CITY OF STORM LAKE
AIRPORT COMMISSION MEETING
STORM LAKE MUNICIPAL AIRPORT
850 630TH STREET
DECEMBER 9, 2024
4:00 PM

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

AGENDA

Access to the official meeting can also be done through the following ways:

BY TELEPHONE
Dial: 1-312-626-6799 or toll-free 1-888-475-4499
Zoom Meeting ID: 861 3659 4632

BY COMPUTER:
https://us06web.zoom.us/j/86136594632

A. Call The Meeting To Order

B. New Business

1. November 2024 Airport Minutes
2. November 2024 Financial Report
3. November 2024 Fuel Report
4. Airport Manager's Monthly Report
5. Administration Report
6. Motion to Approve the Airport Capital Improvement Plan- Final Submittal

C. 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. If your issue is not a topic on the agenda, please approach the podium under the "Hear the Public" agenda item, and upon recognition by the Chair, identify yourself by stating your name and address.
3. Please keep your remarks to three (3) minutes or less.
4. 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.

Staff Summary

12/9/2024
Agenda Item # B.1.

City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
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REPORT TO: Commissioners

FROM: Mayra Martinez, City Clerk

SUBJECT: **November 2024 Airport Minutes**

BACKGROUND:

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:

1. 11112024 Minutes - Airport Commission

Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Tuesday, November 11, 2024, 4:00 PM

Present: Commission Members Bob Ansorge, Cynthia Turner, Gary Worthan, Nathaniel Kitzrow, and Jason Dierking. Absent: None.

Staff Present: Tyler Gibbins.

Public Attendance: John Bartholomew, Lee Dutfield (City of Storm Lake) Garrett Jacobs-Bolton & Menk, and Joe Roenfeldt - Bolton & Menk (via telephone) and VT Industries Staff.

Chairman Bob Ansorge called the meeting to order at 4:05 pm.

Hear The Public – Doug Clausen with VT Industries asked about the location of the hangar they want to build. Garrett with Bolten and Menk presented information for three proposed location options for a new hangar construction. Discussion results between Commission members, staff, and public was that a development contract will need to be presented, a cost assessment and a discussion with the FAA before moving forward on a new hangar construction.

New Business

Minutes - Moved by Commissioner Dierking to approve the October 14,2024 Airport minutes. Seconded by Commissioner Kitzrow. Vote: All ayes. Motion carried

Financial Report - Moved by Vice-Chairperson Turner to approve the October 2024 Financial Report. Seconded by Commissioner Worthan. Vote: All ayes. Motion carried.

Fuel Report - Moved by Commissioner Dierking to approve the October 2024 Fuel Report. Seconded by Commissioner Turner. Vote: All ayes. Motion carried.

Airport Manager's Monthly Report - Checked runway 06/24 for new badger holes and found none. Issued NOTAM on 10/14/24 that jet fuel was out of service, notified the Com Center and VT Industries and BVRMC ER. Received a passing report on jet fuel. IDOT worked on AWOS and sent the visibility and ceiling probes in for calibration. Senica Petroleum worked on the problem with the Veeder-Root and did a rehab on the jet probe. Canceled NOTAM on 10/18/24 and notified VT Industries, the Comm Center, and BVRMC ER. The AWOS System is managed by IDOT and Mike Marr with the IDOT has contacted John Bartholomew regarding the AWOS system. Parts will be available for repairs in the short term until Mike Marr contacts the Commission to add it to the ACIP.

Courtesy Car Usage: 12 Miles: 204
Fuel Meter Readings:
Jet A – 743,500 (probe #2 is out stick reads 25-1/2 inches 2,280 gallons)

AV Gas – 172,364.4

Administration Report November 2024
The ACIP draft includes projects and a timeline as discussed at the last commission meeting. The request was to proceed with the existing ACIP with the Apron Expansion project in 2025 & 2026 with fuel tank replacement in 2028 funded by DOT funds. If insurance is still an issue following temporary repairs to the probe, Commission will plan a joint work session with the City Council to request moving the fuel tank replacement to 2026, still DOT funded, and increase the required local match. Deadline is May 2025 for DOT application for potential approval in July to October 2025 with potential project construction early 2026.

Moved by Commissioner Worthan to approve the Airport Capital Improvement Plan Draft and add the AWOS replacement system to FY2029 as a DOT funded project; and authorized Bolton & Menk to submit the draft to the FAA. Seconded by Commissioner Dierking. Vote: All ayes. Motion carried.

Adjourn – Moved by Commissioner Dierking to adjourn at 5:37 pm. Seconded by Commissioner Kitzrow. Vote: All ayes. Motion carried.

Mayra A. Martinez, City Clerk

Staff Summary

12/9/2024
Agenda Item # B.2.

City of Storm Lake
PO Box 1086
Storm Lake, IA 50588
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REPORT TO: Commissioners

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **November 2024 Financial Report**

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 November were $15,385.90 and the Expenses were $38,810.02, of which $20,734.60 were COGS.

We have generated $20,162.32 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 7 hangar spaces available, three of which are located in Hangar A, two in Hangar B, and two in Hangar D. A new tenant's lease agreement is available for approval for Hangar A-1. This was formally, Mr. Eginton's plane. Mr. White plans to leave the plane in the hangar until Spring of 2025.

FISCAL IMPACT: Total expenses for the month of were $38,810.02 and total revenue were $15,385.90.

RECOMMENDATION: Review and Approve the Financial Report

ATTACHMENTS:

1. Revenue vs Expense Report
2. November 2024 P&L
3. Project Report
4. Hangar Report

Storm Lake, IA

Detail vs Budget Report
Account Detail
Date Range: 11/01/2024 - 11/30/2024

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	-9,899.00	-2,970.00	-12,869.00	-25,131.00	-66.13 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/05/2024	CLPKT05333	04.04.11.20247		CLPKT05333			-825.00
11/12/2024	CLPKT05351	04.08.11.2024		CLPKT05351			-285.00
11/18/2024	CLPKT05373	04.15.11.2024		CLPKT05373			-1,200.00
11/20/2024	ARPKT00951	Bank Draft Packet: ARPK...		Bank Drafts for Invoice Packet ARPKT0095...			-660.00

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-4710	Airport Utilities	0.00	-3,000.00	-420.00	-105.00	-525.00	-2,475.00	-82.50 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/05/2024	CLPKT05333	04.04.11.20247		CLPKT05333			-105.00

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-4750	Airport Gasoline	0.00	-300,000.00	-133,767.97	-12,310.90	-146,078.87	-153,921.13	-51.31 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/01/2024	CLPKT05323	04.31.10.2024		CLPKT05323			-91.86
11/05/2024	CLPKT05333	04.04.11.20247		CLPKT05333			-68.35
11/06/2024	CLPKT05336	04.05.11.2024		CLPKT05336			-3,906.74
11/08/2024	CLPKT05342	04.07.11.2024		CLPKT05342			-3,147.96
11/12/2024	CLPKT05352	04.11.11.2024		CLPKT05352			-96.71
11/13/2024	CLPKT05357	04.12.11.2024		CLPKT05357			-583.51
11/14/2024	CLPKT05360	04.13.11.2024		CLPKT05360			-1,160.82
11/15/2024	CLPKT05361	04.14.11.2024		CLPKT05361			-2,147.76
11/19/2024	CLPKT05376	04.18.11.2024		CLPKT05376			-508.00
11/26/2024	CLPKT05394	04.25.11.2024		CLPKT05394			-599.19

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
	Revenue Totals:	**0.00**	**-341,000.00**	**-144,086.97**	**-15,385.90**	**-159,472.87**	**-181,527.13**	**-53.23 %**
Expense								
001-2080-02-6310	Repairs/Maintenance Bldg	0.00	11,500.00	4,188.63	732.04	4,920.67	6,579.33	57.21 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/04/2024	APPKT00936	241016-01	5831	Fuel Monitor Services	001264 - Stanton Electric, Inc		732.04

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 %

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6371	Electric Service	0.00	8,600.00	2,633.48	368.63	3,002.11	5,597.89	65.09 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/18/2024	APPKT00941	Oct/Nov 2024	5866	Electric Services	001074 - MidAmerican Energy Company		368.63

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6373	Telecommunications	0.00	1,647.06	341.24	90.93	432.17	1,214.89	73.76 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/18/2024	APPKT00941	11/2024 Airport	82196	11/01/2024 - Airport	001070 - Qwest Corporation		90.93

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6408	Insurance	0.00	0.00	0.00	10,526.00	10,526.00	-10,526.00	0.00 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/04/2024	APPKT00936	24851	5832	Insurance Renewal	001294 - Stille Pierce & Pertzborn		6,521.00
11/04/2024	APPKT00936	24852	5832	Storage Tank Insurance Renewal	001294 - Stille Pierce & Pertzborn		4,005.00

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6494	Operator Contract	0.00	75,843.57	24,544.84	6,136.21	30,681.05	45,162.52	59.55 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/18/2024	APPKT00941	November 2024 Airport ...	5858	November 2024 Airport Contract	001069 - Jim Bartholomew		6,136.21

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6499	Contractual Services	0.00	17,500.00	5,789.54	149.30	5,938.84	11,561.16	66.06 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/04/2024	APPKT00936	102779	82101	Pest Control Services	001078 - ABC Pest Control, Inc		95.55
11/04/2024	APPKT00936	October 2024	5829	Garbage Services	002126 - SGS, LLC		53.75

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6503	Merchandise for resale	0.00	280,000.00	100,989.90	20,734.60	121,724.50	158,275.50	56.53 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/18/2024	APPKT00941	4188863	5847	Jet Fuel	001030 - Eastern Aviation Fuels, Inc		20,734.60

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6599	Supplies	0.00	4,000.00	2,337.54	72.31	2,409.85	1,590.15	39.75 %

Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount
11/04/2024	APPKT00936	October 2024	82118	Water Service	001073 - Iowa Lakes Regional Water		72.31

	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Expense Totals:	**0.00**	**400,090.63**	**140,825.17**	**38,810.02**	**179,635.19**	**220,455.44**	**-55.10 %**
001 - General Fund Totals:	**0.00**	**59,090.63**	**-3,261.80**	**23,424.12**	**20,162.32**	**38,928.31**	**-65.88 %**
Report Total:	**0.00**	**59,090.63**	**-3,261.80**	**23,424.12**	**20,162.32**	**38,928.31**	**-65.88 %**

Fund Summary

Fund		Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund		0.00	59,090.63	-3,261.80	23,424.12	20,162.32	38,928.31	
	Report Total:	**0.00**	**59,090.63**	**-3,261.80**	**23,424.12**	**20,162.32**	**38,928.31**	

City of Storm Lake
Airport Profit/Loss Statement
November 2024

	Budget	Activity	Remaining
Revenue from Operations:			
Hangar Rent	$ 38,000.00	$ 12,869.00	$ 25,131.00
Utility Rent	$ 3,000.00	$ 525.00	$ 2,475.00
Fuel Sales	$ 300,000.00	$ 146,078.87	$ 153,921.13
Misc Airport Rev	$ -		$ -
	$ 341,000.00	$ 159,472.87	$ 181,527.13
Revenue from Non-Operations:			$ -
Ag Land Rent	$ 61,000.00	$ 18,481.35	$ 42,518.65
Tsfr for Capital		$ 1,780.53	$ (1,780.53)
	$ 61,000.00	$ 20,261.88	$ 40,738.12
Expenses from Operations:			$ -
Building Maint/Repairs	$ 11,500.00	$ 4,920.67	$ 6,579.33
Vehicle Repairs	$ 1,000.00		$ 1,000.00
Electric Service	$ 8,600.00	$ 3,002.11	$ 5,597.89
Telecommunications	$ 1,647.06	$ 432.17	$ 1,214.89
Operator Contract	$ 73,634.53	$ 30,681.05	$ 42,953.48
Services	$ 17,500.00	$ 5,938.84	$ 11,561.16
Supplies	$ 4,000.00	$ 2,409.85	$ 1,590.15
	$ 117,881.59	$ 47,384.69	$ 70,496.90
Expenses Non-Operating:			$ -
COGS	$ 280,000.00	$ 121,724.50	$ 158,275.50
Capital Improvements		$ 1,780.53	$ (1,780.53)
Insurance		$ 10,526.00	$ (10,526.00)
Grounds Maint (Rec)**		$ 7,518.75	$ (7,518.75)
	$ 280,000.00	$ 141,549.78	$ 138,450.22
Net Profit/(Loss)	$ 4,118.41	$ (9,199.72)	

**	Snow Removal	Lawn Care
Labor	$ -	$ 6,015.00
Equipment	$ -	$ 1,503.75

Storm Lake, IA

Project Activity vs Budget Report
By Project Number
Date Range: 11/01/2024 - 11/30/2024

Project Number	Project Name	Group	Type	Status
0T5.128791	Runway 17/35 Lighting Replacement	Airport Projects	Federal/State Grant	Active

Revenues

Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100020-04	Runway 17/35 Ligting Replace- State Rev	0.00	0.00	-326,146.92	0.00	-326,146.92	326,146.92
	Total Revenues:	**0.00**	**0.00**	**-326,146.92**	**0.00**	**-326,146.92**	**326,146.92**

Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100020-05	Runway 17/35 Ligting Replace- Local Match	0.00	0.00	-41,074.17	0.00	-41,074.17	41,074.17
	Total Revenues:	**0.00**	**0.00**	**-41,074.17**	**0.00**	**-41,074.17**	**41,074.17**

Expenses

Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100020-01	Runway 17/35 Ligting Replace- Const	296,003.25	296,003.25	274,675.54	0.00	274,675.54	21,327.71
	Total Expenses:	**296,003.25**	**296,003.25**	**274,675.54**	**0.00**	**274,675.54**	**21,327.71**

Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100020-02	Runway 17/35 Ligting Replace- Eng	99,900.00	99,900.00	89,054.50	1,483.50	90,538.00	9,362.00

GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity
301-6900-08-6799	Undesignated Capital	11/18/2024	Construction Services	Bolton & Menk, Inc	0349390	1,483.50

	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Total Expenses:	**99,900.00**	**99,900.00**	**89,054.50**	**1,483.50**	**90,538.00**	**9,362.00**

Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100020-03	Runway 17/35 Ligting Replace- Leg/Admin	0.00	0.00	23.76	0.00	23.76	-23.76
	Total Expenses:	**0.00**	**0.00**	**23.76**	**0.00**	**23.76**	**-23.76**

Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100020-11	Runway 17/35 Ligting Replace- Beacon	14,838.43	14,838.43	14,838.43	0.00	14,838.43	0.00
	Total Expenses:	**14,838.43**	**14,838.43**	**14,838.43**	**0.00**	**14,838.43**	**0.00**
	0T5.128791 Total:	**410,741.68**	**410,741.68**	**11,371.14**	**1,483.50**	**12,854.64**	**397,887.04**

Summary

Project Summary

Project Number	Project Name		Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
0T5.128791	Runway 17/35 Lighting Replacement		410,741.68	410,741.68	11,371.14	1,483.50	12,854.64	397,887.04
		Report Total:	**410,741.68**	**410,741.68**	**11,371.14**	**1,483.50**	**12,854.64**	**397,887.04**

Group Summary

Group		Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Airport Projects		410,741.68	410,741.68	11,371.14	1,483.50	12,854.64	397,887.04
	Report Total:	**410,741.68**	**410,741.68**	**11,371.14**	**1,483.50**	**12,854.64**	**397,887.04**

Type Summary

Group		Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Federal/State Grant		410,741.68	410,741.68	11,371.14	1,483.50	12,854.64	397,887.04
	Report Total:	**410,741.68**	**410,741.68**	**11,371.14**	**1,483.50**	**12,854.64**	**397,887.04**

FY 2024-2025 Hangar Rent

Hangar	Price/Month	# of spots available	# Rented	
A	65.00	4	1	
B	65.00	4	2	
C		This is VT's Hangar		
D	80.00	6	4	
E	95.00	6	6	
F	135.00	5	5	
F	150.00	1	1	
		26	**19**	**TOTAL**

Staff Summary

12/9/2024
Agenda Item # B.3.

City of Storm Lake
PO Box 1086
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REPORT TO: Commissioners

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **November 2024 Fuel Report**

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 $8,573.59
- AV Gas = $1,548.43 or 16.59% of the total sales (298.660gallons)
- Jet Fuel = $7,025.16 or 83.41% of the total sales (1,501.100 Gallons)
- Hangar Renters accounted for $352.58 of the total sales or 4.11%
- The Fixed Based Operator (FBO) accounted for $587.907 of fuel sales or 6.86%
- Outside non-based aircraft accounted for $7,633.11 of the total sales or 89.03%
- 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.

On the Fuel Readings Report note the AV Gas on the Mechanical reading is showing we should have sold 0.860 gallons more.

On the Fuel Readings Report note the Jet A Fuel on the Mechanical reading for the month is showing we sold 1.200 gallons more.

There were no Veeder Root or stick readings for the the month. Staff is still waiting for costs from Seneca Companies to make the necessary repairs.

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 ($12,310.90) and remove the transaction from October which hit November ($91.86) along with the direct bill fuel sales from September ($3,906.74) and add the transactions from November ($55.19) which will hit the December financial, then finally add the service charges and testing transactions to balance ($8,573.59).

You can see the service charges are $206.10for the month and the amount used for monthly testing was $0.00.

FISCAL IMPACT: Total Fuel Sales for the month of November were $8,573.59.

RECOMMENDATION: Review and Approve the Fuel Report.

ATTACHMENTS:

1. Sales Report
2. Fuel Reading Report
3. Running Total for Fuel

4. Reconciliation

City of Storm Lake
Airport Fuel Report

	$ Amount		
	Sales Breakout	AV Gas	Jet Fuel
Test Card	$ -		
Hangar Renters	$ 352.58	$ 143.85	$ 208.73
Of which is VT	$ -		
Bart's Flying Service	$ 587.90	$ 587.90	
Credit Cards	$ 7,633.11	$ 816.68	$ 6,816.43
Other Purchases	$ -		
	$ 8,573.59	$ 1,548.43	$ 7,025.16
Total FM Sales=	**$ 8,573.59**		

	Gallons		
	Sales Breakout	AV Gas	Jet Fuel
Test Card	-		
Hangar Renters	70.750	26.150	44.600
Of which is VT	-		
Bart's Flying Service	125.890	125.890	
Credit Cards	1,603.120	146.620	1,456.500
Other Purchases	-		
	1,799.760	298.660	1,501.100
Total FM Sales=	**1,799.760**		

Price of Fuel:		
Beginning	5.57	4.68
End	5.57	4.68

City of Storm Lake
Airport Fuel Report

	AV Gas		Jet Fuel		
		Veter Root System			
Beginning Fuel Reading					
Before Fueling					
After Fueling					
Before Fueling					
After Fueling					
Fuel Added for Month	-		-		
Ending Fuel Reading					
Total=	-		-		
		Stick Reading			
Beginning Fuel Reading			2,280.000	25 1/2	
Before Fueling				1620	20
After Fueling				9157	80
Before Fueling			7,537.000		
After Fueling					
Fuel Added for Month	-		7,537.000		
Ending Fuel Reading			7,605.00	65	
Total=	-		1,686.300		
		Mechanical Reading			
Beginning Fuel Reading	172,364.400		748,396.000		
Before Fueling					
After Fueling					
Fuel Added for Month					
Ending Fuel Reading	172,662.200		750,424.000		
Total=	297.800		1,502.300		
Next Mo Sales b4 Reading			525.700		
Actual	**298.66**		**1,501.10**		

City of Storm Lake
Airport Fuel Report

Running Month to Month Difference in Fuel Redings
Calandar Year 2024

AV Gas

	VeterRoot System			Stick Reading			Mechanical Reading		
Start Read=								163,461.800	
		Overall	This Mo.		Overall	This Mo.		Overall	This Mo.
January	Short	-1.530	-1.530	Short	-2.53	-2.53	Short	-0.530	-0.530
February	Long	0.950	2.480	Long	0.45	2.98	Short	-1.850	-1.320
March							Short	-2.880	-1.030
April							Short	-5.420	-2.540
May	Short	-29.910	-30.860	Long	38.59	38.14	Short	-10.080	-4.660
June	Short	-64.090	-34.180	Short	25.41	-13.18	Short	-10.160	-0.080
July	Long	-46.680	17.410	Long	556.82	531.41	Short	-17.450	-7.290
August	Short	-65.710	-19.030	Short	546.79	-10.03	Short	-21.080	-3.630
September	Short	-76.440	-10.730	Long	554.06	7.27	Short	-24.910	-3.830
October							Short	-26.070	-1.160
November							Short	-26.930	-0.860
December									
Total Difference=		-76.440			554.06			-26.930	

Jet A

	VeterRoot System			Stick Reading			Mechanical Reading		
Start Read=								704,458.000	
		Overall	This Mo.		Overall	This Mo.		Overall	This Mo.
January	Long	45.900	45.900	Long	8.900	8.9	Long	2.900	2.900
February	Long	65.000	19.100	Long	168.900	160	Long	4.000	1.100
March							Long	5.800	1.800
April							Long	6.500	0.700
May							Long	8.200	1.700
June							Long	11.200	3.000
July				Short	161.1	-7.8	Long	15.400	4.200
August				Short	102.9	-58.2	Long	16.200	0.800
September				Long	168.3	65.4	Long	18.600	2.400
October				Short	160.5	-7.8	Long	19.800	1.200
November				Long	346.04	185.54	Long	21.000	1.200
December									
Total Difference=		65.000			346.04			21.000	

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:	$ 91.86	$ 1.87	$ 93.73	October	31
	$ 68.35	$ 1.39	$ 69.74	October	1
	$ 3,147.96	$ 87.98	$ 3,235.94	October	6
	$ 96.71	$ 1.97	$ 98.68	October	7
	$ 583.51	$ 5.35	$ 588.86	October	8, 9
	$ 1,160.82	$ 23.69	$ 1,184.51	October	12
	$ 2,147.76	$ 60.73	$ 2,208.49	October	13
	$ 109.27	$ 2.80	$ 112.07	October	14
	$ 398.73	$ 8.14	$ 406.87	October	15, 17
	$ 599.19	$ 12.93	$ 612.12	October	22, 23
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
	$ 8,404.16	$ 206.85	$ 8,611.01		
Outstanding:	$ 55.19	$ 1.12	$ 56.31	October	27
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
			$ -		
	$ 55.19	$ 1.12	$ 56.31		
Totals:	$ 8,459.35	$ 207.97	$ 8,667.32		

Totals=	**$ 8,573.59**	$ 8,573.59	Total Sales		City Billings
	$ 206.10	Service Charges		$ -	(Test Card)

Staff Summary

12/9/2024
Agenda Item # B.4.

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

REPORT TO: Commissioners

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:

1. Manager's Report

Bart's Flying Service
Manager's Report November, 2024

11/05 Ordered a tanker of jet fuel.
11/07 Received 7500 gallon of jet fuel.
11/11 Closed, opened up for commission meeting.
11/12 John attended water runoff meeting at city hall.
11/15 Installed protective cover on air conditioner.
11/20 Put warning cones on fuel covers.

Courtesy car usage 5 miles 52
Fuel meter readings
Jet-A 750424, probe # 2 is out stick reads 65 inches 7605 gallons
Av Gas 172662.2

Staff Summary

12/9/2024
Agenda Item # B.5.

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

REPORT TO: Commissioners

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Administration Report**

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 Tank Probe Repairs
Staff has not received any additional information from Seneca Companies in regards to repair costs or schedule.

FISCAL IMPACT: N/A

RECOMMENDATION: Review the Report and Ask Questions, If Any.

ATTACHMENTS:
None

Staff Summary

12/9/2024
Agenda Item # B.6.

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

REPORT TO: Commissioners

FROM: Tyler Gibbins, Staff Accountant

SUBJECT: **Motion to Approve the Airport Capital Improvement Plan- Final Submittal**

BACKGROUND: As approved by the commission on 11/11/2024, a draft of the ACIP was submitted to the FAA for review and comments. The response from the FAA is below:

> "The proposed CIP looks goof from a planning perspective, and have no additional comments."

Recommendation is to proceed with the submittal of the ACIP to City Council for consideration and finally to the FAA after City Council concurrence.

FISCAL IMPACT: The projects in discussion, if approved, are funded 90% by the FAA and 10% by the Airport Commission through the City of Storm Lake. State projects would be determined at the time of request with an estimated 15% to 25% local match.

RECOMMENDATION: Approve the ACIP for Final Submittal to the City Council and FAA.

ATTACHMENTS:

1. Storm Lake ACIP

IOWADOT

Form 291111 (01-20)

Storm Lake Municipal Airport	SLB
Airport	FAA Identifier

FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) PREAPPLICATION CHECKLIST

Please attach the following documents with your application.

- [x] Sponsor Identification Sheet for the Airport
- [x] 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
- [x] Five-Year CIP
- [x] Long-Range Needs Assessment
- [x] Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- [x] Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- [ ] Verification of completed land acquisition or signed purchase agreement
- [x] 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.
- [x] 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 FAA Airport 5010 should show at least a 20:1 clear approach).
    3) Justification for the project.
- [x] System for Award Management (SAM) registration is up to date (www.sam.gov)

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

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

E-mail: shane.wright@iowadot.us
FAX: 515-233-7983
Phone: 515-239-1048

IOWADOT
Form 291111 (01-20)

AIRPORT SPONSOR IDENTIFICATION SHEET

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

Airport Name: Storm Lake Municipal

Airport ponsor(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): PO Box 1086

City: Storm Lake

State: Iowa

ZIP Code: 50588

Phone: (712) 732-8000

U.S. Congressional District Number: 4

Tax Identification Number: 42-605255

Dun and Bradstreet Number (DUNS): 0509500540000

You **must** have a current System for Award Management (SAM) registration to receive a grant.
Register at:

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.

IOWA DOT
Form 291112 (10-22)

FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM (CIP)

Attach additional sheets if necessary.

Airport Name, LOCID, City, State: Storm Lake Municipal, SLB, Storm Lake, Iowa

Prepared by: Bolton & Menk, Inc.

Sponsor's E-mail: navratil@stormlake.org

Date Prepared: December 16, 2024

Sponsor's Signature:

Sponsor's Phone: (712) 732-8000

Printed Name: Keri Navratil

FY	Detailed Project/Scope Description	Funding Source		Total Estimated Cost
2026	Apron Expansion - Construction	Federal:	$	597,500.00
		BIL:	$	572,500.00
		State:	$	
		Local:	$	130,000.00
		Total:	$	1,300,000.00
2027	PAPIs and REILs (Iowa DOT Funded)	Federal:	$	
		BIL:	$	
		State:	$	320,000.00
		Local:	$	80,000.00
		Total:	$	400,000.00
2028	Fuel Tank Replacement and Relocation of Cabinets (Iowa DOT Funded)	Federal:	$	
		BIL:	$	
		State:	$	450,000.00
		Local:	$	150,000.00
		Total:	$	600,000.00
2028	Fuel Tank Removal (Iowa DNR Funded)	Federal:	$	
		BIL:	$	
		State:	$	15,000.00
		Local:	$	25,000.00
		Total:	$	40,000.00
2029	AWOS Replacement (No Road Surface Improvements; No Power Improvements; RF Communication Only) (Iowa DOT Funded)	Federal:	$	
		BIL:	$	
		State:	$	262,500.00
		Local:	$	87,500.00
		Total:	$	350,000.00

IOWADOT
Form 291113 (10-22)

LONG-RANGE NEEDS ASSESSMENT
YEARS SIX TO 20
Attach additional sheets if necessary.

Airport name Storm Lake Municipal Airport (SLB)

Estimated FY	Description of project	Funding source	Total estimated cost
	Runway 17/35 Parallel Taxiway	Federal $	
		BIL $	
		State $	
		Local $	
		Total $	
	Runway 13/31 Navaids	Federal $	270,000.00
		BIL $	
		State $	
		Local $	30,000.00
		Total $	300,000.00
	Construct Hangar	Federal $	
		BIL $	
		State $	
		Local $	
		Total $	
	Approaches for Runway 13/31	Federal $	270,000.00
		BIL $	
		State $	
		Local $	30,000.00
		Total $	300,000.00
		Federal $	
		BIL $	
		State $	
		Local $	
		Total $	

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 Expansion – Construction		
Local Priority:	1 - Very High	**Fed. Share (AIP):**	$ 597,500.00
FFY Requested:	2026	**Fed. Share (BIL-AIG):**	$ 572,500.00
NEPA Determination:	See Below	**State Share:**	$ 0.00
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.		**Local Share:**	$ 130,000.00
		Total Project Cost:	$ 1,300,000.00

Project Description: This project is the construction phase for the project to expand the existing apron at the Storm Lake Municipal Airport.

Justification: Due to the configuration of the existing apron, the apron is congested. The existing space available for parking aircraft is on the southside of the apron. The fuel system is located near the corner of the apron where the connecting taxiway enters the apron.

When an aircraft is fueling, there is not enough room for aircraft to taxi to the runway or onto the apron. Expansion of the apron will provide the ability to provide multiple access points to the connecting taxiway and allow for safe parking of aircraft, ability to fuel aircraft, and provide access to/from the runways.

ALP Verification: The proposed improvements are shown on the current ALP.

NEPA Categorical Exclusion or Date of Environmental Determination: The proposed improvements are CE per FAA Order 1050.1F paragraphs 5-6.4.e.

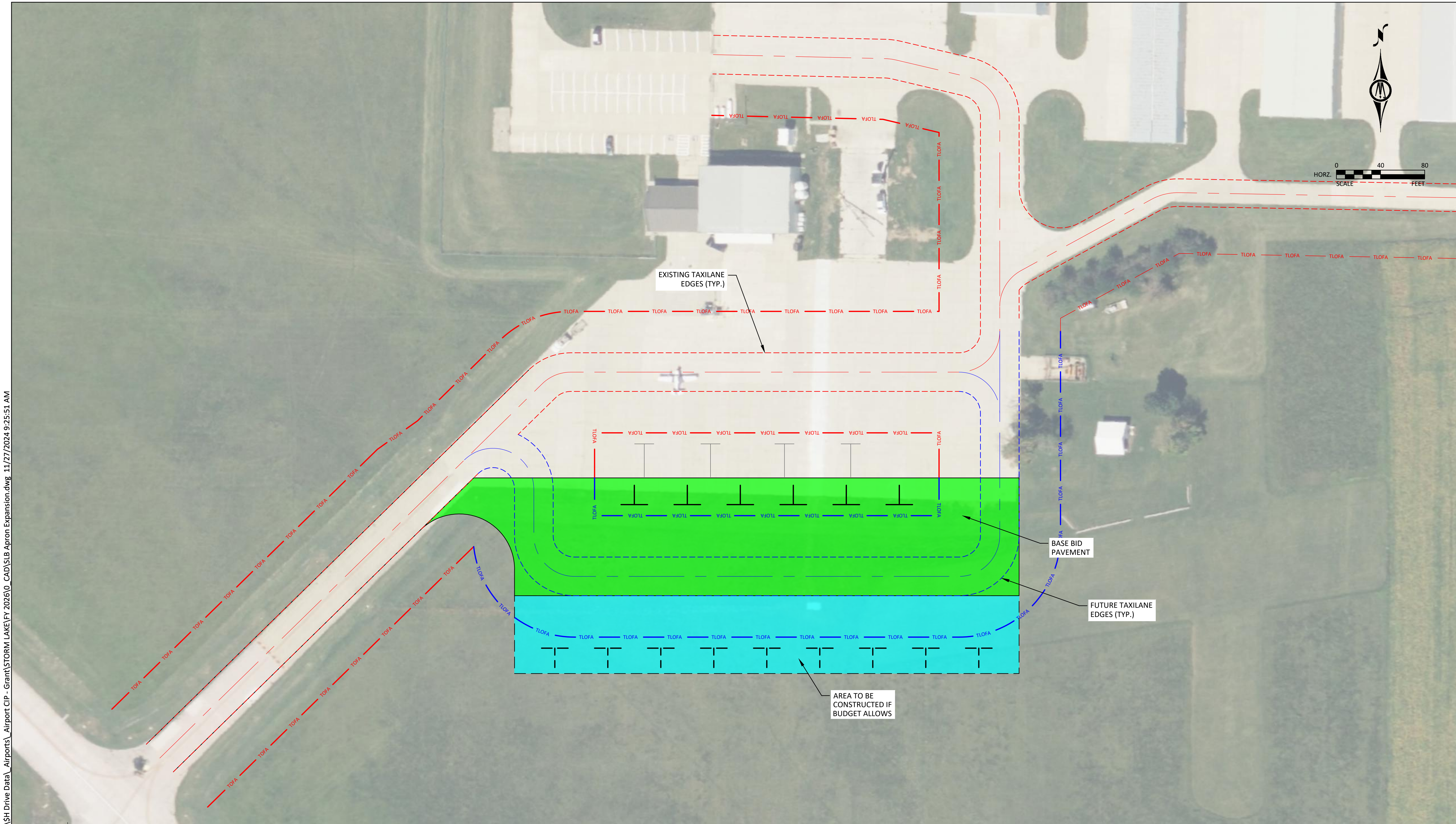
Clear Approaches per FAA AC 150/5300-13 and FAA Order 8260.3: Approaches are clear.

Property Ownership: All land needed for this project is currently owned by the airport as shown in the current exhibit A.

SPONSOR SIGNATURE BLOCK			
Signature:		**Date:**	12/16/2024
Printed Name:	Keri Navratil	**Title:**	City Manager
Phone Number:	(712) 732-8000	**Email:**	navratil@stormlake.org

APRON EXPANSION - CONSTRUCTION

No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL	Federal 90%	State 0%	Local 10%
1	MOBILIZATION	1	LS	$ 98,000.00	$ 98,000.00	$ 88,200.00	$ -	$ 9,800.00
2	TRAFFIC CONTROL	1	LS	$ 5,000.00	$ 5,000.00	$ 4,500.00	$ -	$ 500.00
3	CONSTRUCTION SURVEY	1	LS	$ 7,500.00	$ 7,500.00	$ 6,750.00	$ -	$ 750.00
4	CONTRACTOR'S QUALITY CONTROL PROGRAM	1	LS	$ 5,000.00	$ 5,000.00	$ 4,500.00	$ -	$ 500.00
5	SWPPP PREPARATION AND MANAGEMENT	1	LS	$ 5,000.00	$ 5,000.00	$ 4,500.00	$ -	$ 500.00
6	UNCLASSIFIED EXCAVATION	2,500	CY	$ 8.00	$ 20,000.00	$ 18,000.00	$ -	$ 2,000.00
7	BORROW MATERIAL, OFF SITE	1,500	CY	$ 25.00	$ 37,500.00	$ 33,750.00	$ -	$ 3,750.00
8	REMOVE AND REPLACE UNSUITABLE MATERIAL	250	CY	$ 45.00	$ 11,250.00	$ 10,125.00	$ -	$ 1,125.00
9	TOPSOIL STRIP, SALVAGE AND RESPREAD	3,000	CY	$ 15.00	$ 45,000.00	$ 40,500.00	$ -	$ 4,500.00
10	CEMENT TREATED SUBGRADE, 12"	7,500	SY	$ 6.00	$ 45,000.00	$ 40,500.00	$ -	$ 4,500.00
11	CEMENT, 8%	400	TON	$ 250.00	$ 100,000.00	$ 90,000.00	$ -	$ 10,000.00
12	RECYLCED CONCRETE AGGREGATE SUBBASE, 6"	7,750	SY	$ 20.00	$ 155,000.00	$ 139,500.00	$ -	$ 15,500.00
13	PCC PAVEMENT, 6"	7,250	SY	$ 80.00	$ 580,000.00	$ 522,000.00	$ -	$ 58,000.00
14	PAVEMENT MARKINGS, SOLID YELLOW	875	SF	$ 3.00	$ 2,625.00	$ 2,362.50	$ -	$ 262.50
15	AIRCRAFT TIE-DOWNS	18	EA	$ 750.00	$ 13,500.00	$ 12,150.00	$ -	$ 1,350.00
16	SUBDRAIN, 6"	1,550	LF	$ 35.00	$ 54,250.00	$ 48,825.00	$ -	$ 5,425.00
17	SUBDRAIN CLEANOUTS	4	EA	$ 1,000.00	$ 4,000.00	$ 3,600.00	$ -	$ 400.00
18	CONNECTION TO EXISTING TILE	2	EA	$ 1,500.00	$ 3,000.00	$ 2,700.00	$ -	$ 300.00
19	TAXIWAY EDGE LIGHT, MITL	3	LF	$ 1,750.00	$ 5,250.00	$ 4,725.00	$ -	$ 525.00
20	2" PVC/HDPE CONDUIT, INCLUDING TRENCHING	650	LF	$ 7.00	$ 4,550.00	$ 4,095.00	$ -	$ 455.00
21	2" PVC/HDPE CONDUIT, CONCRETE ENCASED, INCLUDING TRENCHING	150	LF	$ 45.00	$ 6,750.00	$ 6,075.00	$ -	$ 675.00
22	#6 AWG, SOLID, BARE COPPER COUNTERPOISE WIRE, W/ GROUND RODS	800	LF	$ 3.00	$ 2,400.00	$ 2,160.00	$ -	$ 240.00
23	#6 AWG, 600V, TYPE C CABLE, IN CONDUIT	1,600	LF	$ 2.00	$ 3,200.00	$ 2,880.00	$ -	$ 320.00
24	#6 AWG, 600V EQUIPMENT GROUND, TYPE C CABLE, IN CONDUIT	800	LF	$ 2.00	$ 1,600.00	$ 1,440.00	$ -	$ 160.00
25	#8 AWG, 5KV, L-824 TYPE C CABLE, IN CONDUIT	3,200	LF	$ 2.00	$ 6,400.00	$ 5,760.00	$ -	$ 640.00
26	L-867 9 CAN PLAZA	1	EA	$ 20,000.00	$ 20,000.00	$ 18,000.00	$ -	$ 2,000.00
27	ELECTRICAL REMOVALS	1	LS	$ 7,500.00	$ 7,500.00	$ 6,750.00	$ -	$ 750.00
28	MISCELLANEOUS CONSTRUCTION	1	LS	$ 47,725.00	$ 47,725.00	$ 42,952.50	$ -	$ 4,772.50
				Subtotal	$ 1,297,000.00	$ 1,167,300.00	$ -	$ 129,700.00
				ESTIMATED CITY ADMINISTRATION	$ 3,000.00	$ 2,700.00	$ -	$ 300.00
				APRON EXPANSION - CONSTRUCTION	**$ 1,300,000.00**	**$ 1,170,000.00**	**$ -**	**$ 130,000.00**



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Apron Size Calculations for Transient Aircraft

Airport	Storm Lake Municipal Airport	**Existing Apron**	
Location	Storm Lake, Iowa	# square yards →	10561

Calculations are based upon guidance established within Appendix 5 to AC 150/5300-13. User may calculate size of apron based upon total annual ops or user may develop an estimate of annual operations based upon number of based aircraft.

	Based Aircraft	OR	Total Annual Ops
1. Calculate the total annual operations			
Enter number of based aircraft →	36		
Enter number of operations per aircraft [1] →	350		
Total Annual Operations →	12,600		12,600
2. Busiest Month (% of Annual Ops) [2]			
Enter % of Annual Ops that occur in busiest month →	20		
Busiest Month Operations →	2,520		2,520
3. Busiest Day (10%>Avg Day)			
Enter Busiest Month (e.g. August) →	Jun		
Avg Day Busy Month →	84		84
Busiest Day 10% > avg. day →	92		92
4. # Itinerant Aircraft			
Enter % of Itinerant Operations [3] →	60		
# Itinerant Aircraft operations →	55		55
# Itinerant Aircraft Landing Operations →	28		28
Enter % of Itinerant Operations on ground →	50		
# Itinerant AC on ground (assume 50%) →	14		14
5. Apron area			
# square yards per aircraft [4] →	1075		
Apron Area (sq yds) →	14,900		14,900
6. Planned Apron (10%>)			
# square yards →	16,389		16,389

NOTES:

1. Ops/Based Aircraft:
   Small GA-250 Med GA-350 Reliever-450 Busy Reliever-750
2. Amount of activity can be determined from fuel sales or from actual operations counts. For example if month with highest fuel sales accounts for 20% of annual sales, use 20% of annual as busy month. If actual traffic counts available, use those.
3. Assume 50% of operations are itinerant if no records are available.
4. Planning areas shown assume 10' clearance between wingtips. Taxilane @ edge places taxilane on edge of apron.
5. Users requiring assistance or reasonable accommodation may contact the FAA Central Region at 816-329-2600.

Apron Area	w/o Taxilane	w/Taxilane @ edge	w/Taxilane
Group I	360	755	960
Group II	490	1,075	1,385