



CITY OF MONROE AIRPORT BOARD OF MANAGEMENT AGENDA

Date: March 27, 2024

Time: 5:00 PM

Place: Monroe Municipal Airport - W4711 WI-59

- A. CALL TO ORDER AND ROLL CALL
- B. CORRECTION OF MINUTES - FEBRUARY 28, 2024
- C. FUEL SALES REPORT
- D. REVIEW FINANCIAL STATEMENT
 - 1. Financial Reports
 - Individual Requesting Item Airport Board
 - Expected Length of Discussion 5 min
- E. BUSINESS: OPEN
 - 1. Approval of the Appointment of a Airport Manager
 - Individual Requesting Item Airport Board
 - Expected Length of Discussion 2 min
 - 2. Credit Card Fees
 - Individual Requesting Item Airport Board
 - Expected Length of Discussion 5 min
 - 3. US Cellular .19 Line
 - Individual Requesting Item Airport Board
 - Expected Length of Discussion 5 min
 - 4. Vendor during EAA
 - Individual Requesting Item Airport Board
 - Expected Length of Discussion 5 min
- F. BUSINESS PRESENTED BY MEMBERS
- G. SET NEXT MEETING DATE
- H. ADJOURNMENT

This Airport Board of Management may take any action it considers appropriate related to any item on this agenda.

Requests from persons with disabilities who need assistance to participate in this meeting,

including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.



City of Monroe Item Coversheet

Meeting Date: 3/27/2024

Individual Requesting Item: Airport Board

Expected Length of Discussion: 5 min

Issue

Background Information

Financial Impact

Recommendation

ATTACHMENTS:

Description	Type	Upload Date
Month End Fuel Report	Backup Material	3/20/2024
February 2024 Income Statement	Backup Material	3/22/2024
February 2024 Detail Report	Backup Material	3/22/2024

2024 Airport Fuel Month End

	<u>Process Fee</u>	<u>Settlement</u>	<u>Total Paid</u>	<u>Processing Percent</u>
January	\$ 240.47	\$ 10,933.88	\$ 11,174.35	2.152%
February	\$ 789.50	\$ 35,744.45	\$ 36,533.95	2.161%
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
Total	\$ 1,029.97	\$ 46,678.33	\$ 47,708.30	2.159%



City of Monroe

Income Statement

Account Summary

For Fiscal: 2024 Period Ending: 02/29/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 205 - AIRPORT FUND						
Revenue						
205-535-46341-0000	AIRPORT FUEL SALES	0.00	0.00	10,781.60	39,920.28	-39,920.28
205-535-46342-0000	AIRPORT HANGAR SITE LEASE REV	0.00	0.00	837.24	1,534.94	-1,534.94
205-535-46343-0000	HAY CROP REVENUE	0.00	0.00	0.00	17,354.85	-17,354.85
205-535-46345-0000	AIRPORT RAMP FEES	0.00	0.00	0.00	292.87	-292.87
	Revenue Total:	0.00	0.00	11,618.84	59,102.94	-59,102.94
Expense						
205-535-53510-1100	SALARIES	0.00	0.00	48.94	2,901.08	-2,901.08
205-535-53510-1120	OVERTIME	0.00	0.00	0.00	554.32	-554.32
205-535-53510-1410	FICA	0.00	0.00	3.03	214.23	-214.23
205-535-53510-1420	MEDICARE	0.00	0.00	0.71	50.11	-50.11
205-535-53510-2100	AIRPORT PROFESSIONAL SERVICES	0.00	0.00	7,250.00	14,500.00	-14,500.00
205-535-53510-2200	AIRPORT UTILITY SERVICES	0.00	0.00	967.21	2,917.49	-2,917.49
205-535-53510-3200	TAXI CAB FARE	0.00	0.00	0.00	53.75	-53.75
205-535-53510-3400	AIRPORT OPERATING SUPPLIES	0.00	0.00	50.00	426.00	-426.00
205-535-53510-3500	AIRPORT MAINT SUPPLIES VEHICLE	0.00	0.00	696.13	1,986.49	-1,986.49
205-535-53510-3520	AIRPORT FUEL	0.00	0.00	36,358.11	36,358.11	-36,358.11
	Expense Total:	0.00	0.00	45,374.13	59,961.58	-59,961.58
	Fund: 205 - AIRPORT FUND Surplus (Deficit):	0.00	0.00	-33,755.29	-858.64	
	Total Surplus (Deficit):	0.00	0.00	-33,755.29	-858.64	

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 205 - AIRPORT FUND					
Revenue	0.00	0.00	11,618.84	59,102.94	-59,102.94
Expense	0.00	0.00	45,374.13	59,961.58	-59,961.58
Fund: 205 - AIRPORT FUND Surplus (Deficit):	0.00	0.00	-33,755.29	-858.64	858.64
Total Surplus (Deficit):	0.00	0.00	-33,755.29	-858.64	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
205 - AIRPORT FUND	0.00	0.00	-33,755.29	-858.64	858.64
Total Surplus (Deficit):	0.00	0.00	-33,755.29	-858.64	



City of Monroe

Detail Report Account Detail

Date Range: 02/01/2024 - 02/29/2024

Account	Name				Beginning Balance	Total Activity	Ending Balance	
Fund: 205 - AIRPORT FUND								
<u>205-11100</u>					WORKING CASH - COMBINED			
					30,469.67	-44,200.65	-13,730.98	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/01/2024	APPKT02169	4944		AIRNAV LLC SEC REI PMT	0652 - AIRNAV LLC		-171.00	30,298.67
02/01/2024	APPKT02169	4960		BOWEN OIL CO SEC REI PMT	0590 - BOWEN OIL CO		-644.60	29,654.07
02/01/2024	APPKT02169	4965		BROWN CAB SERVICE INC SEC REI PMT	0300 - BROWN CAB SERVICE INC		-53.75	29,600.32
02/01/2024	APPKT02169	5060		TOUCH & GO AVIATION INC SEC REI PMT	0371 - TOUCH & GO AVIATION INC		-7,000.00	22,600.32
02/01/2024	APPKT02169	5068		VISA SEC REI PMT	0330 - VISA		-958.42	21,641.90
02/02/2024	CLPKT00767	2024.2.2		CLPKT00767			10,781.60	32,423.50
02/05/2024	CLPKT00771	2024.02.05		CLPKT00771			225.00	32,648.50
02/07/2024	CLPKT00775	2024.2.7		CLPKT00775			139.54	32,788.04
02/08/2024	GLPKT04207	JE00001619		PR JE Import			-52.68	32,735.36
02/09/2024	CLPKT00779	2024.2.9		CLPKT00779			279.08	33,014.44
02/12/2024	CLPKT00781	2024.2.12		CLPKT00781			346.54	33,360.98
02/14/2024	APPKT02209	5088		AT&T MOBILITY LLC SEC REI PMT	0072 - AT&T MOBILITY LLC		-10.41	33,350.57
02/14/2024	APPKT02209	5088		AT&T MOBILITY LLC SEC REI PMT	0072 - AT&T MOBILITY LLC		-121.89	33,228.68
02/14/2024	APPKT02209	5096		BOWEN OIL CO SEC REI PMT	0590 - BOWEN OIL CO		-638.17	32,590.51
02/14/2024	APPKT02209	5141		NEENAH FOUNDRY COMPANY SEC REI PMT	0171 - NEENAH FOUNDRY COMPANY		-696.13	31,894.38
02/14/2024	APPKT02209	5163		TOUCH & GO AVIATION INC SEC REI PMT	0371 - TOUCH & GO AVIATION INC		-250.00	31,644.38
02/26/2024	CLPKT00801	2024.2.26		CLPKT00801			279.08	31,923.46
02/27/2024	ARPKT00484	Accounts Receivable Pa...		A. R. unapplied credits 2.27.24			139.54	32,063.00
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC REI PMT	0267 - ALLIANT ENERGY WPL		-17.55	32,045.45
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC REI PMT	0267 - ALLIANT ENERGY WPL		-948.85	31,096.60
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC REI PMT	0267 - ALLIANT ENERGY WPL		-23.92	31,072.68
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC REI PMT	0267 - ALLIANT ENERGY WPL		-169.01	30,903.67
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC REI PMT	0267 - ALLIANT ENERGY WPL		-18.39	30,885.28
02/28/2024	APPKT02271	5253		TITAN AVIATION FUELS SEC REI PMT	0168 - TITAN AVIATION FUELS		-36,358.11	-5,472.83
02/28/2024	APPKT02271	5255		TOUCH & GO AVIATION INC SEC REI PMT	0371 - TOUCH & GO AVIATION INC		-7,250.00	-12,722.83
02/28/2024	APPKT02271	5255		TOUCH & GO AVIATION INC SEC REI PMT	0371 - TOUCH & GO AVIATION INC		-50.00	-12,772.83
02/28/2024	APPKT02271	5261		VISA SEC REI PMT	0330 - VISA		-958.15	-13,730.98

Detail Report

Date Range: 02/01/2024 - 02/29/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
205-13180		AIRPORT RECEIVABLE				18,065.93	-571.54	17,494.39
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/01/2024	ARPKT00447	INV00649		MONTHLY HANGER RENT			139.54	18,205.47
02/01/2024	ARPKT00447	INV00650		MONTHLY HANGER RENT			139.54	18,345.01
02/01/2024	ARPKT00447	INV00651		MONTHLY HANGER RENT			139.54	18,484.55
02/01/2024	ARPKT00447	INV00653		AIRPORT HANGER RENT			139.54	18,624.09
02/01/2024	ARPKT00447	INV00654		Monthly Hanger Retn			139.54	18,763.63
02/05/2024	CLPKT00771	2024.02.05		CLPKT00771			-225.00	18,538.63
02/07/2024	CLPKT00775	2024.2.7		CLPKT00775			-139.54	18,399.09
02/09/2024	CLPKT00779	2024.2.9		CLPKT00779			-279.08	18,120.01
02/12/2024	CLPKT00781	2024.2.12		CLPKT00781			-346.54	17,773.47
02/22/2024	ARPKT00481	INV00685		February Hanger Rent			139.54	17,913.01
02/26/2024	CLPKT00801	2024.2.26		CLPKT00801			-279.08	17,633.93
02/27/2024	ARPKT00484	Accounts Receivable Pa...		A. R. unapplied credits 2.27.24			-139.54	17,494.39
205-21000		ACCOUNTS PAYABLE PENDING				-11,025.96	11,016.90	-9.06
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/01/2024	APPKT02169	4944		AIRNAV LLC SEC PMT	0652 - AIRNAV LLC		171.00	-10,854.96
02/01/2024	APPKT02169	4960		BOWEN OIL CO SEC PMT	0590 - BOWEN OIL CO		644.60	-10,210.36
02/01/2024	APPKT02169	4965		BROWN CAB SERVICE INC SEC PMT	0300 - BROWN CAB SERVICE INC		53.75	-10,156.61
02/01/2024	APPKT02169	5060		TOUCH & GO AVIATION INC SEC PMT	0371 - TOUCH & GO AVIATION INC		7,000.00	-3,156.61
02/01/2024	APPKT02169	5068		VISA SEC PMT	0330 - VISA		958.42	-2,198.19
02/13/2024	POPKT06118	142291	5141	Frame and Solid Platen LD SEC PBL	0171 - NEENAH FOUNDRY COMPANY		-696.13	-2,894.32
02/14/2024	APPKT02209	5088		AT&T MOBILITY LLC SEC PMT	0072 - AT&T MOBILITY LLC		10.41	-2,883.91
02/14/2024	APPKT02209	5088		AT&T MOBILITY LLC SEC PMT	0072 - AT&T MOBILITY LLC		121.89	-2,762.02
02/14/2024	APPKT02209	5096		BOWEN OIL CO SEC PMT	0590 - BOWEN OIL CO		638.17	-2,123.85
02/14/2024	APPKT02209	5141		NEENAH FOUNDRY COMPANY SEC PMT	0171 - NEENAH FOUNDRY COMPANY		696.13	-1,427.72
02/14/2024	APPKT02209	5163		TOUCH & GO AVIATION INC SEC PMT	0371 - TOUCH & GO AVIATION INC		250.00	-1,177.72
02/21/2024	APPKT02219	Feb & ADSB Report	5255	ADSB Report Fee Reimbursement SEC PBL	0371 - TOUCH & GO AVIATION INC		-50.00	-1,227.72
02/21/2024	APPKT02219	Feb & ADSB Report	5255	February Contract SEC PBL	0371 - TOUCH & GO AVIATION INC		-7,250.00	-8,477.72
02/21/2024	APPKT02226	Feb CC-KF	5261	TDS-AIRPORT-608-328-8357 SEC PBL	0330 - VISA		-958.15	-9,435.87
02/26/2024	APPKT02266	3969839	5253	AIRPORT FUEL SEC PBL	0168 - TITAN AVIATION FUELS		-36,358.11	-45,793.98
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC PMT	0267 - ALLIANT ENERGY WPL		18.39	-45,775.59
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC PMT	0267 - ALLIANT ENERGY WPL		169.01	-45,606.58
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC PMT	0267 - ALLIANT ENERGY WPL		23.92	-45,582.66
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC PMT	0267 - ALLIANT ENERGY WPL		948.85	-44,633.81
02/28/2024	APPKT02271	5178		ALLIANT ENERGY WPL SEC PMT	0267 - ALLIANT ENERGY WPL		17.55	-44,616.26
02/28/2024	APPKT02271	5253		TITAN AVIATION FUELS SEC PMT	0168 - TITAN AVIATION FUELS		36,358.11	-8,258.15
02/28/2024	APPKT02271	5255		TOUCH & GO AVIATION INC SEC PMT	0371 - TOUCH & GO AVIATION INC		7,250.00	-1,008.15
02/28/2024	APPKT02271	5255		TOUCH & GO AVIATION INC SEC PMT	0371 - TOUCH & GO AVIATION INC		50.00	-958.15
02/28/2024	APPKT02271	5261		VISA SEC PMT	0330 - VISA		958.15	0.00
02/29/2024	APPKT02283	287304339632X03012...	5276	February Cell Phone SEC PBL	0072 - AT&T MOBILITY LLC		-9.06	-9.06

Detail Report

Date Range: 02/01/2024 - 02/29/2024

Account		Name				Beginning Balance	Total Activity	Ending Balance
205-535-46341-0000		AIRPORT FUEL SALES				-29,138.68	-10,781.60	-39,920.28
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/02/2024	CLPKT00767	2024.2.2		CLPKT00767			-10,781.60	-39,920.28
205-535-46342-0000		AIRPORT HANGAR SITE LEASE REV				-697.70	-837.24	-1,534.94
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/01/2024	ARPKT00447	INV00649		MONTHLY HANGER RENT			-139.54	-837.24
02/01/2024	ARPKT00447	INV00650		MONTHLY HANGER RENT			-139.54	-976.78
02/01/2024	ARPKT00447	INV00651		MONTHLY HANGER RENT			-139.54	-1,116.32
02/01/2024	ARPKT00447	INV00653		AIRPORT HANGER RENT			-139.54	-1,255.86
02/01/2024	ARPKT00447	INV00654		Monthly Hanger Retn			-139.54	-1,395.40
02/22/2024	ARPKT00481	INV00685		February Hanger Rent			-139.54	-1,534.94
205-535-53510-1100		SALARIES				2,852.14	48.94	2,901.08
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/08/2024	GLPKT04207	JE00001619		PR JE 2.8.2024			48.94	2,901.08
205-535-53510-1410		FICA				211.20	3.03	214.23
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/08/2024	GLPKT04207	JE00001619		PR JE 2.8.2024			3.03	214.23
205-535-53510-1420		MEDICARE				49.40	0.71	50.11
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/08/2024	GLPKT04207	JE00001619		PR JE 2.8.2024			0.71	50.11
205-535-53510-2100		AIRPORT PROFESSIONAL SERVICES				7,250.00	7,250.00	14,500.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/21/2024	APPKT02219	Feb & ADSB Report	5255	February Contract	0371 - TOUCH & GO AVIATION INC		7,250.00	14,500.00
205-535-53510-2200		AIRPORT UTILITY SERVICES				1,950.28	967.21	2,917.49
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/21/2024	APPKT02226	Feb CC-KF	5261	TDS-AIRPORT-608-328-8357	0330 - VISA		958.15	2,908.43
02/29/2024	APPKT02283	287304339632X03012...	5276	February Cell Phone	0072 - AT&T MOBILITY LLC		9.06	2,917.49
205-535-53510-3400		AIRPORT OPERATING SUPPLIES				376.00	50.00	426.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/21/2024	APPKT02219	Feb & ADSB Report	5255	ADSB Report Fee Reimbursement	0371 - TOUCH & GO AVIATION INC		50.00	426.00
205-535-53510-3500		AIRPORT MAINT SUPPLIES VEHICLE				1,290.36	696.13	1,986.49
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/13/2024	POPKT06118	142291	5141	Frame and Solid Platen LD	0171 - NEENAH FOUNDRY COMPANY		696.13	1,986.49
205-535-53510-3520		AIRPORT FUEL				0.00	36,358.11	36,358.11
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
02/26/2024	APPKT02266	3969839	5253	AIRPORT FUEL	0168 - TITAN AVIATION FUELS		36,358.11	36,358.11
Total Fund: 205 - AIRPORT FUND:					Beginning Balance: 21,652.64	Total Activity: 0.00	Ending Balance: 21,652.64	

Detail Report

Date Range: 02/01/2024 - 02/29/2024

Account				Name		Beginning Balance		Total Activity	Ending Balance
205-535-53510-3520				AIRPORT FUEL - Continued		0.00			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account		Amount	Running Balance
Grand Totals:				Beginning Balance: 21,652.64		Total Activity: 0.00		Ending Balance: 21,652.64	

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
205 - AIRPORT FUND	21,652.64	0.00	21,652.64
Grand Total:	21,652.64	0.00	21,652.64



City of Monroe Item Coversheet

Meeting Date: 3/27/2024

Individual Requesting Item: Airport Board

Expected Length of Discussion: 2 min

Issue

Background Information

Financial Impact

Recommendation



City of Monroe Item Coversheet

Meeting Date: 3/27/2024

Individual Requesting Item: Airport Board

Expected Length of Discussion: 5 min

Issue

Background Information

Financial Impact

Recommendation



City of Monroe Item Coversheet

Meeting Date: 3/27/2024

Individual Requesting Item: Airport Board

Expected Length of Discussion: 5 min

Issue

Background Information

Financial Impact

Recommendation



City of Monroe Item Coversheet

Meeting Date: 3/27/2024

Individual Requesting Item: Airport Board

Expected Length of Discussion: 5 min

Issue

Background Information

Financial Impact

Recommendation