

AGENDA



**City of Warsaw
Board of Aviation Commissioners
Regular Meeting
Tuesday, December 10, 2024, 5:15 PM
Council Chambers**

I. ORGANIZATION OF MEETING

II. CALL TO ORDER

III. SPECIAL RECOGNITION

IV. APPROVAL OF MINUTES

1. Approval of Minutes for November
 - a. NOV Minutes

V. APPROVAL OF CLAIMS

1. NOV Claims

VI. RECOGNITION OF VISITORS

VII. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report
2. Manager's Report
 - a. Fuel Usage Report
 - b. Income Statement

VIII. NEW BUSINESS

IX. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

X. ADJOURNMENT

BOARD OF AVIATION COMMISSIONERS
REGULAR MEETING
NOVEMBER 12, 2024
5:15 PM

I. ORGANIZATION OF MEETING

1. Call to Order

Present: Gene Zale; Jay Rigdon; John Yingling; Joshua Finch
Absent: Dan Robindon

2. Approval of Minutes for October 8, 2024

- a. October 8, 2024 Minutes

Move: Gene Zale Second: John Yingling Status: Passed

3. Approval of Claims

Ascent Aviation \$41,878.43
CAMP Software \$595.00

- a. October Claims

Move: John Yingling Second: Gene Zale Status: Passed

II. RECOGNITION OF VISITORS

David Slone

III. REPORTS / ORAL & WRITTEN COMMUNICATIONS

1. Engineer's Report

The Board approved CHA Inv. - 58412.2-16 for \$7,731.53.
Grant for RW 27 Obstruction Mitigation project
Move: John Yingling Second: Gene Zale Status: Passed

The Board approved 2 invoices (both State Share)
CHA for \$10,909.50 and Phend & Brown for \$404,643.67
CHA Move: John Yingling Second: Gene Zale Status: Passed
Phend&Brown Move: Gene Zale Second: John Yingling Statue: Passed
The Board approved a change order #001 Move: John Yingling Second: Gene Zale Status: Passed

The Board approved CHA Inv - 58412.5-04 for \$7,163.82.
Grant for Wildlife Site Hazard Visit
Move: Gene Zale Second: John Yingling Status: Passed

The Board approved CHA Inv. - 58412.10-02 for \$12,000.00
AOD local share (divided with county)
Move: Gene Zale Second: John Yingling Status: Passed

CHA Engineer's Report attached

2. Manager's Report

- a. Fuel Usage Report
- b. City Aviation Services and Aviation Department Income Statement

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

1. Stantec Change Order

The Board approved a \$1900.00 change order for Stantec
Move John Yingling Second: Gene Zale Status: Passed

2. Sale of Hangar 5D

Board approved sale of Hangar 5D
Move: Gene Zale Second: John Yingling Status: Passed

Board approved right of refusal of Hangar 5D
Move: John Yingling Second: Gene Zale Status: Passed

No action needed: Jay Rigdon's signature needed on current guidelines of DBE Program

VI. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

VII. VISITOR QUESTIONS OR COMMENTS

VIII. ADJOURNMENT

Meeting adjourned at 5:45PM
Next BOAC Meeting December 10, 2024 in the City Council Chambers

Jay Rigdon(President)_____

Gene Zale(Secretary)_____

Run: 11/25/2024
9:57AM

Warsaw Municipal Airport Vendor Activity Report

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For The Period: 11/01/2024 Through: 11/30/2024

Vendor	Charges	Discounts	Payments
AirNav	191.00	0.00	191.00
Allegra Print & Imaging	124.68	0.00	124.68
Amazon	327.76	0.00	327.76
Bobcat Of Warsaw, Inc.	703.96	0.00	703.96
CHA	12,000.00	0.00	12,000.00
Core Mechanical Service	4,475.35	0.00	4,475.35
Custom Fencing	1,100.00	0.00	1,100.00
D&D Electric	1,104.70	0.00	1,104.70
DBT Transportation Services	19,475.00	0.00	19,475.00
Eastern Engineering	47.47	0.00	47.47
Hostetler Askew	340.00	0.00	340.00
ITg	22.73	0.00	22.73
Lake City Bank Card Center	86.00	0.00	86.00
More's Kubota Of Warsaw	2,579.00	0.00	2,579.00
NAPA	158.66	0.00	158.66
NIPSCO	1,889.19	0.00	1,889.19
Online Data	4.22	0.00	4.22
Orange Marketing Group	850.00	0.00	850.00
Quadient Finance	100.00	0.00	100.00
Rabb Water Systems	58.74	0.00	58.74
REMC	361.00	0.00	361.00
River Bend Hose Specialty	96.78	0.00	96.78
Rural King	1,082.84	0.00	1,082.84
SCS	27,446.29	0.00	27,446.29
Stantec Consulting Services	23,644.57	0.00	23,644.57
Tractor Supply Co.	62.52	0.00	62.52
TREASURER OF KOSCIUSKO COUNTY	1,013.95	0.00	1,013.95
Verizon Wireless	223.94	0.00	223.94
Wal-Mart	27.47	0.00	27.47
Wildman Uniform	326.37	0.00	326.37
Report Totals:	99,924.19	0.00	99,924.19

Run: 12/02/2024
12:16PM

City Aviation Services Vendor Activity Report

Page: 1

For The Period: 11/01/2024 Through: 11/30/2024

Vendor	Charges	Discounts	Payments
Ascent Aviation Group, Inc.	39,765.90	0.00	39,765.90
CAMP Software, Inc.	595.00	0.00	595.00
Report Totals:	40,360.90	0.00	40,360.90

2024	July	August	September	October	November	December	2024 YTD Total	2023 November
Air Cargo	1,637.0	1788	1,712.0	1,293.0	2,258.00		19,989.0	1,030.0
Rvenue	\$2,455.50	\$2,682.00	\$2,568.00	\$1,939.50	\$3,387.00		\$29,983.50	\$1,545.00
Explorer Van	220.0	675.0	1,590.0	3,082.0	669.0		12,335.0	810.0
Revenue	\$330.00	\$1,012.50	\$2,385.00	\$4,623.00	\$1,003.50		\$18,502.50	\$1,215.00
Image Air	4,022.0	5,600.0	5,527.0	4,571.0	5,650.0		63,258.0	4,725.0
Revenue	\$5,027.50	\$7,000.00	\$6,908.75	\$5,713.75	\$7,062.50		\$79,072.50	\$5,906.3
J&J								
Revenue								
FlightBy PWI	890.0	450.0	500.0	1,279.0	692.0		6,551.0	640.0
Revenue	\$1,335.00	\$675.00	\$750.00	\$1,918.50	\$1,038.00		\$9,826.50	\$960.00
ZimmerBiome	2,787.0			1,032.0	2,784.0		14,133.0	1,736.0
Revenue	\$4,180.50			\$1,548.00	\$4,176.00		21,199.5	\$2,604.00
Sugair	17,132.0	12,334.0	1,355.0	143.0			30,964.0	
Revenue	\$5,139.60	\$3,700.20	\$406.50	\$42.90			\$9,289.20	
Based								
Jet-A	1,200.0						1,200.0	
Revenue	\$1,200.00						\$1,200.00	
100LL	2,867.8	1,785.1	1,840.8	1,995.7	1,024.7		16,210.2	2,057.0
Revenue	\$860.34	\$535.53	\$552.24	\$598.71	\$307.41		\$4,863.06	\$617.10
Transient								
Jet-A	2,478.0	3,616.0	2,333.0	1,523.0	2,316.0		22,745.0	1,308.0
Revenue	\$4,956.00	\$7,232.00	\$4,666.00	\$3,046.00	\$4,632.00		\$45,490.00	\$2,616.00
100LL	828.1	1,244.1	995.4	1,251.7	1,155.4		13,312.1	555.6
Revenue	\$414.05	\$622.05	\$497.70	\$625.85	\$577.70		\$6,656.05	\$277.80
Total Gals.								
Jet-A	30,366.0	24,463.0	13,017.0	12,923.0	14,369.0		171,175.0	
100LL	3,695.9	3,029.2	2,836.2	3,247.4	2,180.1		29,522.3	
Total Rev.								
Jet-A	\$24,624.10	\$22,301.70	\$17,684.25	\$18,831.65	\$21,299.00		\$214,563.70	
100LL	\$1,274.39	\$1,157.58	\$1,049.94	\$1,224.56	\$885.11		\$11,519.11	
Combined	\$25,898.49	\$23,459.28	\$18,734.19	\$20,056.21	\$22,184.11		\$226,082.81	
2023								
Total Gals.								
Jet-A	15,305.0	17,672.0	18,122.0	13,157.0	10,249.0			
100LL	4,498.6	3,413.7	4,497.8	3,241.4	2,612.6			
Total Rev.								
Jet-A	\$23,693.50	\$29,096.50	\$28,112.50	\$19,218.25	\$14,846.25			
100LL	\$1,955.80	\$1,207.19	\$1,732.90	\$1,185.20	\$894.90			
Combined	\$25,649.30	\$30,303.69	\$29,845.40	\$20,403.45	\$15,741.15			

City Aviation Services
General Ledger Standard Income Report
For Fiscal Year Starting: 1/01/2024, Reporting Through: 11/30/2024
All Departments Consolidated

Income

	MTD 11/01-11/30/24	QTD 10/01-11/30/24	YTD 1/01-11/30/24
Bank/Investment Interest Income	16.06	33.71	123.11
Ramp Fees	250.00	1,125.00	6,075.00
Jet Fuel Sales	62,115.96	117,700.62	780,811.05
100LL Fuel Sales	9,941.19	24,651.28	147,559.22
Prist Sales	49.55	140.85	517.05
Oil Sales	16.00	202.00	492.00
Hangar Rental	0.00	50.00	275.00
Ground Power Unit	0.00	0.00	660.00
APU Start	0.00	0.00	75.00
Crew Car - 4 HRS.	0.00	50.00	150.00
Overnight Fee	50.00	225.00	1,675.00
Miscellaneous	0.00	0.00	312.00
After Hour Service	200.00	500.00	2,000.00
Interest Income	0.00	7.13	55.15
Income:	72,638.76	144,685.59	940,779.58

Other Income

	Month-To-Date	Quarter-To-Date	Year-To-Date
Land Lease	0.00	0.00	21,540.81
Cash Rent Farm Land	0.00	0.00	23,838.30
Stormwater Utility Fee	140.37	280.74	10,458.03
Hangar Rent	5,850.00	11,675.00	65,025.00
License Fee	0.00	0.00	750.00
Revenue From CAS	0.00	0.00	100,000.00
Other Income:	5,990.37	11,955.74	221,612.14

Cost Of Sales

	MTD 11/01-11/30/24	QTD 10/01-11/30/24	YTD 1/01-11/30/24
Jet Fuel Cost	39,717.37	80,153.34	540,804.91
100LL Fuel Cost	0.00	0.00	107,245.79
Fuel Excise Tax	3,182.26	6,302.13	39,724.28
Oil Costs	0.00	7.26	538.92
GPU	0.00	0.00	1,100.00
Cost Of Sales:	42,899.63	86,462.73	689,413.90

Expense

	MTD 11/01-11/30/24	QTD 10/01-11/30/24	YTD 1/01-11/30/24
Credit Card Merchant Fees	540.03	1,019.83	7,203.39
TFBO Web Software	645.00	1,290.00	7,095.00
Miscellaneous	0.00	1,394.71	14,158.10
City Revenue	0.00	50,000.00	200,000.00
Expense:	1,185.03	53,704.54	228,456.49

Expense

	Month-To-Date	Quarter-To-Date	Year-To-Date
DEBT SERVICE	0.00	0.00	31,980.01
PAYROLL	51,213.35	90,113.99	452,831.30
OFFICE SUPPLIES	327.56	327.56	1,960.75
OPERATING SUPPLIES	614.59	3,620.47	27,246.72
REPAIR & MAINTENANCE SUPPLIES	396.78	2,972.40	15,597.77
PROFESSIONAL SERVICES	23,644.57	61,575.40	86,487.58
COMMUNICATION & TRANSPORTATION	338.16	1,646.51	4,347.41
PRINTING & ADVERTISING	0.00	0.00	214.38
INSURANCE	0.00	0.00	40,611.46
UTILITY SERVICE	2,250.19	4,476.35	26,196.82
REPAIR & MAINTENANCE	7,020.05	9,143.41	45,246.81
RENTALS	258.03	467.91	3,483.72
OTHER	21,605.95	28,566.95	40,039.83
IMPROVEMENTS	39,446.29	39,446.29	39,446.29
MACHINERY & EQUIPMENT	4,022.02	4,909.07	163,883.39
Expense:	151,137.54	247,266.31	979,574.24

Net Income:

<116,593.07> <230,792.25> <735,052.91>