

**CITY OF STORM LAKE
AIRPORT COMMISSION MEETING
STORM LAKE MUNICIPAL AIRPORT
AIRPORT MEETING ROOM
SEPTEMBER 8, 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. August 2025 Airport Minutes
2. August 2025 Financial Report
3. August 2025 Fuel Report
4. Airport Manager's Monthly Report
5. Administration Report

C. Adjourn

Meeting Protocol

If you wish to speak today, please:

1. To speak on an agenda item, please approach the podium when that agenda item is called, and upon recognition by the Chair, identify yourself by stating your name and address.
2. If your issue is not a topic on the agenda, please approach the podium under the "Hear the Public" agenda item, and upon recognition by the Chair, identify yourself by stating your name and address.
3. Please keep your remarks to three (3) minutes or less.
4. If you require accommodation for this meeting, including but not limited to translation services, hearing assistance, or accessibility, please contact the City Clerk at least four (4) hours prior to the start of the meeting.

Staff Summary

9/8/2025
Agenda Item # B.1.



REPORT TO: Commissioners

FROM: Mayra Martinez, City Clerk

SUBJECT: August 2025 Airport Minutes

BACKGROUND:

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:

- 1. 08/11/2025 Airport Minutes

**Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, August 11, 2025, 4:00 PM**

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

Staff Present: Tyler Gibbins

Public Attendance: John Bartholomew and Garrett Jacobs- Bolton & Menk (via Zoom).

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

New Business

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

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

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

Airport Manager's Monthly Report – We applied for a DNR tank permit. Hangar inspections were 4 complete on 7/14/25. The AWOS temp and dew point were inoperable and have been serviced. Repaired the door on the jet pump from wind damage. Sprayed weeds in cracks on the ramp and around hangars. Noah with UST called about the DNR calling him about an article in the newspaper.

Courtesy car usage 4 times miles: 64

Fuel meter readings:

Jet-A 777,317, probe # 2 is out stick reads 39 inches 4,082 gallons

Av Gas 177,256.9 3,249 gallons

Administration Report – The City Council approved the amended proposed work as requested by the Commission during the August 4th Council Meeting. John will be coordinating the work with Andy Beaver.

Andy Beaver will be here 8/12/25 to begin work on the fuel electrical issues.

It was requested by Chairperson Ansortge to mark the work completed by Tahnee Mara in hopes of protecting the cable.

Storm Lake Airport Commission
Regular Meeting, Airport Terminal
Monday, August 11, 2025, 4:00 PM

Garrett Jacobs—There is no update to the Apron Project planning project. Bidding will not occur until March of 2026. Progress on plans continue.

Adjourn – Moved by Commissioner Kitzrow to adjourn at 4:14 pm. Seconded by Commissioner Worthan. Vote: All ayes with Commissioner Dierking absent. Motion carried.

Mayra A. Martinez, City Clerk

Staff Summary

9/8/2025
Agenda Item # B.2.



REPORT TO: Commissioners

FROM: Tyler Gibbins, Finance Director

SUBJECT: **August 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 August were \$10,921.13 and the Expenses were \$34,007.78, of which \$22,854.71 were COGS.

We have generated \$8,568.43 more in revenues than expenses for the current fiscal year.

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 \$34,007.78 and total

revenues were \$10,921.13.

RECOMMENDATION: Review and Approve the Financial Report

ATTACHMENTS:

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



Storm Lake, IA

Detail vs Budget Report

Account Detail

Date Range: 08/01/2025 - 08/31/2025

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	-53,600.00	-2,235.00	-4,020.00	-6,255.00	-47,345.00	-88.33 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/05/2025	CLPKT06124	03.04.08.2025		CLPKT06124			-975.00	
08/15/2025	CLPKT06157	03.14.08.2025		CLPKT06157			-185.00	
08/19/2025	CLPKT06170	04.18.08.2025		CLPKT06170			-1,350.00	
08/20/2025	ARPKT01039	Bank Draft Packet: ARPK...		Bank Drafts for Invoice Packet ARPKT0103...			-1,510.00	
001-2080-02-4710	Airport Utilities	0.00	-3,000.00	-105.00	-105.00	-210.00	-2,790.00	-93.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/05/2025	CLPKT06124	03.04.08.2025		CLPKT06124			-105.00	
001-2080-02-4750	Airport Gasoline	0.00	-320,000.00	-38,422.76	-6,796.13	-45,218.89	-274,781.11	-85.87 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/05/2025	CLPKT06124	03.04.08.2025		CLPKT06124			-1,353.91	
08/06/2025	CLPKT06125	3.05.08.2025		CLPKT06125			-822.57	
08/07/2025	CLPKT06132	03.06.08.2025		CLPKT06132			-1,236.70	
08/12/2025	CLPKT06145	04.11.08.2025		CLPKT06145			-322.70	
08/13/2025	CLPKT06152	04.12.08.2025		CLPKT06152			-294.15	
08/18/2025	CLPKT06169	03.15.08.2025		CLPKT06169			-383.41	
08/19/2025	CLPKT06170	04.18.08.2025		CLPKT06170			-540.83	
08/20/2025	CLPKT06175	04.19.08.2025		CLPKT06175			-192.06	
08/21/2025	CLPKT06181	04.20.08.2025		CLPKT06181			-231.98	
08/22/2025	CLPKT06184	04.21.08.2025		CLPKT06184			-380.46	
08/26/2025	CLPKT06199	04.25.08.2025		CLPKT06199			-178.67	
08/27/2025	CLPKT06200	04.26.08.2025		CLPKT06200			-234.59	
08/28/2025	CLPKT06204	04.27.08.2025		CLPKT06204			-258.19	
08/29/2025	CLPKT06208	04.28.08.2025		CLPKT06208			-365.91	
Revenue Totals:		0.00	-376,600.00	-40,762.76	-10,921.13	-51,683.89	-324,916.11	-86.28 %
Expense								
001-2080-02-6310	Repairs/Maintenance Bldg	0.00	11,500.00	0.00	0.00	0.00	11,500.00	100.00 %

Detail vs Budget Report

Date Range: 08/01/2025 - 08/31/2025

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-2080-02-6332	Vehicle Repair	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00 %
001-2080-02-6371	Electric Service	0.00	8,599.61	851.00	447.35	1,298.35	7,301.26	84.90 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/18/2025	APPKT01029	July / August 2025	6700	Electric Services	001074 - MidAmerican Energy Company		447.35	
001-2080-02-6373	Telecommunications	0.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00 %
001-2080-02-6408	Insurance	0.00	13,245.00	0.00	0.00	0.00	13,245.00	100.00 %
001-2080-02-6494	Operator Contract	0.00	75,475.39	6,289.62	6,289.62	12,579.24	62,896.15	83.33 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/18/2025	APPKT01029	August 2025 Airport Con...	6690	August 2025 Airport Contract	001069 - Jim Bartholomew		6,289.62	
001-2080-02-6499	Contractual Services	0.00	17,500.00	1,018.90	4,416.10	5,435.00	12,065.00	68.94 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/04/2025	APPKT01025	July 2025	6666	Garbage Services	002126 - SGS, LLC		53.75	
08/04/2025	APPKT01025	July 2025	83191	Water Service	001073 - Iowa Lakes Regional Water		71.99	
08/04/2025	APPKT01025	NPDES Stormwater Gene...	83190	NPDES Stormwater General Permit 1 - SLAP	001286 - Iowa Department of Natural Resour...		175.00	
08/18/2025	APPKT01029	112439	83207	Pest Control Services	001078 - ABC Pest Control, Inc		95.55	
08/18/2025	APPKT01029	3179907262	83209	Propane	001014 - Amerigas		837.37	
08/18/2025	APPKT01029	318983	83237	Annual Maintenance Agreement	001189 - Syn-Tech Systems Inc		2,650.00	
08/18/2025	APPKT01029	896457	6674	General City Attorney Services	001023 - Ahlers & Cooney, P.C.		434.00	
08/18/2025	APPKT01029	August 2025 - Airport	6708	Phone Service	001070 - Qwest Corporation		98.44	
001-2080-02-6503	Merchandise for resale	0.00	270,000.00	0.00	22,854.71	22,854.71	247,145.29	91.54 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
08/04/2025	APPKT01025	000592	6646	Jet Fuel	001030 - Eastern Aviation Fuels, Inc		22,854.71	
001-2080-02-6599	Supplies	0.00	10,000.00	948.16	0.00	948.16	9,051.84	90.52 %
Expense Totals:		0.00	408,520.00	9,107.68	34,007.78	43,115.46	365,404.54	-89.45 %
001 - General Fund Totals:		0.00	31,920.00	-31,655.08	23,086.65	-8,568.43	40,488.43	-126.84 %
Report Total:		0.00	31,920.00	-31,655.08	23,086.65	-8,568.43	40,488.43	-126.84 %

Detail vs Budget Report

Date Range: 08/01/2025 - 08/31/2025

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	31,920.00	-31,655.08	23,086.65	-8,568.43	40,488.43	
Report Total:	0.00	31,920.00	-31,655.08	23,086.65	-8,568.43	40,488.43	

City of Storm Lake

Airport Profit/Loss Statement

August 2025

	Budget	Activity	Remaining
Revenue from Operations:			
Hangar Rent	\$ 53,600.00	\$ 6,255.00	\$ 47,345.00
Utility Rent	\$ 3,000.00	\$ 210.00	\$ 2,790.00
Fuel Sales	\$ 320,000.00	\$ 45,218.89	\$ 274,781.11
Misc Airport Rev	\$ -	\$ -	\$ -
	\$ 376,600.00	\$ 51,683.89	\$ 324,916.11
Revenue from Non-Operations:			
Ag Land Rent	\$ 61,000.00	\$ -	\$ 61,000.00
Tsfr for Capital			\$ -
	\$ 61,000.00	\$ -	\$ 61,000.00
Expenses from Operations:			
Building Maint/Repairs	\$ 11,500.00		\$ 11,500.00
Vehicle Repairs	\$ 1,000.00		\$ 1,000.00
Electric Service	\$ 8,599.61	\$ 1,298.35	\$ 7,301.26
Telecommunications	\$ 1,200.00		\$ 1,200.00
Operator Contract	\$ 75,475.39	\$ 12,579.24	\$ 62,896.15
Services	\$ 17,500.00	\$ 5,435.00	\$ 12,065.00
Supplies	\$ 10,000.00	\$ 948.16	\$ 9,051.84
	\$ 125,275.00	\$ 20,260.75	\$ 105,014.25
Expenses Non-Operating:			
COGS	\$ 270,000.00	\$ 22,854.71	\$ 247,145.29
Capital Improvements	\$ -		\$ -
Insurance	\$ 13,245.00		\$ 13,245.00
Grounds Maint (Rec)**		\$ 6,468.75	\$ (6,468.75)
	\$ 283,245.00	\$ 29,323.46	\$ 253,921.54
Net Profit/(Loss)	\$ 29,080.00	\$ 2,099.68	

**	Snow Removal	Lawn Care
Labor	\$ -	\$ 5,175.00
Equipment	\$ -	\$ 1,293.75



Storm Lake, IA

Project Activity vs Budget Report

By Project Number

Date Range: 08/01/2025 - 08/31/2025

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	-363,041.00	0.00	-363,041.00	363,041.00
	Total Revenues:		0.00	0.00	-363,041.00	0.00	-363,041.00	363,041.00
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	-711.83	0.00	-711.83	404,582.41
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: 08/01/2025 - 08/31/2025

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	-27,000.00	0.00	-27,000.00	12,704.00
Total Revenues:		-14,296.00	-14,296.00	-27,000.00	0.00	-27,000.00	12,704.00
Expenses							
Account Key	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	10,000.00	0.00	10,000.00	255,000.00
Total Expenses:		265,000.00	265,000.00	10,000.00	0.00	10,000.00	255,000.00
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	3,900.00	0.00	3,900.00	-3,900.00

Summary

		Project Summary		Date Range	Beginning	Total Activity	Ending	Budget
Project Number	Project Name	Total Budget	Date Range	Budget	Balance		Balance	Remaining
0T5.128791	Runway 17/35 Lighting Replacement	403,870.58	08/01/2025	08/31/2025	-711.83	0.00	-711.83	404,582.41
24X.136745	Apron Expansion Improvements	0.00	08/01/2025	08/31/2025	3,900.00	0.00	3,900.00	-3,900.00
Report Total:		403,870.58	403,870.58		3,188.17	0.00	3,188.17	400,682.41

		Group Summary		Date Range	Beginning	Total Activity	Ending	Budget
Group	Total Budget	Date Range	Budget	Balance		Balance	Remaining	
Airport Projects	403,870.58	08/01/2025	08/31/2025	3,188.17	0.00	3,188.17	400,682.41	
Report Total:	403,870.58			3,188.17	0.00	3,188.17	400,682.41	

		Type Summary		Date Range	Beginning	Total Activity	Ending	Budget
Group	Total Budget	Date Range	Budget	Balance		Balance	Remaining	
Construction	0.00	08/01/2025	08/31/2025	3,900.00	0.00	3,900.00	-3,900.00	
Federal/State Grant	403,870.58	08/01/2025	08/31/2025	-711.83	0.00	-711.83	404,582.41	
Report Total:	403,870.58			3,188.17	0.00	3,188.17	400,682.41	

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

9/8/2025
Agenda Item # B.3.



REPORT TO: Commissioners

FROM: Tyler Gibbins, Finance Director

SUBJECT: **August 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 \$5,318.16
- AV Gas = \$3,375.22 or 53.97% of the total sales (541.210 gallons)
- Jet Fuel = \$1,942.94 or 46.03% of the total sales (461.500 Gallons)
- Hangar Renters accounted for \$267.77 of the total sales or 5.04%
- The Fixed Based Operator (FBO) accounted for \$914.70 of fuel sales or 17.20%
- Outside non-based aircraft accounted for \$4,135.69 of the total sales or 77.77%
- 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 3.98 gallons more.

On the Fuel Readings Report note the Jet A Fuel on the Mechanical reading for the month is showing we sold 0.500 gallons more.

Repairs have been made to the Veeder Root ground wires so readings should begin to normalize next month.

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 (\$6,796.13) and remove the loading fee revenues of \$1,500.60 and the June transaction (\$250.82) that hit the GL in August and add the transactions from August (\$165.16) which will hit the September financial, then finally add the service charges and testing transactions to balance (\$5,318.16).

You can see the service charges are \$108.29 for the month and the amount used for monthly testing was \$0.00.

FISCAL IMPACT: Total Fuel Sales for the month of July were \$39,201.87.

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	\$ 267.77	\$ 71.02	\$ 196.75
Of which is VT	\$ -		
Bart's Flying Service	\$ 914.70	\$ 438.61	\$ 476.09
Credit Cards	\$ 4,135.69	\$ 2,865.59	\$ 1,270.10
Other Purchases	\$ -		
	\$ 5,318.16	\$ 3,375.22	\$ 1,942.94
Total FM Sales=	<u><u>\$ 5,318.16</u></u>		

Gallons

	Sales Breakout	AV Gas	Jet Fuel
Test Card	-		
Hangar Renters	51.210	10.810	40.400
Of which is VT	-		
Bart's Flying Service	254.220	93.920	160.300
Credit Cards	697.280	436.480	260.800
Other Purchases	-		
	1,002.710	541.210	461.500
Total FM Sales=	<u><u>1,002.710</u></u>		

Price of Fuel:

Beginning	6.57	4.87
End	6.57	4.87

City of Storm Lake Airport Fuel Report

	<u>AV Gas</u>	<u>Veter Root System</u>	<u>Jet Fuel</u>
Beginning Fuel Reading			
Before Fueling			
After Fueling	_____		_____
Before Fueling			
After Fueling	_____		_____
Fuel Added for Month	-		-
Ending Fuel Reading	2,686.000		3,674.000
Total=	(2,713.270)		(3,674.000)

	<u>Stick Reading</u>			
Beginning Fuel Reading	3,257.000	29	4,082.000	39
Before Fueling				
After Fueling	_____		_____	
Before Fueling			-	
After Fueling	_____		_____	
Fuel Added for Month	-		-	
Ending Fuel Reading	2,707.000	25 3/8	3,701.00	36 1/4
Total=	522.730		381.000	

	<u>Mechanical Reading</u>	
Beginning Fuel Reading	177,256.900	777,317.000
Before Fueling		
After Fueling		
Fuel Added for Month		
Ending Fuel Reading	177,821.400	777,779.000
Total=	537.230	462.000

Next Mo Sales b4 Reading	-27.270
Actual	541.21
	461.50

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							Short	76.590	-23.340
July							Short	67.450	-9.140
August				Short	-22.4	-18.48	Short	63.470	-3.980
September									
October									
November									
December									
Total Difference=		-12.720		-22.4				63.470	

		<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				Short	-258.1	-55.6	Long	42.100	0.400
July				Short	-335.9	-77.8	Long	43.300	1.200
August				Short	-344.4	-8.5	Long	43.800	0.500
September									
October									
November									
December									
Total Difference=		0.000		-344.4				43.800	

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

Staff Summary

9/8/2025
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
August, 2025

8/12 Tahnee Mara was here and worked on the Veeter-Root.

8/13 DR Chad Lavrich sent the missing curtesy keys back.

8/18 Adjusted micro switch on hangar door B.

8/20 Removed flat tire on hangar B and took it to A&A auto and had anew tube put in it and reinstalled it.

8/29 No electricity in hangar A and B, called R&R electric, they found a brake in the under ground cable they had to dig it up to repair it.

Courtesy car usage 8 miles 115

Fuel meter readings

Jet-A 777779 / 3674 gallons

Avgas 177821.4 / 2686 gallons

Staff Summary

9/8/2025
Agenda Item # B.5.



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.

Airport Capital Improvement Plan

The Airport Capital Improvement Plan (ACIP) outlines projects through 2030. The plan also includes long-range projects the commission deems necessary for future development. Discussion and direction from the commission on how to proceed with priority is required to draft the ACIP documents for FAA submittal this year. Additional action will be taken by the Commission and City Council prior to submittal to the FAA.

Apron Construction Design Project

Both grant agreements, ACIP and BIL, have been fully executed by the City and the FAA.

FISCAL IMPACT: N/A

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

ATTACHMENTS:

- 1. 2024 ACIP Submittal

FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) PREAPPLICATION CHECKLIST

Please attach the following documents with your application.

- Sponsor Identification Sheet for the Airport
- Capital Improvement Program (CIP) Data Sheet (one for each project listed in the first three years of the CIP) and detailed cost estimate for each data sheet
- Five-Year CIP
- Long-Range Needs Assessment
- Verification of an updated airport layout plan (ALP) (when applying for new construction of buildings or airfield expansion)
- Verification of completed environmental processing in accordance with National Environmental Policy Act of 1969
- Verification of completed land acquisition or signed purchase agreement
- Verification of pavement maintenance program (when applying for pavement preservation or reconstruction)
- If requesting federal assistance for snow removal equipment, please include an inventory of the existing equipment and calculations based on Chapters 4 and 5 of the Airport Winter Safety and Operations Advisory Circular (AC) 150/5200-30 and the Airport Snow and Ice Control Equipment AC 150/5220-20 showing the minimum equipment needed, along with the Airport Capital Improvement Plan (ACIP) Data Sheet, include a copy of a completed Federal Aviation Administration's snow removal equipment spreadsheet.
- If requesting federal assistance for general aviation apron expansion, include a copy of a completed FAA apron design spreadsheet.
- If requesting pavement reconstruction, submit an engineering report showing the need for the reconstruction as part of the CIP justification.
- For revenue-producing facilities (i.e., fueling facilities and hangars), please submit:
 - 1) A statement that airside development needs are met or include a financial plan to fund airside needs over the next three years.
 - 2) A statement that runway approach surfaces are clear of obstructions (the FAA Airport 5010 should show at least a 20:1 clear approach).
 - 3) Justification for the project.
- System for Award Management (SAM) registration is up to date (www.sam.gov)

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

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

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

AIRPORT SPONSOR IDENTIFICATION SHEET

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

Airport Name: Storm Lake Municipal

Airport sponsor(s) Name: City of Storm Lake

Contact Person: Keri Navratil

Title: City Manager

Email Address: navratil@stormlake.org

Physical Mailing Address: 620 Erie Street

P.O. Box (if applicable): PO Box 1086

City: Storm Lake

State: Iowa

ZIP Code: 50588

Phone: (712) 732-8000

U.S. Congressional District Number: 4

Tax Identification Number: 42-605255

Dun and Bradstreet Number (DUNS): 0509500540000

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

Please email (PDF) your completed preapplication, Capital Improvement Program (CIP), long-range needs assessment, signed CIP data sheets, and all supporting documents to your state agency and Federal Aviation Administration planner at jeff.deitering@faa.gov.

**FIVE-YEAR AIRPORT
CAPITAL IMPROVEMENT PROGRAM (CIP)**

Attach additional sheets if necessary.

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

Prepared by: Bolton & Menk, Inc.

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

Date Prepared: December 16, 2024

Sponsor's Signature: _____

Sponsor's Phone: (712) 732-8000

Printed Name: Keri Navratil

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

**LONG-RANGE NEEDS ASSESSMENT
YEARS SIX TO 20**

Attach additional sheets if necessary.

Airport name Storm Lake Municipal Airport (SLB)

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

SEE INSTRUCTIONS TO COMPLETE THIS INFORMATION			
Airport Name, LOCID, City, State:	Storm Lake Municipal Airport, SLB, Storm Lake, Iowa		
AIP Project Type:	Apron Expansion – Construction		
Local Priority:	1 - Very High	Fed. Share (AIP):	\$ 597,500.00
FFY Requested:	2026	Fed. Share (BIL-AIG):	\$ 572,500.00
NEPA Determination:	See Below	State Share:	\$ 0.00
Provide Detailed Project Scope and Justification Below. You must attach a sketch/drawing (on a separate sheet) that clearly identifies the scope of the project.		Local Share:	\$ 130,000.00
		Total Project Cost:	\$ 1,300,000.00

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

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

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

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

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

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

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

SPONSOR SIGNATURE BLOCK

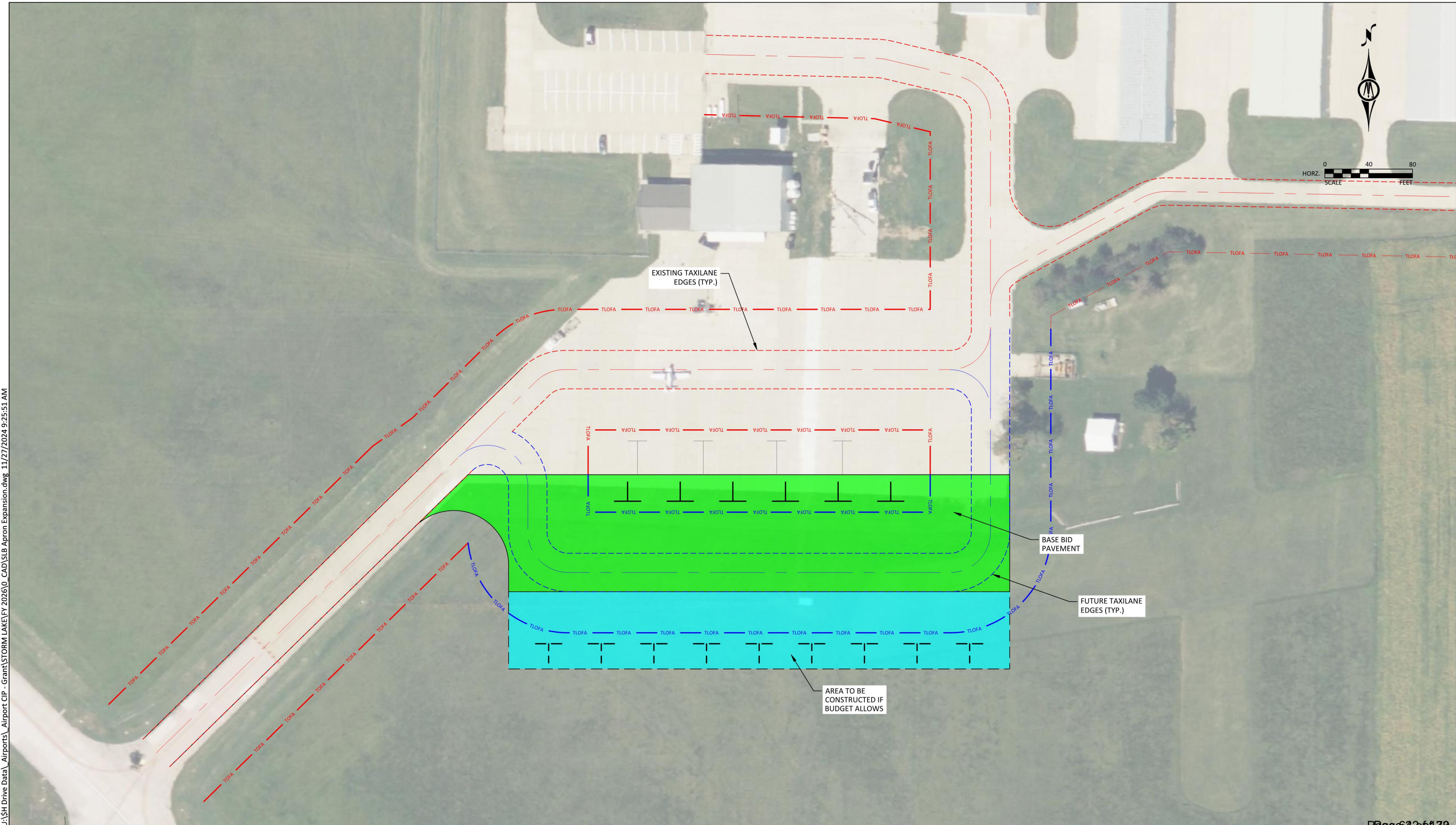
Signature:		Date:	12/16/2024
Printed Name:	Keri Navratil	Title:	City Manager
Phone Number:	(712) 732-8000	Email:	navratil@stormlake.org



Real People. Real Solutions.

APRON EXPANSION - CONSTRUCTION

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



Apron Size Calculations for Transient Aircraft

Airport
Location

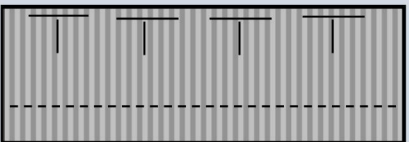
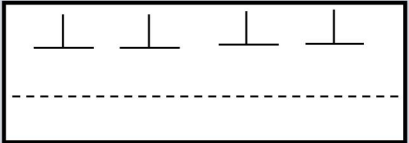
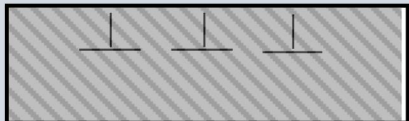
Existing Apron
 # square yards →

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

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

NOTES:

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



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