Bart's Flying Service	\$ 535.06	\$ 535.06	
Credit Cards	\$ 1,457.68	\$ 909.72	\$ 547.96
Other Purchases	\$ -		
	\$ 12,259.35	\$ 2,104.66	\$ 10,154.69
<b>Total FM Sales=</b>	<b><u>\$ 12,259.35</u></b>		

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	-		
Hangar Renters	2,638.460	133.460	2,505.000
Of which is VT	2,164.700		2,164.700
Bart's Flying Service	128.620	128.620	
Credit Cards	318.710	183.410	135.300
Other Purchases	-		
	3,085.790	445.490	2,640.300
<b>Total FM Sales=</b>	<b><u>3,085.790</u></b>		

Price of Fuel:

Beginning	4.96	3.80
End	4.96	4.05

# City of Storm Lake

## Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	9,569.000		6,856.000
Before Fueling			
After Fueling			
Before Fueling			
After Fueling			
Fuel Added for Month	-		-
Ending Fuel Reading	None		None
Total=	#VALUE!		#VALUE!

	<u>Stick Reading</u>		
Beginning Fuel Reading	9,484.000	68	6,810.000 58 3/4
Before Fueling			
After Fueling			
Before Fueling			-
After Fueling			
Fuel Added for Month	-		-
Ending Fuel Reading	None		None
Total=	#VALUE!		#VALUE!

	<u>Mechanical Reading</u>	
Beginning Fuel Reading	136,864.500	583,718.000
Before Fueling		
After Fueling		
Fuel Added for Month		
Ending Fuel Reading	137,336.500	586,359.000
Total=	439.830	2,641.000

<b>Sales After Reading Taken</b>		
	32.170	
<b>Actual</b>	<b>445.49</b>	<b>2,640.30</b>



# City of Storm Lake

## Airport Fuel Report

Running Month to Month Difference in Fuel Redings  
Calendar Year 2022

<u>AV Gas</u>									
Start Read=								135,645.700	
VeterRoot System				Stick Reading				Mechanical Reading	
		Overall	This Mo.		Overall	This Mo.		Overall	This Mo.
January	Short	-6.770	-6.770	Long	26.23	26.23	Short	-0.670	-0.670
February			N/A			N/A	Short	-6.330	-5.660
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		-6.770		26.23		-6.330			

<div>Jet A</div>									
Start Read=		575,185.000							
VeterRoot System				Stick Reading				Mechanical Reading	
		Overall	This Mo.		Overall	This Mo.		Overall	This Mo.
January	Short	-29.500	-29.500	Long	8.500	8.5	Long	1.500	1.500
February			N/A			N/A	Long	2.200	0.700
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		-29.500		8.5		2.200			

**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

[illegible]

**Totals=**

\$	12,259.35	\$	12,259.35	Total Sales
\$	307.88			Service Charges

City Billings  
(Test Card)

## Staff Summary



3/14/2022  
Agenda Item # 4.

City of Storm Lake

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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	Backup Material

Bart's Flying Service  
Manager's Report  
February 2022

2/21 1 runway light is out on runway 13/31 and 1 taxi way light is out.

Runway 17/35 has 18 lights out.

The rotating beacon has quit rotating.

John was called out to the airport at 7:45 PM to check and report ice conditions on the runways for VT Industries.

2/22 Security light on the north east corner of hangar E is out.

2/25 Shoveled walks around terminal.

2/28 The Veeder-Root fuel monitoring system is not functioning.

Courtesy car usage 3 miles 134

Fuel meter readings

Jet-A 586359

Av Gas 137336.5

## Staff Summary



3/14/2022  
Agenda Item # 5.

City of Storm Lake

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**REPORT TO:** Airport Commission

**FROM:** Tyler Gibbins, Staff Accountant

**SUBJECT:** **Administration Report - 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.

### **Fuel Master Update**

We received confirmation from Fuel Master that they have released the updated needed to get the Fuel Master processing over the network. City Staff is working with Fuel Master and Rebnord to make this conversion. The Expenses related to this update were previously budgeted as a capital item.

### **Update ACIP for Bipartisan Infrastructure Law (BIL)**

The FAA need to have an updated CIP provided to them by the end of the month if there are changes for FY2022 (current year) or next year, FY2023. With runway 17/35 lighting replacement scheduled for the go ahead in the fall of 2022, there was no need for any updates.

### **Hangar Door Maintenance**

Bolton & Menk provided a potential contractor to work on the hangar doors. BFS put together a list of repairs/replacement that need to be completed which was forwarded to Midland Door Solutions for consideration. At this time, we have not received proposed price for said repairs.

If you have any questions or concerns, I'll be happy to address them at the meeting

**FISCAL IMPACT:**

There is no fiscal impact for these items at this time.

**RECOMMENDATION:**

Review the Report and Ask Questions If Any