

**CITY OF STORM LAKE
AIRPORT COMMISSION
AIRPORT MEETING ROOM OR DIAL IN TO
PARTICIPATE: 1-408-418-9388 ACCESS CODE:
24583600
MAY 9, 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 April 11, 2022 Airport Commission Minutes**
2. **Airport Financial Report From April 1st, 2022 to April 30th, 2022**
3. **Airport Fuel Report April 1st, 2022 to April 30th, 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



5/9/2022

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 April 11, 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 April 11, 2022 Airport Commission minutes.

ATTACHMENTS:

Description	Type
 Airport Minutes - April 11, 2022	Minutes

**Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, April 11, 2022, 4:00 PM**

Present: Commission Members Bob Ansorge, Dan Richardson, Cynthia Turner and Jason Dierking. Absent - none. Others Present: Tyler Gibbins, John Bartholomew and Jim Bartholomew.

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

Hear the Public – No comments.

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

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

Fuel Report – Moved by Commissioner Richardson to approve the March 2022 Fuel Report. Seconded by Commissioner Turner. Vote: All ayes. Motion carried.

Airport Manager's Monthly Report – Seneca Petroleum came out and replaced broken wires on the Veeder Root monitor. They will need to come back and reprogram the monitor. R&R Electric repaired the rotating beacon. Jim, John and Travis attended a two day meeting in Des Moines to received continuing ed credits to renew their pesticide licenses. Ordered a tanker of aviation gas. A student from Storm Lake High School job shadowed for a day to learn about a career in aviation.

Courtesy Car Usage: 5 Miles 143

Fuel Meter Reading: Jet A – 590,250

AV Gas – 137,713.5

Administration Report –

Pest Control - Concurrence to have ABC Pest Control complete pest services for 2022 then reevaluate the situation.

Hangar Door Maintenance - Concurrence to have BFS complete the necessary hangar door repairs.

Adjourn – Moved by Commissioner Dierking to adjourn the meeting at 4:28 pm.

Seconded by Commissioner Turner. Vote: All ayes. Motion carried.

Mayra Martinez, City Clerk

Staff Summary



5/9/2022
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 April 1st, 2022 to April 30th, 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 April were \$17,797.02 and the Expenses were \$56,008.08. \$48,570.87 of those expenses were towards fuel.

We have generated, \$80,737.74 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 April 2022 are \$56,008.08 and total revenue are \$17,797.02.

RECOMMENDATION: Review and Approve the Financial Report.

ATTACHMENTS:

Description	Type
▣ Revenue/Expense Report	Financial Report
▣ Airport P&L Statement	Financial Report
▣ Project Tracking Sheet	Financial Report
▣ Hangar Rent	Financial Report



Storm Lake, IA

Detail vs Budget Report

Account Detail

Date Range: 04/01/2022 - 04/30/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund								
Revenue								
001-2080-02-4310	Airport Hangar Rent	0.00	-38,000.00	-25,243.00	-4,015.00	-29,258.00	-8,742.00	-23.01 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
04/05/2022	CLPKT02642	4.4.22 DRAWER		CLPKT02642			-810.00	
04/14/2022	CLPKT02679	04.13.04.2022		CLPKT02679			-135.00	
04/19/2022	CLPKT02690	03.18.04.2022		CLPKT02690			-130.00	
04/20/2022	ARPKT00552	Bank Draft Packet: ARPKT...		Bank Drafts for Invoice Packet ARPKT00550 ...			-525.00	
04/28/2022	CLPKT02717	04.27.04.2022		CLPKT02717			-1,140.00	
04/29/2022	CLPKT02725	04.28.04.2022		CLPKT02725			-1,275.00	
001-2080-02-4710	Airport Utilities	0.00	-3,000.00	-720.00	-80.00	-800.00	-2,200.00	-73.33 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
04/05/2022	CLPKT02642	4.4.22 DRAWER		CLPKT02642			-80.00	
001-2080-02-4750	Airport Gasoline	0.00	-255,000.00	-212,321.16	-13,702.02	-226,023.18	-28,976.82	-11.36 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
04/05/2022	CLPKT02642	4.4.22 DRAWER		CLPKT02642			-264.67	
04/07/2022	CLPKT02649	03.06.04.2022		CLPKT02649			-781.59	
04/12/2022	CLPKT02665	04.11.04.2022		CLPKT02665			-93.19	
04/13/2022	CLPKT02669	04.12.04.2022		CLPKT02669			-1,362.58	
04/18/2022	CLPKT02685	03.14.04.2022		CLPKT02685			-2,844.62	
04/19/2022	CLPKT02690	03.18.04.2022		CLPKT02690			-2,902.59	
04/20/2022	CLPKT02696	04.19.04.2022		CLPKT02696			-2,932.83	
04/21/2022	CLPKT02699	03.20.04.2022		CLPKT02699			-613.66	
04/26/2022	CLPKT02710	04.25.04.2022		CLPKT02710			-221.00	
04/27/2022	CLPKT02714	4.26.04.2022		CLPKT02714			-43.46	
04/28/2022	CLPKT02717	04.27.04.2022		CLPKT02717			-1,478.12	
04/29/2022	CLPKT02725	04.28.04.2022		CLPKT02725			-163.71	
Revenue Totals:		0.00	-296,000.00	-238,284.16	-17,797.02	-256,081.18	-39,918.82	-13.49 %
Expense								
001-2080-02-6310	Repairs/Maintenance Bldg	0.00	11,500.00	432.79	581.26	1,014.05	10,485.95	91.18 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
04/18/2022	APPKT00638	1140	78318	Light & Beacon Repairs- Less Tax	001281 - RR Electric LLC		581.26	

Detail vs Budget Report

Date Range: 04/01/2022 - 04/30/2022

Account		Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6332		Vehicle Repair	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
001-2080-02-6371		Electric Service	0.00	8,200.00	5,758.39	713.49	6,471.88	1,728.12	21.07 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
04/04/2022	APPKT00632	Feb/March 2022	2855	Electric Services	001074 - MidAmerican Energy Company			713.49	
001-2080-02-6373		Telecommunications	0.00	1,647.06	2,816.75	135.09	2,951.84	-1,304.78	-79.22 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
04/18/2022	APPKT00638	April 2022 Air	78314	Phone Service	001070 - Qwest Corporation			135.09	
001-2080-02-6494		Operator Contract	0.00	69,407.60	52,055.73	5,783.97	57,839.70	11,567.90	16.67 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
04/18/2022	APPKT00638	April 2022	2891	Airport Contract April 2022	001069 - Jim Bartholomew			5,783.97	
001-2080-02-6499		Contractual Services	0.00	17,500.00	8,060.47	134.52	8,194.99	9,305.01	53.17 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
04/04/2022	APPKT00632	3.28.2022 Postage	78253	Postage	001181 - Pitney Bowes Inc			13.78	
04/04/2022	APPKT00632	March 2022	78254	Garbage Services	002126 - SGS, LLC			53.75	
04/18/2022	APPKT00638	1226	2883	Annual Extinguisher Inspections	002043 - Essential Ellison LLC			57.99	
04/18/2022	APPKT00638	FY2022 Meter Licenses	78296	FY2022 Meter Licenses	001527 - Iowa Dept of Agriculture & Land Stewa...			9.00	
001-2080-02-6503		Merchandise for resale	0.00	250,000.00	206,843.17	48,570.87	255,414.04	-5,414.04	-2.17 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
04/18/2022	APPKT00638	3579708	2880	Jet Fuel	001030 - Eastern Aviation Fuels, Inc			33,210.24	
04/18/2022	APPKT00638	3580662	2880	AV Gas	001030 - Eastern Aviation Fuels, Inc			15,360.63	
001-2080-02-6599		Supplies	0.00	4,000.00	4,843.54	88.88	4,932.42	-932.42	-23.31 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
04/18/2022	APPKT00638	March 2022	78324	Cleaning Supplies	001216 - Storm Lake Ace Hardware			88.88	
Expense Totals:			0.00	363,254.66	280,810.84	56,008.08	336,818.92	26,435.74	-7.28 %
001 - General Fund Totals:			0.00	67,254.66	42,526.68	38,211.06	80,737.74	-13,483.08	20.05 %
Report Total:			0.00	67,254.66	42,526.68	38,211.06	80,737.74	-13,483.08	20.05 %

City of Storm Lake

Airport Profit/Loss Statement

April 2022

	Budget	Activity	Remaining
Revenue from Operations:			
Hangar Rent	\$ 38,000.00	\$ 29,258.00	\$ 8,742.00
Utility Rent	\$ 3,000.00	\$ 800.00	\$ 2,200.00
Fuel Sales	\$ 255,000.00	\$ 226,023.18	\$ 28,976.82
Misc Airport Rev			\$ -
	\$ 296,000.00	\$ 256,081.18	\$ 39,918.82
Revenue from Non-Operations:			\$ -
Ag Land Rent	\$ 61,000.00	\$ 56,815.50	\$ 4,184.50
Tsfr for Capital	\$ 16,500.00	\$ 10,584.00	\$ 5,916.00
	\$ 77,500.00	\$ 67,399.50	\$ 10,100.50
Expenses from Operations:			\$ -
Building Maint/Repairs	\$ 11,500.00	\$ 1,014.05	\$ 10,485.95
Vehicle Repairs	\$ 1,000.00		\$ 1,000.00
Electric Service	\$ 8,200.00	\$ 6,471.88	\$ 1,728.12
Telecommunications	\$ 1,647.06	\$ 2,951.84	\$ (1,304.78)
Operator Contract	\$ 69,407.60	\$ 57,839.70	\$ 11,567.90
Services	\$ 17,500.00	\$ 8,194.99	\$ 9,305.01
Supplies	\$ 4,000.00	\$ 4,932.42	\$ (932.42)
	\$ 113,254.66	\$ 81,404.88	\$ 31,849.78
Expenses Non-Operating:			\$ -
COGS	\$ 250,000.00	\$ 255,414.04	\$ (5,414.04)
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	\$ 280,695.04	\$ (2,195.04)
Net Profit/(Loss)	\$ (18,254.66)	\$ (38,619.24)	

	** Snow Removal	Lawn Care
Labor	\$ -	\$ 2,100.00
Equipment	\$ -	\$ 825.00



Storm Lake, IA

Project Activity vs Budget Report

By Project Number

Date Range: 04/01/2022 - 04/30/2022

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	97,900.00	0.00	97,900.00	0.00
	Total Expenses:	97,900.00	0.00	97,900.00	0.00	97,900.00	0.00
	T51.119823 Total:	0.00	0.00	50,420.60	0.00	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
		26	22 TOTAL

Staff Summary



5/9/2022

Agenda Item # 3.

City of Storm Lake

PO Box 1086

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REPORT TO: Airport Commission

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Airport Fuel Report April 1st, 2022 to April 30th, 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 \$17,632.56
- AV Gas = \$1,944.57 or 10.95% of the total sales (395.600 gallons)
- Jet Fuel = \$15,687.99 or 89.05% of the total sales (3,218.200 Gallons)
- Hangar Renters accounted for \$12,973.61 (VT was \$12,045.17 or 92.84%) of the total sales or 73.58%
- The Fixed Based Operator (FBO) accounted for \$58.66 of fuel sales or .33%
- Outside non-based aircraft accounted for \$4,598.05 of the total sales or 26.08%
- Test card is \$2.24 which is 0.01% of the total sales

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

Issues continue with the Veeder Root terminal and readings are

unreliable at this time.

On the Fuel Readings Report note the AV Gas on the Mechanical reading is showing we sold should have sold 1.300 gallons more.

On the Fuel Readings Report note the Jet A Fuel on the Mechanical reading for the month is showing we sold 1.800 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 (\$13,702.02) and add the transactions that will hit May (\$3,463.07) then we must add the service charges to balance, \$17,632.56.

You can see the service charges are \$465.23 for the month and the amount used for monthly testing was \$2.24.

FISCAL IMPACT: Total Fuel Sales for the month of April were \$17,632.56.

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	\$ 2.24	\$ 1.84	\$ 0.40
Hangar Renters	\$ 12,973.61	\$ 211.08	\$ 12,762.53
Of which is VT	\$ 12,045.17		\$ 12,045.17
Bart's Flying Service	\$ 58.66	\$ 58.66	
Credit Cards	\$ 4,598.05	\$ 1,672.99	\$ 2,925.06
Other Purchases	\$ -		
	\$ 17,632.56	\$ 1,944.57	\$ 15,687.99
Total FM Sales=	<u>\$ 17,632.56</u>		

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	0.47	0.37	0.10
Hangar Renters	2,690.230	43.430	2,646.800
Of which is VT	2,503.900		2,503.900
Bart's Flying Service	14.100	14.100	
Credit Cards	909.000	337.700	571.300
Other Purchases	-		
	3,613.800	395.600	3,218.200
Total FM Sales=	<u>3,613.800</u>		

Price of Fuel:

Beginning	4.96	4.05
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	None		None
Before Fueling			
After Fueling	<u> </u>		<u> </u>
Before Fueling			
After Fueling	<u> </u>		<u> </u>
Fuel Added for Month	-		-
Ending Fuel Reading	None		None
Total=	#VALUE!		#VALUE!

	<u>Stick Reading</u>	
Beginning Fuel Reading	None	None
Before Fueling		
After Fueling	<u> </u>	<u> </u>
Before Fueling		-
After Fueling	<u> </u>	<u> </u>
Fuel Added for Month	-	-
Ending Fuel Reading	None	None
Total=	#VALUE!	#VALUE!

	<u>Mechanical Reading</u>	
Beginning Fuel Reading	137,713.500	590,250.000
Before Fueling		
After Fueling		
Fuel Added for Month		
Ending Fuel Reading	138,107.800	593,470.000
Total=	394.300	3,220.000

Sales After Reading Taken		
Actual	395.60	3,218.20

City of Storm Lake

Airport Fuel Report

Running Month to Month Difference in Fuel Redings
Calendar Year 2022

AV Gas									
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			N/A			N/A	Short	-34.260	-27.930
April			N/A			N/A	Short	-35.560	-1.300
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		-6.770		26.23		-35.560			

Jet A									
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			N/A			N/A	Long	5.900	3.700
April			N/A			N/A	Long	7.700	1.800
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		-29.500		8.5		7.700			

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=	\$	17,632.56	\$	17,632.56	Total Sales			City Billings
	\$	465.23			Service Charges	\$	2.24	(Test Card)

Staff Summary



5/9/2022

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
April 2022

4/01 Posted the R/C clubs liability insurance on the bulletin board.

R&R Electric replaced security light on hangar D, and repaired the rotating beacon.

4/04 received 2597 gallons of av gas.

4/05 Ordered a tanker of jet fuel.

Veeder-root is out of service.

The AWOS has been repaired and is back in service.

4/06 Received 8000 gallons of jet fuel.

4/07 The pest exterminator was here for the first time.

4/09 The army national guard brought in three helicopters and gave rides to prospective recruits.

4/11 Attended commission meeting.

4/13 Located power source for airport sign.

4/15 Seneca Petroleum was here and serviced the veeder-root the wires were crossed the stick measurements and the veeder-root are now in agreement.

4/20 Started work on repairing hangar doors.

Courtesy car usage 1 miles 14

Fuel meter readings

Jet-A 593470

Av Gas 138107.8

Staff Summary

5/9/2022
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.

Airport Manager's Annual Evaluation

We will be conducting BFS annual evaluation this month for consideration of changes at the June meeting. We will be using Survey Monkey as the source for this evaluation and an email will be sent out with a link to complete the survey.

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

FISCAL IMPACT: The is no fiscal impact for these items at this time.

RECOMMENDATION: Review the Report and Ask Questions If Any