

**CITY OF STORM LAKE
AIRPORT COMMISSION MEETING
STORM LAKE MUNICIPAL AIRPORT
AIRPORT MEETING ROOM
MARCH 10, 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. February 2025 Airport Minutes
2. February 2025 Financial Report
3. February 2025 Fuel Report
4. Airport Manager's Monthly Report
5. Motion to Adjust Fuel Mark-Up Rate
6. Motion to Approve Hangar Lease Rates
7. 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

3/10/2025

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: February 2025 Airport Minutes

BACKGROUND:

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:

1. 02/10/2025 Airport Minutes

**Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, February 10, 2025, 4:00 PM**

Present: Commission Members Chairperson Robert Ansorge, Commissioners Gary Worthan, Nathaniel Kitzrow, and Cynthia Turner. Absent: Commissioner Jason Dierking.

Staff Present: Tyler Gibbins

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

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

New Business

Minutes - Moved by Commissioner Kitzrow to approve the January 2025 Airport Minutes Seconded by Commissioner Turner. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Financial Report - Moved by Commissioner Worthan to approve the January 2025 Financial Report. Seconded by Commissioner Kitzrow. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Fuel Report - Moved by Commissioner Kitzrow to approve the January 2025 Fuel Report Seconded by Commissioner Worthan. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Airport Manager's Monthly Report –

We called and had the dumpster replaced; picked up trash on the ramp and around the dumpster. Wiese Plumbing replaced the sink in the men's restroom. We shoveled snow off the sidewalks and around the terminal. The City crew replaced the small windsock. Checked runway 6/24 for badger holes. We called FSDO about the badger holes and they had us call the Iowa DNR (Shane Meyer – contact person) to report the badger problem.

Courtesy car usage 3 miles: 154

Fuel meter readings

Jet-A 75,223, probe # 2 is out stick reads 30 1/2 inches 2,924 gallons

Av Gas 17,3265.3

FY2025-2026 Budget-

Discussed the budget and how it is affected due to House File #718 which has restricted the City's General Fund creating many reductions to all departments. The Airport budget falls under the City's General Fund. To help sustain and create a balanced budget the Airport Commission will need to provide operational cuts of \$100,000.00 and/or provide alternative sources of income based on the City Manager's recommendation.

Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, February 10, 2025, 4:00 PM

Commissioner Kitzrow left at 4:56 p.m. and re-joined the meeting via Zoom.

Chairman Bob Ansorge suggested rate increases for hangar rent and fuel prices and asked for recommendations as to the amounts to increase. Commissioner Worthan suggested: \$50 on hangars or do nothing. \$1 more per gallon of fuel on transit traffic (63% is BFS) and leave the \$0.10 for BFS alone.

Commissioners were unable to meet the City Manager's request to cut the operational costs of \$100,000.00.

Administration Report – Staff has not received any additional information from Seneca Companies regarding repair costs or schedule. Staff have contacted an alternative provider and have a meeting scheduled for the week of February 10th to review the project on-site for cost considerations.

Adjourn – Moved by Commissioner Worthan to adjourn at 6:14 pm. Seconded by Commissioner Turner. Vote: All ayes with Commissioner Dierking absent. Motion Carried.

Mayra A. Martinez, City Clerk

Staff Summary

3/10/2025

Agenda Item # B.2.



City of Storm Lake
PO Box 1086
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REPORT TO: Commissioners

FROM: Tyler Gibbins, City Treasurer

SUBJECT: February 2025 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 February were \$21,522.52 and the Expenses were \$8,198.79.

We have generated \$10,105,65 more in revenue than 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 \$8,198.79 and total revenue were \$21,522.52.

RECOMMENDATION: Review and Approve the Financial Report

ATTACHMENTS:

1. Revenue vs Expense Report
2. February 2025 P&L
3. Project Report
4. Hangar Report



Storm Lake, IA

Detail vs Budget Report

Account Detail

Date Range: 02/01/2025 - 02/28/2025

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	-22,709.00	-4,130.00	-26,839.00	-11,161.00	-29.37 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
02/04/2025	CLPKT05585	04.03.02.2025		CLPKT05585				-825.00	
02/11/2025	CLPKT05604	04.10.02.2025		CLPKT05604				-960.00	
02/12/2025	CLPKT05607	04.11.02.2025		CLPKT05607				-1,200.00	
02/13/2025	CLPKT05610	04.12.02.2025		CLPKT05610				-135.00	
02/20/2025	ARPKT00979	Bank Draft Packet: ARPK...		Bank Drafts for Invoice Packet ARPKT0097...				-1,010.00	
001-2080-02-4710		Airport Utilities	0.00	-3,000.00	-735.00	-105.00	-840.00	-2,160.00	-72.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
02/04/2025	CLPKT05585	04.03.02.2025		CLPKT05585				-105.00	
001-2080-02-4750		Airport Gasoline	0.00	-300,000.00	-171,358.62	-17,287.52	-188,646.14	-111,353.86	-37.12 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	
02/04/2025	CLPKT05585	04.03.02.2025		CLPKT05585				-1,770.44	
02/11/2025	CLPKT05604	04.10.02.2025		CLPKT05604				-82.20	
02/12/2025	CLPKT05607	04.11.02.2025		CLPKT05607				-770.44	
02/14/2025	CLPKT05617	04.13.02.2025		CLPKT05617				-2,015.16	
02/18/2025	CLPKT05624	04.17.02.2025		CLPKT05624				-2,198.72	
02/19/2025	CLPKT05628	04.18.02.2025		CLPKT05628				-4,208.75	
02/20/2025	CLPKT05631	04.19.02.2025		CLPKT05631				-2,252.63	
02/25/2025	CLPKT05644	04.24.02.2025		CLPKT05644				-3,989.18	
Revenue Totals:			0.00	-341,000.00	-194,802.62	-21,522.52	-216,325.14	-124,674.86	-36.56 %
Expense									
001-2080-02-6310		Repairs/Maintenance Bldg	0.00	11,500.00	6,445.08	0.00	6,445.08	5,054.92	43.96 %
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	4,285.95	0.00	4,285.95	4,314.05	50.16 %

Detail vs Budget Report

Account		Name		Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Date Range: 02/01/2025 - 02/28/2025		
								Ending Balance	Budget Remaining	% Remaining
001-2080-02-6373		Telecommunications		0.00	1,647.06	523.10	90.97	614.07	1,032.99	62.72 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/17/2025	APPKT00970	February 2025 - Airport	82542	Phone Service	001070 - Qwest Corporation				90.97	
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	42,953.47	6,136.21	49,089.68	26,753.89	35.28 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/17/2025	APPKT00970	February 2025 Airport C...	6146	February 2025 Airport Contract	001069 - Jim Bartholomew				6,136.21	
001-2080-02-6499		Contractual Services		0.00	17,500.00	9,093.26	1,944.62	11,037.88	6,462.12	36.93 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/03/2025	APPKT00963	105806	82469	Pest Control Services	001078 - ABC Pest Control, Inc				95.55	
02/03/2025	APPKT00963	3172864728	82470	Propance Services	001014 - Amerigas				1,741.57	
02/03/2025	APPKT00963	January 2025	6116	Garbage Services	002126 - SGS, LLC				53.75	
02/26/2025	APPKT00976	February 2025	6206	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	2,469.34	26.99	2,496.33	1,503.67	37.59 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor		Project Account		Amount	
02/17/2025	APPKT00970	January 2025	82545	Supplies	001216 - Storm Lake Ace Hardware				26.99	
Expense Totals:				0.00	400,090.63	198,020.70	8,198.79	206,219.49	193,871.14	-48.46 %
001 - General Fund Totals:				0.00	59,090.63	3,218.08	-13,323.73	-10,105.65	69,196.28	-117.10 %
Report Total:				0.00	59,090.63	3,218.08	-13,323.73	-10,105.65	69,196.28	-117.10 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	59,090.63	3,218.08	-13,323.73	-10,105.65	69,196.28	
Report Total:	0.00	59,090.63	3,218.08	-13,323.73	-10,105.65	69,196.28	

City of Storm Lake

Airport Profit/Loss Statement

February 2025

	Budget	Activity	Remaining
Revenue from Operations:			
Hangar Rent	\$ 38,000.00	\$ 26,839.00	\$ 11,161.00
Utility Rent	\$ 3,000.00	\$ 840.00	\$ 2,160.00
Fuel Sales	\$ 300,000.00	\$ 188,646.14	\$ 111,353.86
Misc Airport Rev	\$ -		\$ -
	\$ 341,000.00	\$ 216,325.14	\$ 124,674.86
Revenue from Non-Operations:			\$ -
Ag Land Rent	\$ 61,000.00	\$ 36,511.95	\$ 24,488.05
Tsfr for Capital		\$ 1,780.53	\$ (1,780.53)
	\$ 61,000.00	\$ 38,292.48	\$ 22,707.52
Expenses from Operations:			\$ -
Building Maint/Repairs	\$ 11,500.00	\$ 6,445.08	\$ 5,054.92
Vehicle Repairs	\$ 1,000.00		\$ 1,000.00
Electric Service	\$ 8,600.00	\$ 4,285.95	\$ 4,314.05
Telecommunications	\$ 1,647.06	\$ 614.07	\$ 1,032.99
Operator Contract	\$ 73,634.53	\$ 49,089.68	\$ 24,544.85
Services	\$ 17,500.00	\$ 11,037.88	\$ 6,462.12
Supplies	\$ 4,000.00	\$ 2,496.33	\$ 1,503.67
	\$ 117,881.59	\$ 73,968.99	\$ 43,912.60
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)**		\$ 11,258.75	\$ (11,258.75)
	\$ 280,000.00	\$ 145,289.78	\$ 134,710.22
Net Profit/(Loss)	\$ 4,118.41	\$ 35,358.85	

**	Snow Removal	Lawn Care
Labor	\$ 1,190.00	\$ 6,015.00
Equipment	\$ 2,550.00	\$ 1,503.75



Storm Lake, IA

Project Activity vs Budget Report

By Project Number

Date Range: 02/01/2025 - 02/28/2025

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	-336,150.00	0.00	-336,150.00	336,150.00
	Total Revenues:	0.00	0.00	-336,150.00	0.00	-336,150.00	336,150.00
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	289,132.15	289,132.15	277,925.04	0.00	277,925.04	11,207.11
	Total Expenses:	289,132.15	289,132.15	277,925.04	0.00	277,925.04	11,207.11
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	92,024.00	4,135.50	96,159.50	3,740.50
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity	
301-6900-08-6799	Undesignated Capital	02/17/2025	Construction Services	Bolton & Menk, Inc	0355889	4,135.50	
	Total Expenses:	99,900.00	99,900.00	92,024.00	4,135.50	96,159.50	3,740.50
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:	403,870.58	403,870.58	7,587.06	4,135.50	11,722.56	392,148.02

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	403,870.58	7,587.06	4,135.50	11,722.56	392,148.02
	Report Total:	403,870.58	7,587.06	4,135.50	11,722.56	392,148.02
Group Summary		Date Range	Beginning			Budget
Group	Total Budget	Budget	Balance	Total Activity	Ending Balance	Remaining
Airport Projects	403,870.58	403,870.58	7,587.06	4,135.50	11,722.56	392,148.02
	Report Total:	403,870.58	7,587.06	4,135.50	11,722.56	392,148.02
Type Summary		Date Range	Beginning			Budget
Group	Total Budget	Budget	Balance	Total Activity	Ending Balance	Remaining
Federal/State Grant	403,870.58	403,870.58	7,587.06	4,135.50	11,722.56	392,148.02
	Report Total:	403,870.58	7,587.06	4,135.50	11,722.56	392,148.02

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

3/10/2025

Agenda Item # B.3.



City of Storm Lake
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REPORT TO: Commissioners

FROM: Tyler Gibbins, City Treasurer

SUBJECT: February 2025 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 \$18,775.89
- AV Gas = \$699.11 or 2.71% of the total sales (134.180 gallons)
- Jet Fuel = \$18,076.78 or 97.29% of the total sales (4,826.100 Gallons)
- Hangar Renters accounted for \$384.57 of the total sales or 2.05%
- The Fixed Based Operator (FBO) accounted for \$250.45 of fuel sales or 1.33%
- Outside non-based aircraft accounted for \$18,140.87 of the total sales or 96.62%
- 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 0.020 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 63.100 gallons more.

There were no Veeder Root or stick readings for the the month. Staff is still waiting for costs 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 (\$17,287.52) and remove the transaction from January which hit February (\$1,693.36) and add the transactions from February (\$2,673.02) which will hit the March financial, then finally add the service charges and testing transactions to balance (\$18,775.89).

You can see the service charges are \$508.71 for the month and the amount used for monthly testing was \$0.00.

FISCAL IMPACT: Total Fuel Sales for the month of February were \$18,775.89.

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	\$ 384.57		\$ 384.57
Of which is VT	\$ -		
Bart's Flying Service	\$ 250.45	\$ 250.45	
Credit Cards	\$ 18,140.87	\$ 448.66	\$ 17,692.21
Other Purchases	\$ -		
	\$ 18,775.89	\$ 699.11	\$ 18,076.78
Total FM Sales=	<u>\$ 18,775.89</u>		

	Gallons		
	Sales Breakout	AV Gas	Jet Fuel
Test Card	-		
Hangar Renters	103.100		103.100
Of which is VT	-		
Bart's Flying Service	53.630	53.630	
Credit Cards	4,803.550	80.550	4,723.000
Other Purchases	-		
	4,960.280	134.180	4,826.100
Total FM Sales=	<u>4,960.280</u>		

Price of Fuel:		
Beginning	5.57	3.76
End	5.57	3.73

City of Storm Lake

Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	7,227.000		
Before Fueling			
After Fueling			
Before Fueling			
After Fueling			
Fuel Added for Month	-		-
Ending Fuel Reading	7,093.000		
Total=	134.000		-

	<u>Stick Reading</u>		
Beginning Fuel Reading	7,177.000	53	2,924.000 30 1/2
Before Fueling			978 14
After Fueling			8464 72 1/2
Before Fueling			7,486.000
After Fueling			
Fuel Added for Month	-		7,486.000
Ending Fuel Reading	7,014.000	52	5,690.00 50 1/2
Total=	163.000		4,720.000

	<u>Mechanical Reading</u>	
Beginning Fuel Reading	173,265.300	755,223.000
Before Fueling		
After Fueling		
Fuel Added for Month		
Ending Fuel Reading	173,399.500	759,986.000
Total=	134.200	4,763.000

Next Mo Sales b4 Reading

Actual	134.18	4,826.10
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City of Storm Lake

Airport Fuel Report

Running Month to Month Difference in Fuel Redings
Calendar Year 2025

AV Gas									
Start Read=						172,662.200			
		VeterRoot System		Stick Reading		Mechanical Reading			
		Overall	This Mo.	Overall	This Mo.	Overall	This Mo.	Overall	This Mo.
January	Long	7.310	7.310	Long	26.31	26.31	Long	86.400	86.400
February	Short	7.130	-0.180	Long	54.93	28.62	Short	86.380	-0.020
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		7.130		54.93		86.380			

Jet A									
Start Read=						753,560.000			
		VeterRoot System		Stick Reading		Mechanical Reading			
		Overall	This Mo.	Overall	This Mo.	Overall	This Mo.	Overall	This Mo.
January				Short	-85.500	-85.5	Long	36.500	36.500
February				Short	-191.600	-106.1	Short	-26.600	-63.100
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total Difference=		0.000		-191.6		-26.600			

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=	\$ 18,775.89	\$ 18,775.89	Total Sales		City Billings
	\$ 508.71	Service Charges		\$ -	(Test Card)

Staff Summary

3/10/2025

Agenda Item # B.4.



City of Storm Lake
PO Box 1086
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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
February, 2025

2/03 DNR came out to look at badger problem on runway
06/24.

2/06 Set traps on runway 06/24 for badgers.

2/11 cleaned snow around terminal building.

2/12 Ordered a tanker of jet fuel.

2/14 DNR set off traps due to cold weather, will reset when
it warms up.

2/15 cleaned snow around terminal.

2/16 “ “ “ “

2/17 Received 7501 gallons of jet fuel.

Courtesy car usage 5 miles 36

Fuel meter readings

Jet-A 75986 probe # 2 is out stick reads 50.5 inches 5690
gallons.

Av Gas 173399.5

Staff Summary

3/10/2025

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: Motion to Adjust Fuel Mark-Up Rate

BACKGROUND: As discussed during the February budget meeting and presented to the City Council, the commission proposed an increase to the existing fuel markup price.

Currently, the commission has a mark-up of \$1.00 per gallon over costs for both AV gas and Jet Fuel. Once a load of fuel is purchased and notification provided by BFS, the rate is determined and set for the entirety of the load. The Commission currently offers a \$0.90 discount to Bart's Flying Service per the Manager's Contract and a \$0.10 discount to all hangar tenants who comply with their Hangar Lease Agreement and provide information to staff.

With the use of technology, the Commission can review surrounding airport fuel prices and review the current \$1.00 and determine an increase in the rate.

FISCAL IMPACT: If the commission were to increase the mark-up another \$1.00 per gallon, based on 2024 fuel sales, 52% of the 57,000 gallons sold were sold without a discount. This would generate an additional \$29,640 in operating revenue for the airport operations.

The fiscal impact will be directly related to the direction of the Commission.

RECOMMENDATION: Review and approve the Motion to set fuel prices.

ATTACHMENTS:

None

Staff Summary

3/10/2025

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, City Treasurer

SUBJECT: Motion to Approve Hangar Lease Rates

BACKGROUND: As discussed during the February budget meeting and presented to the City Council, the commission proposed an increase to hangar rates.

During the February Commission meeting, the Commission recommended a \$50.00 across the board rate increase on hangars as rates have not been adjusted since 2014. The proposed rates would appear as follows:

Airport Hangar Rent (Monthly Fees)		Current Rate	Proposed Rate
Hangar A		\$75.00	\$125.00
	12 Month Lease	\$65.00	\$115.00
	Discount Rate		
Hangar B		\$75.00	\$125.00
	12 Month Lease	\$65.00	\$115.00
	Discount Rate		
Hangar C		\$400.00	\$450.00
Hangar D		\$92.00	\$142.00
	12 Month Lease	\$80.00	\$130.00
	Discount Rate		
Hangar E		\$110.00	\$160.00
	12 Month Lease	\$95.00	\$145.00
	Discount Rate		
Hangar F		\$156.00	\$206.00
	12 Month Lease	\$135.00	\$185.00
	Discount Rate		

FBO Stall	\$173.00	\$223.00
12 Month Lease	\$150.00	\$200.00
Discount Rate		
Daily Inside Storage/Night	\$30.00	

Since these are collected via the City's Fee Resolution, following the commission action, the proposed changes will be presented to City Council for implementation.

FISCAL IMPACT: There are 26 available hangars at the Airport, \$50.00 per month per hangar will generate \$15,600 in additional revenue if all hangars are full under a hangar lease agreement.

RECOMMENDATION: Motion to approve hangar lease rates.

ATTACHMENTS:

None

Staff Summary

3/10/2025

Agenda Item # B.7.



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

Due to weather, staff did meet with an alternative provider to scope this project on February 19th. Midwest Petroleum continues to work on an estimate for the repairs.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

None