

**CITY OF STORM LAKE
AIRPORT COMMISSION MEETING
STORM LAKE MUNICIPAL AIRPORT
AIRPORT MEETING ROOM
JUNE 9, 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. May 2025 Airport Minutes
2. May 2025 Financial Report
3. May 2025 Fuel Report
4. Airport Manager's Monthly Report
5. Airport Manager's Contract for FY2026
6. 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

6/9/2025
Agenda Item # B.1.



REPORT TO: Commissioners

FROM: Mayra Martinez, City Clerk

SUBJECT: **May 2025 Airport Minutes**

BACKGROUND:

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:

- 1. 05/12/2025 Airport Minutes

**Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, May 12, 2025, 4:00 PM**

Present: Commission Chairperson Robert Ansoerge, Commission Members Nathaniel Kitzrow, Jason Dierking, Cynthia Turner and Gary Worthan. Absent: None.

Staff Present: Tyler Gibbins.

Public Attendance: John Bartholomew and Garrett Jacobs- Bolton & Menk.

Chairman Bob Ansoerge called the meeting to order at pm.

New Business

Minutes - Moved by Commissioner Worthan to approve the April 2025 Airport Minutes. Seconded by Commissioner Turner. Vote: All ayes. Motion carried.

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

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

Airport Manager's Monthly Report – April 7th, Rented a stall in hangar A. April 9th Ellison Fire Extinguisher inspected all the extinguishers. Posted the new insurance for the RC club. Repaired the drive chain on hangar A. April 18th, Issued NOTAM power outage no service available. Picked up runway marker cones that blew away from Joyces Greenhouse. April 19th, cancelled NOTAM as power was restored. Ordered and received 7,500 gallons of jet fuel. Checked the runway for badger activity and called Shane, the trapper, about badger holes. Repaired wind damage to the door latch on hangar E 4.

Courtesy car usage 5 times miles: 41

Fuel meter readings:

Jet-A 765,248, probe # 2 is out stick reads 69 inches 8,079 gallons

Av Gas 174,744.8

Master Mechanic and Master Pilot award was applied for and acknowledged by the FAA. FAA will be on-site on June 6th to give the award to Jim Bartholomew.

Two temporary planes from Cherokee are no longer based at SLB.

Consideration of Airport Manager's Contract for FY2026 – Commission will consider any necessary changes to the FBO and Manager contract, based on an annual evaluation, at the June 2025 meeting.

Administration Report – No findings for alternative repairs for the Fuel Tank Probes have been identified.

A Work Order with Bolton & Menk for the design phase of the Apron project has been approved by the City Council. The ACIP and BIL grant applications have been submitted to the FAA for approval.

Public arrival- 4:09 pm.

Papi's have been repaired by Voltmer, a bill will be sent for the repairs. Commissioner Dierking inquired, "Who is responsible for removing NOTAM for the Papi lights being down?" - John should be able to call in and get those removed according to Garrett Jacobs with Bolton & Menk. FAA will verify during a flight check.

City Council members and Airport Commissioners met at 4:30 pm and toured the Airport facility with John Bartholomew and Garrett Jacobs from Bolton and Menk guiding the tour.

Commissioner Kitzrow left the meeting at 4:45 pm.

Adjourn – Moved by Commissioner Worthan to adjourn at 5:16 pm. Seconded by Commissioner Dierking. Vote: All ayes with Commissioner Kitzrow absent. Motion carried.

Mayra A. Martinez, City Clerk

Staff Summary

6/9/2025

Agenda Item # B.2.



City of Storm Lake
PO Box 1086
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REPORT TO: Commissioners

FROM: Tyler Gibbins, Finance Director

SUBJECT: **May 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 May were \$8,358.25 and the Expenses were \$27,053.86, of which \$19,927.11 were COGS.

We have generated \$18,695.61 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 3 hangar spaces available in Hangar A, 2 in hangar B, and 1 in hangar D.

FISCAL IMPACT: Total expenses for the month were \$27,053.86 and total

revenue were \$8,358.25.

RECOMMENDATION: Review and Approve the Financial Report

ATTACHMENTS:

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



Storm Lake, IA

Detail vs Budget Report

Account Detail

Date Range: 05/01/2025 - 05/31/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund								
Revenue								
<u>001-2080-02-4310</u>								
	Airport Hangar Rent	0.00	-38,000.00	-30,997.00	-4,515.00	-35,512.00	-2,488.00	-6.55 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/02/2025	CLPKT05834	04.01.05.2025		CLPKT05834			-825.00	
05/07/2025	CLPKT05843	04.06.05.2025		CLPKT05843			-130.00	
05/12/2025	CLPKT05853	04.09.05.2025		CLPKT05853			-135.00	
05/16/2025	CLPKT05866	03.15.05.2015		CLPKT05866			-1,140.00	
05/19/2025	CLPKT05874	04.16.05.2025		CLPKT05874			-1,275.00	
05/20/2025	ARPKT01015	Bank Draft Packet: ARPK...		Bank Drafts for Invoice Packet ARPKT0101...			-1,010.00	
<u>001-2080-02-4710</u>								
	Airport Utilities	0.00	-3,000.00	-1,050.00	-105.00	-1,155.00	-1,845.00	-61.50 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/02/2025	CLPKT05834	04.01.05.2025		CLPKT05834			-105.00	
<u>001-2080-02-4750</u>								
	Airport Gasoline	0.00	-300,000.00	-216,972.48	-3,738.25	-220,710.73	-79,289.27	-26.43 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/02/2025	CLPKT05834	04.01.05.2025		CLPKT05834			-371.69	
05/06/2025	CLPKT05840	04.05.05.2025		CLPKT05840			-439.02	
05/07/2025	CLPKT05843	04.06.05.2025		CLPKT05843			-437.43	
05/08/2025	CLPKT05846	03.07.05.2025		CLPKT05846			-403.30	
05/09/2025	CLPKT05847	04.08.05.2025		CLPKT05847			-53.93	
05/13/2025	CLPKT05856	04.12.05.2025		CLPKT05856			-463.99	
05/15/2025	CLPKT05862	03.14.05.2025		CLPKT05862			-625.44	
05/16/2025	CLPKT05866	03.15.05.2015		CLPKT05866			-55.46	
05/20/2025	CLPKT05877	04.19.05.2025		CLPKT05877			-97.29	
05/21/2025	CLPKT05880	04.20.05.2025		CLPKT05880			-152.08	
05/23/2025	CLPKT05884	04.22.05.2025		CLPKT05884			-336.37	
05/28/2025	CLPKT05896	04.27.05.2025		CLPKT05896			-83.03	
05/30/2025	CLPKT05901	04.29.05.2025		CLPKT05901			-219.22	
Revenue Totals:		0.00	-341,000.00	-249,019.48	-8,358.25	-257,377.73	-83,622.27	-24.52 %

Detail vs Budget Report

Date Range: 05/01/2025 - 05/31/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Expense								
001-2080-02-6310	Repairs/Maintenance Bldg	0.00	11,500.00	7,445.60	48.15	7,493.75	4,006.25	34.84 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/19/2025	APPKT00994	8158	6424	Airport Shop - Latch	001390 - Mark Stanley		48.15	
001-2080-02-6332	Vehicle Repair	0.00	1,000.00	178.78	0.00	178.78	821.22	82.12 %
001-2080-02-6371	Electric Service	0.00	8,600.00	6,278.31	509.53	6,787.84	1,812.16	21.07 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/19/2025	APPKT00994	April / May 2025	6426	Electric Services	001074 - MidAmerican Energy Company		509.53	
001-2080-02-6373	Telecommunications	0.00	1,647.06	800.04	98.00	898.04	749.02	45.48 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/13/2025	APPKT00994	May 2025 - Airport	82883	Phone Service	001070 - Qwest Corporation		98.00	
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	61,362.10	6,136.21	67,498.31	8,345.26	11.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/19/2025	APPKT00994	May 2025 Airport Contr...	6414	May 2025 Airport Contract	001069 - Jim Bartholomew		6,136.21	
001-2080-02-6499	Contractual Services	0.00	17,500.00	18,788.37	334.86	19,123.23	-1,623.23	-9.28 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/05/2025	APPKT00990	109119	82790	Pest Control Services	001078 - ABC Pest Control, Inc		95.55	
05/05/2025	APPKT00990	1799	6361	Annual Inspections / Testing	002043 - Essential Ellison LLC		176.56	
05/05/2025	APPKT00990	April 2025	6385	Garbage Services	002126 - SGS, LLC		53.75	
05/05/2025	APPKT00990	FY2025 Meter Licenses	82813	FY2025 Meter Licenses	001576 - Iowa Department of Agriculture		9.00	
001-2080-02-6503	Merchandise for resale	0.00	280,000.00	142,607.45	19,927.11	162,534.56	117,465.44	41.95 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
05/05/2025	APPKT00990	4369578	6359	Jet Fuel	001030 - Eastern Aviation Fuels, Inc		19,927.11	
001-2080-02-6599	Supplies	0.00	4,000.00	2,617.06	0.00	2,617.06	1,382.94	34.57 %
Expense Totals:		0.00	400,090.63	250,603.71	27,053.86	277,657.57	122,433.06	-30.60 %
001 - General Fund Totals:		0.00	59,090.63	1,584.23	18,695.61	20,279.84	38,810.79	-65.68 %
Report Total:		0.00	59,090.63	1,584.23	18,695.61	20,279.84	38,810.79	-65.68 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	59,090.63	1,584.23	18,695.61	20,279.84	38,810.79	
Report Total:	0.00	59,090.63	1,584.23	18,695.61	20,279.84	38,810.79	

City of Storm Lake

Airport Profit/Loss Statement

May 2025

	Budget	Activity	Remaining
Revenue from Operations:			
Hangar Rent	\$ 38,000.00	\$ 35,512.00	\$ 2,488.00
Utility Rent	\$ 3,000.00	\$ 1,155.00	\$ 1,845.00
Fuel Sales	\$ 300,000.00	\$ 220,710.73	\$ 79,289.27
Misc Airport Rev	\$ -		\$ -
	\$ 341,000.00	\$ 257,377.73	\$ 83,622.27
Revenue from Non-Operations:			
			\$ -
Ag Land Rent	\$ 61,000.00	\$ 47,758.20	\$ 13,241.80
Tsfr for Capital		\$ 1,780.53	\$ (1,780.53)
	\$ 61,000.00	\$ 49,538.73	\$ 11,461.27
Expenses from Operations:			
			\$ -
Building Maint/Repairs	\$ 11,500.00	\$ 7,493.75	\$ 4,006.25
Vehicle Repairs	\$ 1,000.00	\$ 178.78	\$ 821.22
Electric Service	\$ 8,600.00	\$ 6,787.84	\$ 1,812.16
Telecommunications	\$ 1,647.06	\$ 898.04	\$ 749.02
Operator Contract	\$ 73,634.53	\$ 67,498.31	\$ 6,136.22
Services	\$ 17,500.00	\$ 19,123.23	\$ (1,623.23)
Supplies	\$ 4,000.00	\$ 2,617.06	\$ 1,382.94
	\$ 117,881.59	\$ 104,597.01	\$ 13,284.58
Expenses Non-Operating:			
			\$ -
COGS	\$ 280,000.00	\$ 162,534.56	\$ 117,465.44
Capital Improvements		\$ 1,780.53	\$ (1,780.53)
Insurance		\$ 10,526.00	\$ (10,526.00)
Grounds Maint (Rec)**		\$ 19,088.75	\$ (19,088.75)
	\$ 280,000.00	\$ 193,929.84	\$ 86,070.16
Net Profit/(Loss)	\$ 4,118.41	\$ 8,389.61	

**	Snow Removal	Lawn Care
Labor	\$ 3,132.50	\$ 7,395.00
Equipment	\$ 6,712.50	\$ 1,848.75



Storm Lake, IA

Project Activity vs Budget Report

By Project Number

Date Range: 05/01/2025 - 05/31/2025

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	289,132.15	0.00	289,132.15	0.00
	Total Expenses:		289,132.15	289,132.15	289,132.15	0.00	289,132.15	0.00
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	99,409.00	0.00	99,409.00	491.00
	Total Expenses:		99,900.00	99,900.00	99,409.00	0.00	99,409.00	491.00
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:		403,870.58	403,870.58	26,179.17	0.00	26,179.17	377,691.41
Project Number	Project Name	Group	Type	Status				
24X.136745	Apron Expansion Improvements	Airport Projects	Construction	Active				
Revenues								
Account Key	Account Name		Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100026-04	Apron Expansion- FAA Funds		-271,604.00	-271,604.00	0.00	0.00	0.00	-271,604.00
	Total Revenues:		-271,604.00	-271,604.00	0.00	0.00	0.00	-271,604.00

Project Activity vs Budget Report

Date Range: 05/01/2025 - 05/31/2025

Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100026-05	Apron Expansion- Local Match	-14,296.00	-14,296.00	0.00	-27,000.00	-27,000.00	12,704.00
GL Account Number	GL Account Name	Post Date	Description	Vendor Name	Item Number	Activity	
301-9100-10-4830	Transfers In	05/19/2025	(Inter) From 121 to 301 for Airport Apron Rehab Pr			-27,000.00	
Total Revenues:		-14,296.00	-14,296.00	0.00	-27,000.00	-27,000.00	12,704.00
Expenses	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100026-02	Apron Expansion- Eng	265,000.00	265,000.00	0.00	0.00	0.00	265,000.00
Total Expenses:		265,000.00	265,000.00	0.00	0.00	0.00	265,000.00
Account Key	Account Name	Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
30100026-12	Apron Expansion- Env Study	20,900.00	20,900.00	20,900.00	0.00	20,900.00	0.00
Total Expenses:		20,900.00	20,900.00	20,900.00	0.00	20,900.00	0.00
24X.136745 Total:		0.00	0.00	20,900.00	-27,000.00	-6,100.00	6,100.00

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	403,870.58	403,870.58	26,179.17	0.00	26,179.17	377,691.41
24X.136745	Apron Expansion Improvements	0.00	0.00	20,900.00	-27,000.00	-6,100.00	6,100.00
Report Total:		403,870.58	403,870.58	47,079.17	-27,000.00	20,079.17	383,791.41

		Group Summary					
Group		Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Airport Projects		403,870.58	403,870.58	47,079.17	-27,000.00	20,079.17	383,791.41
Report Total:		403,870.58	403,870.58	47,079.17	-27,000.00	20,079.17	383,791.41

		Type Summary					
Group		Total Budget	Date Range Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining
Construction		0.00	0.00	20,900.00	-27,000.00	-6,100.00	6,100.00
Federal/State Grant		403,870.58	403,870.58	26,179.17	0.00	26,179.17	377,691.41
Report Total:		403,870.58	403,870.58	47,079.17	-27,000.00	20,079.17	383,791.41

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	5
E	95.00	6	6
F	135.00	5	5
F	150.00	1	1
		<u>26</u>	<u>20</u> TOTAL

Staff Summary

6/9/2025
Agenda Item # B.3.



REPORT TO: Commissioners

FROM: Tyler Gibbins, Finance Director

SUBJECT: **May 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 \$4,318.46
- AV Gas = \$3,271.08 or 68.62% of the total sales (614.100 gallons)
- Jet Fuel = \$1,047.38 or 31.38% of the total sales (280.800 Gallons)
- Hangar Renters accounted for \$656.32 of the total sales or 15.20%
- The Fixed Based Operator (FBO) accounted for \$775.50 of fuel sales or 17.96%
- Outside non-based aircraft accounted for \$2,886.64 of the total sales or 66.84%
- 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 sold 17.000 gallons more.

On the Fuel Readings Report note the Jet A Fuel on the Mechanical reading for the month is showing we sold 0.200 gallons more.

There were no Veeder Root or stick readings for the the month. Staff is still identifying the options available to the Commission.

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 (\$3,738.25) and remove the transaction from April which hit May (\$371.69) and add the transactions from May (\$865.08) which will hit the June financial, then finally add the service charges and testing transactions to balance (\$4,318.46).

You can see the service charges are \$86.82 for the month and the amount used for monthly testing was \$0.00.

FISCAL IMPACT: Total Fuel Sales for the month of May were \$4,318.46.

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	\$ 656.32	\$ 247.14	\$ 409.18
Of which is VT	\$ -		
Bart's Flying Service	\$ 775.50	\$ 775.50	
Credit Cards	\$ 2,886.64	\$ 2,248.44	\$ 638.20
Other Purchases	\$ -		
	\$ 4,318.46	\$ 3,271.08	\$ 1,047.38
Total FM Sales=	\$ 4,318.46		

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	-		
Hangar Renters	154.070	44.370	109.700
Of which is VT	-		
Bart's Flying Service	166.060	166.060	
Credit Cards	574.770	403.670	171.100
Other Purchases	-		
	894.900	614.100	280.800
Total FM Sales=	894.900		

Price of Fuel:

Beginning	5.57	3.73
End	5.57	3.65

City of Storm Lake Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading	5,761.000		
Before Fueling			
After Fueling			
Before Fueling			
After Fueling			
Fuel Added for Month	-		-
Ending Fuel Reading	5,150.000		
Total=	611.000		-

	<u>Stick Reading</u>			
Beginning Fuel Reading	5,712.000	44 1/8	8,079.000	69
Before Fueling				
After Fueling				
Before Fueling			-	
After Fueling				
Fuel Added for Month	-		-	
Ending Fuel Reading	5,110.000	40 1/2	7,757.00	66 1/4
Total=	602.000		322.000	

	<u>Mechanical Reading</u>	
Beginning Fuel Reading	174,744.800	765,248.000
Before Fueling		
After Fueling		
Fuel Added for Month		
Ending Fuel Reading	175,375.900	765,529.000
Total=	631.100	281.000

Next Mo Sales b4 Reading

Actual	614.10	280.80
---------------	---------------	---------------

City of Storm Lake

Airport Fuel Report

Running Month to Month Difference in Fuel Redings
Calendar Year 2025

		<u>AV Gas</u>						172,662.200	
Start Read=		VeterRoot System		Stick Reading		Mechanical Reading			
		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	Short	-1.370	-8.500	Short	14.43	-40.5	Short	84.400	-1.980
April	Short	-9.620	-8.250	Short	8.18	-6.25	Short	82.930	-1.470
May	Short	-12.720	-3.100	Short	-3.92	-12.1	Long	99.930	17.000
June									
July									
August									
September									
October									
November									
December									
Total Difference=		-12.720			-3.92			99.930	

		<u>Jet A</u>						753,560.000	
Start Read=		VeterRoot System		Stick Reading		Mechanical Reading			
		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				Short	-265.200	-73.6	Long	39.800	66.400
April				Long	-243.500	21.7	Long	41.500	1.700
May				Long	-202.5	41	Long	41.700	0.200
June									
July									
August									
September									
October									
November									
December									
Total Difference=		0.000			-202.5			41.700	

Note: The Long/Short Amount is the difference from our readings to what the Fuel Master System reads.

Staff Summary

6/9/2025
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, Finance Director

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 June, 2025

5/02 FAA team was here to do our annual safety inspection.

5/06 Replaced rack drive chain on hangar A, also repaired door cable on hangar A.

Picked up a bag of cement at Bomgaars.

5/08 Sprayed cracks for weeds on ramp.

5/09 CKP Katsegren vacated hangar D6.

5/10 CKP Comanche vacated hangar B.

5/12 Filled hole in front of terminal with concrete.

Gave plane rides to soil conservation poster contest winners.

5/13 Greased the racks and doors in both hangars A&B.

5/21 Aired the tires on both hangars A&B.

5/22 Sprayed weeds around all the hangars and fence lines.

5/23 Spayed weeds around terminal.

5/29 Sprayed weeds in cracks on the ramp.

Courtesy car usage 5 miles 119

Fuel meter readings

Jet-A 765529 probe # 2 is out stick reads 66 1/4 inches 7767 gallons.

Avgas 175375.9

Staff Summary



6/9/2025
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, Finance Director

SUBJECT: **Airport Manager's Contract for FY2026**

BACKGROUND: In accordance with the manager's agreement, the Commission shall evaluate the Manager's performance under the agreement and the quality of work over the course of the year. During the annual review, the Commission shall consider proposed changes to the duties of the Manager. This evaluation shall also be the basis for determining the amount, if any, of increase to the Manager's annual compensation.

As set by City Council and the Airport Manager's Contract, the commission may provide an increase not to exceed 2.5% (total of \$75,475.39) for FY2026.

Copies of the Manager's Agreement and FBO Contract are attached for the Commission's review.

FISCAL IMPACT: During the FY2026 budget workshops with City Council, due to limitations factors of the general fund's budget, the Commission was asked to increase revenues, or reduce expenses to the amount of \$100,000. Increased rates for hangar rent and fuel markup in be in effect beginning July 1st.

The fiscal impact, if any, will be determined by the commission and come from the FY2026 approved budget.

RECOMMENDATION: Provide the annual airport Manager's evaluation and direct staff of any changes necessary to the contract.

ATTACHMENTS:
1. Airport Manager's Agreement

2. Airport FBO Contract
3. Airport FY2026 Budget Report

STORM LAKE MUNICIPAL AIRPORT MANAGER'S AGREEMENT

This agreement ("Agreement") is made between the City of Storm Lake, Iowa, ("City") acting through the Storm Lake Airport Commission, ("Commission") and Bart's Flying Service, Inc. ("Manager").

Recitals

City owns and, through the Commission, operates the Storm Lake Municipal Airport (the "Airport"). Commission wishes to engage Manager to manage the Airport on the terms and conditions of this Agreement. Manager desires to serve as Manager of the Airport under the terms and conditions of this Agreement.

Terms of Agreement

In consideration of the mutual covenants, promises, and agreements herein contained, Commission and Manager agree as follows:

Section 1. Appointment of Manager. Commission hereby hires Manager as the manager of the Airport, effective July 1, 2019. The Manager shall supervise all activities at the Airport, ensure the proper and safe operation of the Airport, provide for the Airport's maintenance, maintain records as may be required by the Commission, City, and other governmental agencies, work to secure compliance with all pertinent laws and regulations by Airport users, and carry out such other duties as are specified in this Agreement or as may be assigned to the Manager from time to time by the Commission. This Agreement shall terminate automatically if and at such time as James F. Bartholomew no longer is the principal shareholder of Manager or the principal employee of Manager responsible for the operation of the Airport. Manager is an independent contractor and shall be responsible for ensuring that the goals of the Commission and the City are achieved in the most cost-efficient manner possible. The Manager shall act at the direction of the Commission and be subject to supervision by the Commission. Because of the Manager's position, the Manager serves as a representative of the City and the general community. Therefore, Commission reserves the right, upon notice to Manager, to either terminate this agreement immediately or suspend the Manager without pay immediately if an employee or agent of Manager engages in conduct that would bring disrepute to City or Commission, or is charged with, pleads guilty to, or is convicted of a criminal offense, other than a simple misdemeanor not involving dishonesty, theft, fraud, or assaultive behavior. A termination under this section does not require the ninety-day notice required in Section 2 below.

Section 2. Term. The initial term of this Agreement shall be one year, from July 1, 2019 to June 30, 2020. This Agreement shall automatically renew for additional one-year terms, ending on the 30th day of June of each successive year. However, either Commission or Manager may terminate this Agreement, without cause, by giving written notice of termination to the other party. Any such termination shall become effective 90 days from the date on which such notice is given. Written notice of termination by Manager shall either be hand-delivered to Commission's chairperson or mailed by United States Postal Service certified mail, return receipt requested, to the address of Commission shown below. Written notice of termination by Commission shall either be hand-delivered to Manager's

President or Secretary or mailed by United States Postal Service certified mail, return receipt requested, to the address of Manager shown below. Hand-delivered notice shall be deemed given on the date of delivery. Mailed notice shall be deemed given two days after mailing.

Section 3. Compensation.

A. Commission shall pay Manager for the services and duties set forth in this Agreement an annual fee for each fiscal year of the Commission, one-twelfth of which annual fee shall be paid monthly, in advance, on the first day of each calendar month. For the fiscal year ending June 30, 2025 ~~2020~~, the Manager's annual fee shall be ~~\$65,423.32~~. The annual fee shall be for, but not limited to, Manager providing the following services: \$73,634.53

1. The fueling of Aircraft;
2. Monitoring the Veeder-Root Leak Detection System for both AV gas and jet fuel fueling tanks;
3. Manually measuring the level of fuel in the tanks ("sticking" the tank) on the final operating day of the calendar month, the final operating day being determined by reference to Section 8 of this agreement;
4. Providing the City Liaison of City with a report of readings from Veeder-Root System and the fuel levels in the fuel tanks for each month by the second business day of the succeeding calendar month;
5. Procuring, at City's Expense, and maintaining a license issued by the State of Iowa to manager and/or operate the fuel tank system and for the sale of fuel.
6. Maintaining a completed daily, weekly, monthly, quarterly, and annual inspections of the fueling system as required by City and/or any succeeding requirements of a Fuel Supplier Contract.

B. In April of each year, the Commission shall evaluate the Manager's performance under this Agreement and the quality of Manager's work. At such time, the Commission shall also consider proposed changes to the duties of the Manager. The evaluation shall be the basis for determining the amount, if any, of the increase in Manager's annual compensation, subject to the City of Storm Lake's budget authority. In no case shall the annual percentage increase in the Manager's compensation exceed the percentage increase set by the City of Storm Lake's City Manager and City Council for a full time employee with a favorable review.

C. Manager shall not otherwise profit from the use of City's or Commission's property without the express written consent or agreement of the Commission and the City.

Section 4. Hangar Rental Management. Manager shall manage the hangar rental process at the Airport, including, but not limited to, the administration of leasing hangar space, evicting persons failing to comply with lease agreements, working to ensure that individuals, entities, and businesses who rent hangars at the airport comply with the regulations set forth in their hangar lease agreements and in the Airport Policy Manual now in effect and as hereafter revised. Manager shall not provide hangar storage to any individual, entity, or firm who has not completed a hangar lease agreement and paid for the hangar lease per the Airport's Policy. Manager shall provide Commission and City with a copy of each

hangar lease agreement within five business days of renting the hangar which is the subject to the lease agreement. City shall bill for, and collect, the monthly hangar rent and shall notify Manager when a tenant is two months in arrears and shall notify Manager, at least monthly thereafter, of the amount of rent in arrearage until either the tenant has paid or has been evicted.

Section 5. Office Space. Commission shall provide Manager with office space within the terminal building at the Airport, for Manager's use.

Section 6. Insurance.

A. Manager, at its own expense, shall procure and maintain commercial general liability insurance issued by a responsible company authorized to do business in Iowa, upon which both the Storm Lake Airport Commission and the City of Storm Lake are endorsed as additional insureds, with minimum limits of liability per policy year as follows: \$2,000,000.00 per occurrence/\$2,000,000.00 general aggregate limit. Manager shall furnish Commission with a certificate of such insurance.

B. The City, at its expense, shall purchase and maintain Airport Hangar Keeper's insurance, Premises Liability insurance, and Products/Complete Operations Liability Insurance for fuel sales, protecting its own interests. The City, in its sole discretion, shall determine the amount of coverage with respect to each such policy. Manger, at its own expense and in its sole discretion, may, but it not required to, procure Airport Hangar Keeper's, insurance, Premises Liability insurance, and Products/Completed Operations Liability Insurance for fuel sales, protecting its own interests. Neither party is required to endorse the other party as an additional insured on its own policies.

Section 7. Fueling Operations/Services.

A. Manager shall manage the Airport's fueling operation and shall have the responsibility to:

- (1) order fuel at the best economical pricing for the Commission and City and promptly inform the Commission and City of all orders;
- (2) provide regular maintenance to, and inspection of, the Fuel Operation System;
- (3) monitor the fuel tanks for leaks and report any leaks or loss of fuel to the Commission and City within twenty-four hours of Manager's discovery of the leak or loss;
- (4) post the current price of fuel both inside the terminal building at the Airport and at such other place at the Airport as may be provided by the Commission and City;
- (5) participate in end-of-fiscal year inventorying (annually on June 30) if, and to the extent requested by, the Storm Lake Finance Department;
- (6) provide, at City's expense, for an annual inspection of the fuel pumps and fuel tanks by a licensed inspector and provide a copy of the inspection report to the Commission and City.
- (7) procure, at City's expense, and maintain a license issued by the State of Iowa to manage and/or operate the fuel tank system and for the sale of fuel.
- (8) provide to the City any information requested by the City for the purpose of any annual or special audit.

B. Manager shall provide fueling services to pilots who request it. All fuel will be paid for by Credit Cards, and all payments so made shall be credited directly to City. Manager shall not request, demand, or solicit additional payments, such as tips, to be made to Manager, its employees, or agents, by or from the pilots or any third parties for providing the fuel services, but may accept such additional payments if unsolicited by Manager or by any person or entity on Manger's behalf.

Section 8. Hours of Operation. Manager shall be solely responsible for ensuring that the airport is open and operational during the following hours:

Friday

A. From 8:00 a.m. to 5:00 p.m., Monday through ~~Saturday~~ of each week during the period from May 1 through September 30 of each calendar year; and

Friday

B. From 9:00 a.m. to 5:00 p.m., Monday through ~~Saturday~~ of each week during the period from October 1 of one calendar year to April 30 of the next calendar year.

The Airport shall be closed on Sundays and, notwithstanding the provisions of Subsections A and B of this Section 8, on the following observed holidays each year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the first Friday after Thanksgiving Day, Christmas Eve Day, and Christmas Day. During hours in which the Airport is open, the terminal building of the Airport shall be open and available to the aviation and general public and staffed by Manager. Notwithstanding the provisions of Subsections A and B of this Section 8,

Manager shall have the discretion to close the airport (except its lobby) for weather-related reasons or due to a government-declared emergency impacting airport operations. If Manager closes the Airport, except its lobby, for reasons of adverse weather or a government-declared emergency, Manager shall immediately give notice of the closing and the reason for it to the City's liaison to the Commission as well as to the Commission's chairperson. Notice may be given by an in-person or telephonic conversation or by voicemail or e-mail. Generally, closings of the Airport because of adverse weather conditions should only occur when such conditions are below instrument flight minimums and forecasted by flight service to remain below such minimums for the entire day in the area of the City of Storm Lake, Iowa. If the Airport is closed due to inclement weather, Manager shall check the weather conditions every two hours during the hours the Airport is otherwise required to be open on the day of the closure. If the weather conditions have improved sufficiently when there are three or more hours remaining in the day that the Airport is otherwise required to be open and operational, Manager shall re-open the Airport.

In general, the Airport grounds always should be open and accessible to the flying public for take-offs, landings, and refueling (except when the fuel system is down for maintenance or under repair). In general, the Airport terminal building lobby always shall be accessible to pilots and shall have a telephone that is available to use to call for assistance. The Manager shall post in the lobby and on-call telephone number which pilots may contact the Manager or Manager's designee.

Section 9. Utilities. City, at its expense, shall provide to the Airport the following utilities: gas or propane service for heat; electricity; water service; sanitary sewer service; and telephone service, telephones, and telephone and voicemail systems within the terminal building for use solely in the Airport operations. Manager may purchase additional telephone lines for the sole benefit of Manager by contracting with the City for each such line. Each additional telephone line shall be provided by the Vendor who provides City's telephone service. The City shall bill the Manager monthly for the cost of such additional service and Manager shall reimburse the City for the entire cost of the additional telephone lines, including all setup and accessory fees.

Section 10. Manager's Report. Manager shall provide Commission and City with a monthly Manager's Report on or before the first Friday of each calendar month. Attached as Exhibit A is a copy of the Manager's Report form on which Manager shall report the information required in this Section 10. The Report shall include the following for the preceding calendar month:

A. A "pilot activity" report which shall include the number of take-offs and landings at the Airport during normal business hours and the number of take-offs and landings at the Airport that occur outside of normal business hours that are known to the Manager through fuel logs, radio logs, or other means.

B. An "airport maintenance" report which shall identify any Airport maintenance issues arising or discovered during the reporting period and any action taken to address the issues. Critical maintenance problems shall be reported immediately to the Commission chairperson and the City as well as in the monthly Management Report.

C. A report on the number of students currently enrolled in flight training at the Airport and their training status. In the monthly report for the December reporting period, the report shall also include the number of students who took flight training during the calendar year ending on the 31st day of that December reporting period and their training status.

D. A report on the status of critical Airport systems including the Automated Weather Observing System ("AWOS"), runway and security lights, radios, and navigational aids.

E. A "courtesy car" usage report including the number of uses of the vehicle, the number of miles driven, and any maintenance work performed on the vehicle.

F. A report of the marketing efforts undertaken or completed by the Manager.

G. A report of overnight rentals.

H. A report on the number and nature of NOTAMs issued.

J. The weekly Airport Grounds Inspection logs for weeks and partial weeks within the reporting period that have not been included and will not be included in another monthly Manager's Report.

Section 11. Airport Maintenance. Manager is responsible for cleaning and maintaining the Airport facilities, including but not limited to, the terminal building and restrooms. The terminal building shall be kept in a clean and presentable condition at all times. Cleaning shall include, but not be limited to, shampooing carpets, as directed by the Commission, at City's expense, vacuuming floors weekly and otherwise as needed, cleaning restrooms as needed, dusting, mopping floors, washing the inside and outside of windows, collecting and removing refuse, and keeping areas free of clutter and debris. The Manager shall perform minor repairs to Airport property. If the cost of the repair does not exceed \$500.00, the Manager may complete the repair without prior authorization of the Commission. Repairs proposed by the Manager exceeding \$500.00 in cost shall be submitted to the Commission for review. The cost of cleaning and maintenance supplies shall be borne by Commission and City. Manager shall supply the general maintenance labor and shall not be reimbursed for the cost of such labor. Manager shall also provide minor maintenance to the Airport grounds, including the location and removal of Foreign Objects of Debris ("FOD") from all runways, aprons, and taxi ways. Manager shall inspect these areas daily for FOD. Manager shall report outages of the AWOS unit immediately to the Iowa Department of Transportation, Commission, and City. Manager shall be responsible for replacing runway light globes as necessary. The cost of the runway light globes shall be borne by City. Manager shall not be reimbursed for the cost of labor involved in replacing such globes. Manager shall not be responsible for the electrical wiring for runway lights.

Section 12. Insurance and Indemnification for Personal Property. Manager shall be solely responsible for providing its own personal property insurance for any personal property that Manager keeps on Airport premises. The only personal property that Manager may keep on any part of the Airport premises not under lease to Manager shall be limited to that property which advances the efficient and effective operation of the Airport. Manager shall protect, indemnify, and save harmless the Commission and City from and against any and all loss, cost, damages, and expenses occasioned by or arising out of damage caused by third parties to Manager's personal property kept at the Airport or to personal property kept at the Airport by Manager's employees, agents, and staff. Manager waives any claim against Commission and City arising from all loss, cost, damages, and expenses occasioned by or arising out of damage caused by Commission or City to Manager's personal property or the personal property of Manager's employees, agents, and staff, if such personal property is not permitted to be kept at the Airport by the terms of this Agreement.

Section 13. Indemnification for Third Party Losses Caused by Manager. Manager shall protect, indemnify, and save harmless Commission and City from, for, and against a) liability to third parties (including both judgments and settlements for such liability) arising or alleged to arise from personal injury or property damage caused by Manager's negligence, gross negligence, or willful misconduct while Manager is acting as Manager of the Airport or while Manager is on the Airport premises, and b) losses and expenses, including but not limited to attorney fees and legal defense expenses, incurred by Commission and City in defending against claims and suits brought or asserted by third parties for such liability.

Section 14. Waiver of Claims Against Commission and City for Acts By Third Parties and Indemnification for Certain Claims by Employees. Manager acknowledges that there are certain risks inherent in working with fuel and working near and in the vicinity of aircraft. Manager assumes all such risks. Manager waives any claim against Commission and City arising from losses it sustains caused by third persons while Manager is on the Airport premises or while Manager is acting in its capacity as Manager. Manager shall protect, indemnify, and save harmless Commission and City from, for, and against any claim by an employee or agent of Manager resulting from a loss or losses caused by third persons while the employee or agent is acting on behalf of Manager in the course of Manager's duties under this Agreement or while the employee or agent is on Airport premises.

Section 15. Accident Reporting. Manager shall report any accident or emergency occurring at the Airport, in the airspace above or in the vicinity of the Airport to City and Commission within two hours of the accident or emergency. Manager shall follow all emergency protocols for the Airport as outlined in the Airport's emergency protocol policy, including but not limited to, notification of appropriate emergency personnel, e.g. police, firefighters, and paramedics, immediately after becoming aware of an accident or emergency. Manager shall notify the FAA of all accidents and incidents at the Airport.

Section 16. NOTAMS. Manager shall issue and rescind NOTAMS as required.

Section 17. Monitoring Agricultural Activity. Manager shall monitor agricultural activities around the Airport to ensure that crops are not planted within the clear zones of runways and the AWOS System.

Section 18. Storm Water Pollution Prevention. Manager shall be the City's and Commission's representative at the Airport for all storm water and illicit discharge monitoring. Manager, therefore, shall be knowledgeable about and abide by the City's and the Airport's Storm Water Permit issued through the Iowa Department of Natural Resources and shall ensure that all Manager's full-time employees and staff who will be left in charge of the Airport shall have annual training with respect to storm water pollution and clean up.

Section 19. Other Duties of Manager. Manager shall:

A. Operate the Airport in a safe manner and follow all generally-accepted safety procedures including, but not limited to, any OSHA and FAA guidelines and regulations.

B. Promote the Airport in a positive manner at all times.

C. Promote the safe operation of aircraft at all times.

D. Enforce all regulations and statements of policy developed and implemented by Commission, City, and the FAA.

E. Report any violations of the Airport Policy immediately to the City and to the Commission Chairperson.

F. Coordinate with the Commission, City, and emergency personnel staff of City and Buena Vista County, Iowa and Buena Vista Regional Medical Center regarding the formulation and administration of civil defense and disaster planning and operation.

G. Secure the Airport by keeping all entrances and exits locked when the Airport is not staffed and by ensuring that only authorized vehicles are allowed beyond the Airport parking lot.

H. Submit to City invoices for goods and services provided to Airport which are to be paid by City.

I. Remove snow and ice from the doorways of the terminal building and shall apply salt to such areas and to sidewalks as needed to prevent slips and falls.

Section 20. Duties of Snow Removal and Mowing.

- A. Commission, through City, shall mow the grass on the Airport grounds.
- B. Commission, through City, shall remove snow from the Airport grounds in accordance with the Snow and Ice Removal Policy set for by City except the areas where Manager is to remove snow, as provided in Section 19 (I) above.

Section 21. Possession and Control of Airport. Nothing in this Agreement is intended to relinquish the Commission's possession and control of the Airport.

Section 22. No Assignment. This Agreement shall not be assigned by either party. Section 23. Binding Effect. The Agreements herein contained shall extend to and be binding upon the successors of the parties.

CITY OF STORM LAKE, IOWA,
Acting through the
STORM LAKE AIRPORT COMMISSION

Date: 6/11/19

By: Robert Ansorge
Robert Ansorge, Chairman of the Commission

BART'S FLYING SERVICE, INC.

Date: 6/11/2019

By: James F. Bartholomew
James F. Bartholomew, President

STORM LAKE MUNICIPAL AIRPORT FIXED-BASE OPERATOR LEASE

This lease agreement is made between the City of Storm Lake, Iowa, acting through the Storm Lake Airport Commission, (“Lessor”) and Bart’s Flying Service, Inc. (“Lessee”).

Recitals

Lessor owns and operates the Storm Lake Municipal Airport (the “Airport”) and is willing to lease to Lessee certain premises located on the Airport grounds for aviation purposes on the terms and conditions set forth below. Lessee is a Fixed-Base Operator (“FBO”) under this lease.

Terms of Agreement

In consideration of the rents, covenants, and agreements herein contained, Lessor and Lessee agree as follows:

1. Premises. Lessor leases to Lessee and lessee leases from Lessor three buildings situated on the Airport grounds, designated as the Maintenance Shop, Hangar F-5 and Hangar E-1 as shown on attached Exhibit A. The Maintenance Shop is a maintenance hangar adjacent to the terminal building. Lessee shall use no other Airport building unless Lessor and Lessee enter into a lease with respect to such other building. Lessee, as needed, may rent from Lessor other hangars when available and under the same terms and conditions available to the general public.

2. Term. The initial term of this lease shall be one year, from July 1, 2019, to June, 30, 2020. This lease shall automatically renew for additional one-year terms, ending on the 30th day of June of each successive year. However, either party may terminate this lease by giving written notice of termination to the other party. Any such termination shall become effective 90 days from the date on which such notice is given. Written notice of termination by Lessee shall either be hand-delivered to Lessor’s chairperson or mailed by United States Postal Service certified mail, return receipt requested, to the address of Lessor shown below. Written notice of termination by Lessor shall either be hand-delivered to Lessee’s President or Secretary or mailed by United States Postal Service certified mail, return receipt requested, to the address of Lessee shown below. Hand-delivered notice shall be deemed given on the date of delivery. Mailed notice shall be deemed given two days after mailing. Lessee shall be entitled to possession on the first day of the term of this lease and shall yield possession to Landlord upon termination. Lessee will give peaceful possession of the leased premises upon termination in as good a condition as the leased premises were in as of the first day of the initial term of the lease, less any ordinary wear and tear.

3. Rent. Lessee shall pay to Lessor \$500.00 per month, in advance, as rent for the Maintenance Shop, \$95 per month, in advance, as rent for hangar E-1, and \$135, per month, in advance, as rent for hangar F-5.

4. Utilities. Lessee shall pay \$60.00 per month for the cost of electricity used in the Maintenance Shop and the two Hangars leased by Lessee; and Lessor shall pay for the remainder of such cost each month. Lessee shall pay for the first \$20.00 per month for water service at the airport. Lessor shall pay for the cost of water each month exceeding \$20.00, but not exceeding the cost of 7,000 gallons of water used in the month, less \$20.00. Lessee shall pay for the cost of water used in any month in excess of 7,000 gallons; provided that Lessee shall not be required to pay for such excess to the extent the excess is due to a water break not caused by Lessee's negligence or Lessee's failure to perform a contractual obligation assumed by Lessee under this Lease or under the Storm Lake Municipal Airport Manager's Agreement. If Lessee desires telephone service in the Maintenance Shop, Lessor shall provide such service through the telephone system installed in the Terminal building and provide for a voice mail box for the Lessee. The Cost of such phone service, including all taxes and surcharges, shall be paid by the Lessee. Lessee shall pay for the cost of all propane used to heat the Maintenance Shop.

March 2023- Include \$25 monthly fee for telecommunication services.

5. Goods and Services to be Provided by Lessee to Public. Lessee, as FBO, shall provide the following aeronautical services to the general flying public:

a. The provision of oil, batteries, preheat and other common expendable goods, excluding jet fuels, aviation gasoline, or other aviation fuels. Lessee shall purchase and sell all goods to be provided by Lessee, as FBO, without assistance from Lessor, and shall be responsible for maintaining an inventory of such goods.

b. Repair and maintenance of general aviation aircraft. Lessee shall employ an FAA licensed aircraft mechanic full time to provide repair and maintenance service to the aviation public at the Airport.

c. Flight lessons. Lessee shall provide and actively promote a flight training school, giving ground and flight instruction for new students and the updating of current flight certificates.

d. Aircraft annual inspections and servicing.

Lessor shall not determine rates for the above-listed goods or services provided by Lessee to the aviation public. Such rates shall be determined by Lessee. Lessee shall be entitled to the receipts from the provision of such goods and services.

6. Agricultural Spraying Permitted. Lessor permits, but does not require, Lessee to operate an agricultural spraying operation out of the premises leased under this Agreement and from the Airport grounds on the following conditions:

a. Lessee shall be licensed within the State of Iowa for chemical application from an aircraft effect.

b. Lessee shall abide by all rules, regulations, and policies of Lessor now or hereafter in

c. Lessee shall provide and maintain spill protection equipment and clean-up kits as needed.

d. Lessee shall be financially responsible for all spills that occur as a part of its Agricultural Spraying operation, and shall indemnify and hold harmless Lessor from and against any liability arising from such spills, including attorney fees and costs of defense.

7. Hours of Operation. Lessee, as FBO, shall keep regular set hours of operation, including but not limited to nine (9) hours per day for two hundred fifty (250) days or more per calendar year.

8. Aviation Promotion. Lessee, as FBO, shall actively promote aviation to the general public, including, but not limited to, making presentations on aviation to community members when requested, providing tours of the Airport when requested, encouraging aviation through the advertisement of flight lessons, and recruiting flight students.

9. Emergency Contact Number. Lessee, as FBO, shall provide a contact telephone number or pager by which Lessee may be contacted at all times for emergency service. Lessee may charge special rates for this service in Lessee's discretion.

10. Furnishing of Copies of Licenses. Lessee shall provide Lessor and the City of Storm Lake, Iowa a copy of all licenses secured and maintained by Lessee and its employees that are required or necessitated by the terms and conditions of this Agreement.

11. Aircraft Rental. Lessee shall make available at least one aircraft for rental by licensed pilots. The terms of the rental and requirements for renting the aircraft shall be reasonable but otherwise shall be solely determined by the Lessee, subject to a written policy developed by Lessee that sets forth the terms and conditions applicable to aircraft rental. Lessee shall provide Lessor with the initial policy and all updates of such policy at least fifteen days before implementation of the policy or amendments thereto.

12. Aircraft Sales. Lessee, in its discretion, may provide for the sale of new or used aircraft, with Lessee being solely responsible for the costs of maintaining aircraft inventory. All income generated by such sales shall be the property of Lessee.

13. Entry Right Reserved. Lessor reserves the right to enter the leased premises at any reasonable time for the purpose of making any inspection it deems necessary.

14. Lessee's Signs. Lessee shall not place or erect signs or advertising materials upon the leased premises without the prior written consent of Lessor, which consent shall not be unreasonably withheld. However, the contents, size, and placement of such signs must comply with the rules, regulations, and requirements of the Iowa Department of Transportation and the Federal Aviation Administration.

15. No Exclusive Rights. Nothing contained herein shall be construed to grant or authorize the granting of an exclusive right prohibited by Section 308 of the Federal Aviation Act of 1958 as amended, and Lessor reserves the right to grant to others the privilege and right of conducting any one or all of the aeronautical privileges contained herein, or any other activity of an aeronautical nature.

16. Lessor's Rules and Regulations. Lessor may adopt and enforce reasonable rules and regulations and construct or place fences, gates, or other barriers and place regulatory signs in the administration of the Airport. Lessee and its employees, agents, and servants will faithfully observe and comply with all rules and regulations promulgated by Lessor, the United States of America and any department or agency thereof, and the State of Iowa and any department or agency thereof, and shall not circumvent, avoid, or ignore such rules, regulatory signs or other safety and security rules or procedures.

17. Assignment Without Consent Prohibited. Lessee may not assign or transfer this lease agreement or any interest therein or sublet the leased premises or any part thereof without the prior written consent of Lessor. Any assignment, transfer, or subletting by Lessee without prior written consent of Lessor shall be void and shall constitute cause for Lessor, at its election, to cancel and terminate this Agreement.

18. Neat Condition Maintained; Storage of Non-Aviation Items Prohibited. Lessee shall maintain the leased premises in a neat and orderly fashion so as not to attract vermin and other wildlife. Storage of non-aviation related equipment, supplies, chemicals, and other items shall not be allowed upon the leased premises.

19. Monthly Chemicals Report. Lessee shall provide Lessor, including both the Storm Lake Airport Commission and the City of Storm Lake, and the Storm Lake Public Safety Department, with a monthly report specifying the chemicals on hand during the month. Such report shall identify each chemical by name, the quantity of each chemical, and the Airport building location where the chemical is stored. The monthly report shall include a copy of the MDS Sheet for the chemical.

20. Pollution Prevention. Lessee shall be subject to the Airport's Storm Water Pollution Prevention Plan, and shall familiarize its officers, employees, and agents with the provisions of such Plan.

21. Indemnification. Except as to any negligence of the Lessor, Lessee shall protect, indemnify, and save harmless the Lessor from and against any and all loss, cost, damages, and expenses occasioned by or arising out of any incident or other occurrence in, upon or about the leased premises or due directly or indirectly to the tenancy, use or occupancy thereof by the Lessee.

22. Liability Insurance. Lessee, at its own expense, shall procure and maintain commercial general liability insurance issued by a responsible company authorized to do business in Iowa, upon which both the Storm Lake Airport Commission and the City of Storm Lake are endorsed as additional insureds, with minimum limits of liability per policy year as follows: \$2,000,000.00 per occurrence/\$2,000,000.00 general aggregate limit. Lessee shall furnish Lessor with a certificate of such insurance.

23. Taxes. All real estate taxes and special assessments levied against the leased premises during the term of this lease shall be paid by Lessor. All personal property taxes levied against the property of Lessee shall be paid by Lessee.

24. Property Insurance.

a. Lessor and Lessee will each keep its respective property interests in the premises and personal property on the premises, reasonably insured against hazards and casualties; that is, fire and those items usually covered by extended coverage. Such insurance shall be made payable to the parties as their interests may appear, except that the Lessee's share of such insurance proceeds are hereby assigned and made payable to the Lessor to secure rent or other obligations then due and owing the Lessor by the Lessee.

b. Lessee will not do or permit the doing of any act which would vitiate any insurance, or increase the insurance rates in force upon the real estate improvement on the leased premises or upon any personal property of Lessee upon which the Lessor, by law or by the terms of this Agreement, has or shall have a lien.

c. Subrogation rights are not to be waived.

d. Lessee shall comply with the recommendations of the Iowa Insurance Service Bureau and to be liable for and to promptly pay, as if current rental, any increase in insurance rates on the leased premises due to increased risks or hazards resulting from Lessee's use of such premises other than as herein agreed.

25. Fire and Casualty; Partial Destruction of Premises. In the event of a partial destruction or damage to any of the facilities leased under this agreement, which prevents the conduct of normal business operations in that facility, and the damage is reasonably repairable within ninety (90) days after its occurrence, this Lease shall not terminate, but the rent for the damaged facilities shall be reduced during the time of any such business interference to reflect

the reduced value of the damaged facility. In the event of partial destruction or damage, the Lessor shall cause the facility to be repaired within ninety (90) days of the occurrence unless prevented from doing so by circumstances beyond its control. When the damage has been repaired, the Lease of the facility will continue pursuant to this agreement.

26. Total Destruction of Business Use. In the event of a destruction or damage of a facility leased under this agreement, such that the Lessee is not able to conduct its business in the facility and the damages cannot be repaired within ninety (90) days, the Lease of that facility may be terminated at the option of either the Lessor or the Lessee. Notices of such termination shall be given in writing within twenty (20) days, after damage occurs. Lessee shall surrender possession within thirty (30) days after such notice issues and each party shall be released from all future obligations under the Lease, as to the damage facility only. The Lessee shall pay rental pro rata only to the date of such damage or destruction for that facility.

27. Defaults. Upon default in payment of rent or upon any other default by Lessee in accordance with the terms and provisions of this Lease, this Lease may, at the option of the Lessor, be cancelled and forfeited, provided however, before any such cancellation or forfeiture except as provided in the following paragraph, the Lessor shall give the Lessee a written notice specifying the default and stating that this Lease will be cancelled and forfeited ten (10) days after the giving of such notice, unless such default is remedied within such period.

In the event Lessee is adjudicated a bankrupt or in the event of a Judicial sale or other transfer of the Lessee's leasehold interests, by reason of any bankruptcy or insolvency proceedings, or by other operation of Law, the Lessor may, in its option, immediately terminate this Lease and re-enter the premises upon giving ten (10) days written notice, all to the extent permitted by applicable Law.

The Lessor's waiver of any default by Lessee shall not constitute a waiver of any subsequent or other default.

28. Mechanics Liens. Neither the Lessee nor anyone claiming by, through, or under the Lessee shall have the right to file or place any mechanics lien or other lien of any kind or character whatsoever upon the premises.

29. Lessor's Lien and Security Interests. The Lessor shall have, in addition to the lien given by Law, a security interest as provided by the Uniform Commercial Code of Iowa upon all personal property and all the replacements or substitutions thereof, kept and used on the leased premises by the Lessee. The Lessor may proceed at Law or in equity with any remedy provided by Law or by this Lease for the recovery of rent, or for termination of this Lease because of the Lessee's default in performance.

30. Nondiscrimination. The Lessee, for itself, successors in interest and assignees, as part of the consideration of this Agreement, does hereby covenant and agree, as a covenant

running with the land and facilities subject to this Lease, that in the event that facilities are constructed, maintained, or otherwise operated on the property described in this Lease for a purpose for which a Department of Transportation program or activity is extended for another purpose involving the provision of similar services or benefits, the Lessee shall maintain and operate such facilities and services provided pursuant to this Agreement in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

The Lessee, for itself, successors in interest and assignees, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land and the leased facilities that: (1) no person, on the grounds of race, color, or national origin, shall be excluded from participation in, denied the benefits of, or be otherwise subject to discrimination in the use of said facilities; (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person, on the grounds of race, color, or national origin, shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination; (3) that the Lessee shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said regulations may be amended.

With regard to aviation related non-aeronautical service to the public, the Lessee assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E to ensure that no person, on the grounds of race, creed, color, national origin, or sex, shall be excluded from participation in any employment covered in 14 CFR Part 152, Subpart E. The Lessee assures that no person shall be excluded on these grounds from participation or receiving the services or benefits of any program or activity covered by this subpart. The Lessee assures that it will require that its covered sub-organizations provide assurances to the Lessee that they similarly will undertake affirmative action programs and they will require assurance from their sub-organizations as required by 14 CFR Part 152, Sub-part E to the same effect.

31. Nondiscriminatory Fees and Charges. Lessee agrees to furnish service on a fair, equal and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable and not unjustly discriminatory prices for each unit or services; provided, that Lessee may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

32. Lessor's Operation and Development Rights. Lessor reserves the right, but shall not be obligated to the Lessee, to maintain and keep in repair or to modify, expand, close or eliminate the landing areas and taxiways, ramps and other exterior portions of the Airport, together with the right to direct and control all activities of the Lessee in regard to such areas.

The Lessor reserves the right to develop or improve the landing area, taxiways, ramps and all other publicly owned air and navigation facilities of the Airport as it sees fit, regardless of the desires or views of the Lessee and without interference or hindrance.

The Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstructions, together with the right to prevent Lessee from erecting, or permitting to be erected, any structure on the Airport which, in the opinion of the Lessor, would limit the usefulness of the Airport or constitute a hazard to aircraft.

It is understood and agreed that the rights granted by this Lease will not be exercised in such a way as to interfere with or adversely affect the use, operation, maintenance, or development of the Airport.

33. War or National Emergency. During time of war or national emergency, the Owner shall have the right to enter into an agreement with the United States Government for military or naval use of part or all of the landing areas, the publicly owned air and navigation facilities and other areas or facilities of the Airport. If such agreement is executed, the provisions of this Lease, insofar as they are inconsistent with the provisions of the agreement with the federal Government, shall be suspended. This agreement shall be subordinate to the provisions of any outstanding agreement between Lessor and the United States of America relative to maintenance, operation, or development of the Airport.

34. Aviation Area. The Lessee acknowledges that as this Lease covers facilities located at the Airport, there shall exist a free and unrestricted right of flight for the passage of aircraft in the airspace above the premises herein conveyed, together with the right to cause, in said airspace, such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flown in the air, using such airspace or landing at, taking off from, or operating on or about the Airport. The Lessee accepts the circumstances inherent at an Airport, including noise, aircraft in flight, aircraft taking off and landing, aircraft moving upon the grounds, the presence of aircraft fuels and lubricants, and the presence of communication and navigation equipment operating at a variety of frequencies and energy output levels.

35. Subordination to Federal Grants. This Lease shall become subordinate to provisions of any existing or future agreements between the Lessor and the United States of America, or any agency thereof, relative to the operation, development, or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport.

36. Joint Use of Public Facilities. The Lessee and its customers shall have the joint right, equal to the right of other Lessees and members of the public to use the landing areas, taxiways, ramps and other publicly owned areas of the Airport. The Lessee is not granted and shall not enjoy any exclusive or preferred or superior right to control or use areas or facilities of the Airport, except as specifically provided in this Lease.

The Lessor makes no guarantee or representation as to the continuing availability or usefulness of any of the areas or facilities of the Airport, other than those areas or facilities exclusively under the possession and control of the Lessee pursuant to this Lease.

Lessee acknowledges that in the operation of a facility such as the Airport, equipment, facilities or areas of the Airport may be periodically out of service or unavailable for use, and the Lessee accepts the risks or inconvenience of such temporary occurrences.

37. Binding Effect. The Agreements herein contained shall extend to and be binding upon the successors and assignees of the parties. This Lease may not be amended except by a written document signed on behalf of each of the parties.

CITY OF STORM LAKE, IOWA,
Acting through the
STORM LAKE AIRPORT COMMISSION

Date: 6/11/19

By: Robert Ansorge
Robert Ansorge, Chairman of the Commission

Address: Storm Lake Airport Commission
PO Box 1086
Storm Lake, IA 50588

BART'S FLYING SERVICE, INC.

Date: 6/11/2019

By: James F. Bartholomew
James F. Bartholomew, President

Address:



Storm Lake, IA

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 06/30/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 2080 - Airport							
Fund: 001 - General Fund							
Revenue							
001-2080-02-4310	Airport Hangar Rent	53,600.00	53,600.00	0.00	0.00	-53,600.00	100.00 %
001-2080-02-4710	Airport Utilities	3,000.00	3,000.00	0.00	0.00	-3,000.00	100.00 %
001-2080-02-4750	Airport Gasoline	320,000.00	320,000.00	0.00	0.00	-320,000.00	100.00 %
	Revenue Total:	376,600.00	376,600.00	0.00	0.00	-376,600.00	100.00 %
Expense							
001-2080-02-6310	Repairs/Maintenance Bldg	11,500.00	11,500.00	0.00	0.00	11,500.00	100.00 %
001-2080-02-6332	Vehicle Repair	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
001-2080-02-6371	Electric Service	8,599.61	8,599.61	0.00	0.00	8,599.61	100.00 %
001-2080-02-6373	Telecommunications	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
001-2080-02-6408	Insurance	13,245.00	13,245.00	0.00	0.00	13,245.00	100.00 %
001-2080-02-6494	Operator Contract	75,475.39	75,475.39	0.00	0.00	75,475.39	100.00 %
001-2080-02-6499	Contractual Services	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00 %
001-2080-02-6503	Merchandise for resale	270,000.00	270,000.00	0.00	0.00	270,000.00	100.00 %
001-2080-02-6599	Supplies	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
Budget Detail							
Description		Units	Price	Amount			
Operations		0.00	0.00	4,000.00			
Supp- Fuel Hose Line Replacement		0.00	0.00	6,000.00			
	Expense Total:	408,520.00	408,520.00	0.00	0.00	408,520.00	100.00 %
Fund: 001 - General Fund Surplus (Deficit):		-31,920.00	-31,920.00	0.00	0.00	31,920.00	100.00 %
Department: 2080 - Airport Surplus (Deficit):		-31,920.00	-31,920.00	0.00	0.00	31,920.00	100.00 %
Report Surplus (Deficit):		-31,920.00	-31,920.00	0.00	0.00	31,920.00	100.00 %

Staff Summary

6/9/2025

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, Finance Director

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.

Annual Hangar Inspections

Annual hangar inspections occur in July/August. In the past, inspections were performed prior to the commission meeting. Setting the date now will allow time for staff to provide notifications to the hangar tenants.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

None