

**CITY OF STORM LAKE
AIRPORT COMMISSION MEETING
STORM LAKE MUNICIPAL AIRPORT
AIRPORT MEETING ROOM
JANUARY 13, 2025
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. December 2024 Airport Minutes
2. December 2024 Financial Report
3. December 2024 Fuel Report
4. Airport Manager's Monthly Report
5. Administration Report

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

1/13/2025

Agenda Item # B.1.



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

REPORT TO: Commissioners

FROM: Mayra Martinez, City Clerk

SUBJECT: December 2024 Airport Minutes

BACKGROUND:

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:

1. December 2024 Minutes - Airport Commission

**Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, December 9, 2024, 4:00 PM**

Present: Commission Members Bob Ansorge, Nathaniel Kitzrow, Cynthia Turner (via telephone), and Gary Worthan. Absent: Commissioner Jason Dierking

Staff Present: Tyler Gibbins.

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

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

Hear The Public – No comments at this time.

New Business

Commissioner Turner arrived at 4:07 pm (via telephone).

Minutes - Moved by Commissioner Worthan to approve the November 2024 Airport Minutes. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Financial Report - Moved by Commissioner Worthan to approve the November 2024 Financial Report. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Fuel Report – Moved by Commissioner Worthan to approve the November 2024 Fuel Report. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Airport Manager's Monthly Report - Ordered and received 7,500 gallons of jet fuel. John attended a water runoff meeting at City Hall on November 12, 2024. Installed protective cover on the air conditioner. Put warning cones on fuel covers.

Courtesy Car Usage: 5 Miles: 52

Fuel Meter Readings:

Jet A – 750,424 (probe #2 is out stick reads 65 inches 7,605 gallons)

AV Gas – 172,662.2

Administration Report –

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

Mike Marr with the IDOT was able to replace the AWOS system's malfunctioning parts, it is functioning correctly now and BFS has notified all previously inquiring parties.

Runway 17/35 Lighting project has a few lights out. Commission will not substantially complete and release retainage until punch list items are complete.

Airport CIP - Moved by Commissioner Kitzrow to approve the Airport Capital Improvement Plan- Final Submittal. Seconded by Commissioner Worthan. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Adjourn – Moved by Commissioner Worthan to adjourn at 4:25 pm. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Dierking absent. Motion Carried.

Mayra A. Martinez, City Clerk

Staff Summary

1/13/2025

Agenda Item # B.2.



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, City Treasurer

SUBJECT: **December 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 December were \$11,021.25 and the Expenses were \$10,369.92.

We have generated \$19,510.99 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.

FISCAL IMPACT: Total expenses for the month of were \$10,369.92 and total revenue were \$11,021.25.

RECOMMENDATION: Review and Approve the Financial Report

ATTACHMENTS:

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



Storm Lake, IA

Detail vs Budget Report

Account Detail

Date Range: 12/01/2024 - 12/31/2024

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	-12,869.00	-1,815.00	-14,684.00	-23,316.00	-61.36 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount
12/03/2024	CLPKT05411	04.02.12.2024		CLPKT05411					-1,020.00
12/13/2024	CLPKT05441	04.12.12.2024		CLPKT05441					-135.00
12/20/2024	ARPKT00961	Bank Draft Packet: ARPK...		Bank Drafts for Invoice Packet ARPKT0096...					-660.00
001-2080-02-4710		Airport Utilities	0.00	-3,000.00	-525.00	-105.00	-630.00	-2,370.00	-79.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount
12/03/2024	CLPKT05411	04.02.12.2024		CLPKT05411					-105.00
001-2080-02-4750		Airport Gasoline	0.00	-300,000.00	-146,078.87	-9,101.25	-155,180.12	-144,819.88	-48.27 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount
12/03/2024	CLPKT05411	04.02.12.2024		CLPKT05411					-2,447.81
12/04/2024	CLPKT05414	04.03.12.2024		CLPKT05414					-27.55
12/06/2024	CLPKT05421	04.05.12.2024		CLPKT05421					-2,688.46
12/10/2024	CLPKT05431	04.09.12.2024		CLPKT05431					-3,917.28
12/13/2024	CLPKT05448	03.12.12.2024		CLPKT05448					-20.15
Revenue Totals:			0.00	-341,000.00	-159,472.87	-11,021.25	-170,494.12	-170,505.88	-50.00 %
Expense									
001-2080-02-6310		Repairs/Maintenance Bldg	0.00	11,500.00	4,920.67	1,500.44	6,421.11	5,078.89	44.16 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount
12/16/2024	APPKT00946	ULINE- 23779216	5944	Jet Fueling Ladder Replacement	001069 - Jim Bartholomew				1,500.44
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	8,600.00	3,002.11	0.00	3,002.11	5,597.89	65.09 %
001-2080-02-6373		Telecommunications	0.00	1,647.06	432.17	90.93	523.10	1,123.96	68.24 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount
12/16/2024	APPKT00946	12/01/2024	82321	Telecommunications	001070 - Qwest Corporation				90.93

Detail vs Budget Report

Account		Name		Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6408		Insurance		0.00	0.00	10,526.00	0.00	10,526.00	-10,526.00	0.00 %
001-2080-02-6494		Operator Contract		0.00	75,843.57	30,681.05	6,136.21	36,817.26	39,026.31	51.46 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
12/16/2024	APPKT00946	December 2024 Airport ...	5944	December 2024 Airport Contract	001069 - Jim Bartholomew			6,136.21		
001-2080-02-6499		Contractual Services		0.00	17,500.00	5,938.84	2,642.34	8,581.18	8,918.82	50.96 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount		
12/02/2024	APPKT00943	3170452142	82230	Propane	001014 - Amerigas			2,078.21		
12/02/2024	APPKT00943	November 2024	82244	Water Service	001073 - Iowa Lakes Regional Water			64.13		
12/16/2024	APPKT00946	103863	82284	Pest Control Services	001078 - ABC Pest Control, Inc			95.55		
12/16/2024	APPKT00946	12/9/2024 Postage	5960	Postage	001181 - Pitney Bowes Inc			20.70		
12/16/2024	APPKT00946	1659	82310	FY2025 Membership	001534 - Iowa Public Airport Association			200.00		
12/16/2024	APPKT00946	2025 Annual UST Renew...	82306	2025	001286 - Iowa Department of Natural Resour...			130.00		
12/16/2024	APPKT00946	November 2024	5967	Garbage Services	002126 - SGS, LLC			53.75		
001-2080-02-6503		Merchandise for resale		0.00	280,000.00	121,724.50	0.00	121,724.50	158,275.50	56.53 %
001-2080-02-6599		Supplies		0.00	4,000.00	2,409.85	0.00	2,409.85	1,590.15	39.75 %
Expense Totals:				0.00	400,090.63	179,635.19	10,369.92	190,005.11	210,085.52	-52.51 %
001 - General Fund Totals:				0.00	59,090.63	20,162.32	-651.33	19,510.99	39,579.64	-66.98 %
Report Total:				0.00	59,090.63	20,162.32	-651.33	19,510.99	39,579.64	-66.98 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	59,090.63	20,162.32	-651.33	19,510.99	39,579.64	
Report Total:	0.00	59,090.63	20,162.32	-651.33	19,510.99	39,579.64	

City of Storm Lake

Airport Profit/Loss Statement

December 2024

	Budget	Activity	Remaining
Revenue from Operations:			
Hangar Rent	\$ 38,000.00	\$ 14,684.00	\$ 23,316.00
Utility Rent	\$ 3,000.00	\$ 630.00	\$ 2,370.00
Fuel Sales	\$ 300,000.00	\$ 155,180.12	\$ 144,819.88
Misc Airport Rev	\$ -		\$ -
	\$ 341,000.00	\$ 170,494.12	\$ 170,505.88
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	\$ 6,421.11	\$ 5,078.89
Vehicle Repairs	\$ 1,000.00		\$ 1,000.00
Electric Service	\$ 8,600.00	\$ 3,002.11	\$ 5,597.89
Telecommunications	\$ 1,647.06	\$ 523.10	\$ 1,123.96
Operator Contract	\$ 73,634.53	\$ 36,817.26	\$ 36,817.27
Services	\$ 17,500.00	\$ 8,581.18	\$ 8,918.82
Supplies	\$ 4,000.00	\$ 2,409.85	\$ 1,590.15
	\$ 117,881.59	\$ 57,754.61	\$ 60,126.98
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	\$ (8,548.39)	

	** 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: 12/01/2024 - 12/31/2024

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	90,538.00	1,486.00	92,024.00	7,876.00
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity	
301-6900-08-6799	Undesignated Capital	12/16/2024	Construction Engineering	Bolton & Menk, Inc	0351562	1,486.00	
Total Expenses:		99,900.00	99,900.00	90,538.00	1,486.00	92,024.00	7,876.00
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	12,854.64	1,486.00	14,340.64	396,401.04

Summary

Project Summary		Date Range	Beginning			Budget
Project Number	Project Name	Budget	Balance	Total Activity	Ending Balance	Remaining
0T5.128791	Runway 17/35 Lighting Replacement	410,741.68	12,854.64	1,486.00	14,340.64	396,401.04
	Report Total:	410,741.68	12,854.64	1,486.00	14,340.64	396,401.04
Group Summary		Date Range	Beginning			Budget
Group	Total Budget	Budget	Balance	Total Activity	Ending Balance	Remaining
Airport Projects	410,741.68	410,741.68	12,854.64	1,486.00	14,340.64	396,401.04
	Report Total:	410,741.68	12,854.64	1,486.00	14,340.64	396,401.04
Type Summary		Date Range	Beginning			Budget
Group	Total Budget	Budget	Balance	Total Activity	Ending Balance	Remaining
Federal/State Grant	410,741.68	410,741.68	12,854.64	1,486.00	14,340.64	396,401.04
	Report Total:	410,741.68	12,854.64	1,486.00	14,340.64	396,401.04

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

1/13/2025

Agenda Item # B.3.



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, City Treasurer

SUBJECT: December 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 \$17,753.94
- AV Gas = \$453.39 or 2.30% of the total sales (87.19 gallons)
- Jet Fuel = \$17,300.55 or 97.70% of the total sales (3,696.700 Gallons)
- Hangar Renters accounted for \$240.08 of the total sales or 1.35%
- The Fixed Based Operator (FBO) accounted for \$167.32 of fuel sales or 0.94%
- Outside non-based aircraft accounted for \$17,346.54 of the total sales or 97.71%
- 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 87.19 gallons more.

On the Fuel Readings Report note the Jet A Fuel on the Mechanical reading for the month is showing we should have sold 35.00 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 (\$9,101.25) and remove the transaction from November which hit December (\$55.19) and add the transactions from December (\$8,249.79) which will hit the January financial, then finally add the service charges and testing transactions to balance (\$17,753.94).

You can see the service charges are \$458.09 for the month and the amount used for monthly testing was \$0.00.

FISCAL IMPACT: Total Fuel Sales for the month of December were \$17,753.94.

RECOMMENDATION: Review and Approve the Fuel Report.

ATTACHMENTS:

1. Sales Report
2. Fuel Physical Readings
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	\$ 240.08		\$ 240.08
Of which is VT	\$ -		
Bart's Flying Service	\$ 167.32	\$ 167.32	
Credit Cards	\$ 17,346.54	\$ 286.07	\$ 17,060.47
Other Purchases	\$ -		
	\$ 17,753.94	\$ 453.39	\$ 17,300.55
Total FM Sales=	<u>\$ 17,753.94</u>		

	Gallons		
	Sales Breakout	AV Gas	Jet Fuel
Test Card	-		
Hangar Renters	51.300		51.300
Of which is VT	-		
Bart's Flying Service	35.830	35.830	
Credit Cards	3,696.760	51.360	3,645.400
Other Purchases	-		
	3,783.890	87.190	3,696.700
Total FM Sales=	<u>3,783.890</u>		

Price of Fuel:		
Beginning	5.57	4.68
End	5.57	3.76

City of Storm Lake

Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading			
Before Fueling			
After Fueling			
Before Fueling			
After Fueling			
Fuel Added for Month	-		-
Ending Fuel Reading	7,751.000		
Total=	(7,751.000)		-

		<u>Stick Reading</u>	
Beginning Fuel Reading		7,605.000	65
Before Fueling			
After Fueling			
Before Fueling		-	
After Fueling			
Fuel Added for Month	-	-	
Ending Fuel Reading	7,720.000	56 3/8	4,465.00
Total=	(7,720.000)		3,665.700

		<u>Mechanical Reading</u>	
Beginning Fuel Reading	172,662.200		750,424.000
Before Fueling			
After Fueling			
Fuel Added for Month			
Ending Fuel Reading	172,662.200		753,560.000
Total=	-		3,661.700

Next Mo Sales b4 Reading		-525.700
Actual	87.19	3,696.70

City of Storm Lake

Airport Fuel Report

Running Month to Month Difference in Fuel Redings
Calendar Year 2024

AV Gas									
Start Read=								163,461.800	
VeterRoot System				Stick Reading			Mechanical Reading		
		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							Short	-114.120	-87.190
Total Difference=		-76.440		554.06			-114.120		

Jet A												
Start Read=		704,458.000										
VeterRoot System				Stick Reading			Mechanical Reading					
		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				Short	315.04	-31	Short	-14.000	-35.000			
Total Difference=		65.000		315.04			-14.000					

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

[illegible]

Totals=	\$ 17,753.94	\$ 17,753.94	Total Sales		City Billings
	\$ 458.09	Service Charges		\$ -	(Test Card)

Staff Summary

1/13/2025

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, City Treasurer

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
Mangers Report
December, 2024

12/12 Replaced leaking hot & cold water stems in the men's bathroom sink.

Courtesy car usage 3 miles 36

Fuel meter readings

Jet-A 75356, probe # 2 is out stick reads 41 3/4 inches 4465
gallons

Av Gas 172662.2

Staff Summary

1/13/2025

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, City Treasurer

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.

Hangar Development

Negotiations are still taking place with the developer.

Annual Fuel Gallons Report

The annual fuel gallons report was submitted to the State for 2024. 56,499 (9,315 gallons of AV Gas and 47,184 gallons of Jet Fuel) were sold during 2024. As a comparison, 66,653 (6,380 gallons of AV Gas and 60,273 gallons of Jet Fuel) were sold in 2023 and 84,287 (20,952 gallons of AV Gas and 63,335 gallons of Jet Fuel) were sold in 2022.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

None