

Airport Operations Report: Aug 2018

- 1) Ongoing weekly mowing operations.
- 2) Wired the new beacon safety light on the red truck. Mounted the light on top of dump bed for better visibility in all directions.
- 3) **Hal Davis, C.M. | Airport Compliance Manager**
Hal came out on 8/8 to inspect the airport. Hal checked glide slopes, and expressed concerns for runway clearances. Hal sent me his findings, and in turn sent them to Airport Board members, and Town Chairman for review.
- 4) Chuck Kreml the new employee is progressing well. Chuck has picked up operation of equipment quickly as well as normal daily duties. His commitment to doing quality work in a safe manner is commendable. He is very personable, and works well with others.
- 5) Bill King has retired from airport operations. He has provided many years of service, and his experience has helped greatly with my new transition. More time for fishing now...
- 6) **Hamburger Fly-In: Had good weather and a good turnout for the event.**
22 planes and 75 people showed up.
Everything went smoothly with help from Airport Committee members, Town Chairman, Airport personnel, and volunteers.
Jim Hannemann provided communications and direction to incoming airplanes for parking and/or fueling.
\$526 received in donations from Hamburger Fly-In.
- 7) Requesting quotes for blasting and painting light tower.
- 8) Upgraded electronic entry to back of the terminal from the apron. The key card interface is still in place and is operational.
The small push button switch with the missing button was replaced with a larger no touch switch to exit the terminal. A swipe of the hand within 4" of the faceplate is all that is needed to release the door for 5 seconds.
There were numerous complaints of lockouts by pilots trying to get into building during the last few months. Other times, I have found the key card kept in the lock box was missing or not placed back into the lock box. Eventually the lock box became inoperable.

A push button keypad was added outside of the door to replace the lock box. The entry code was programmed to the CTAF frequency. The code for the keypad entry is the same as getting into the previous lock box.

- 9) Fertilizing of grass runway has been delayed till Sept. due to heat conditions.
- 10) While working on monthly check list of airport operations, found the following:
- a) All three emergency lights are inoperative in the terminal. Batteries need replacing.
 - b) 100LL light post light is on 24/7. Photo sensor needs replacing.
 - c) Both LED spot lights were out in front of the terminal. Main sign in front of terminal, and the flag light. They are at least 5 years old. Replaced.
 - d) AWOS station tower lights are out.
 - e) Several hangar lights are out, and several lights are on all time. Need to check and verify operation of lights again since it was close to morning light transition when last checked.
- 11) The tug is available for pilots along with a tow bar inside of the shelter located between the 100LL and diesel fuel tanks. The tractor was donated to the airport in less than optimal maintenance condition. It needs a new air filter, fuel filter, and is ready for an oil change. Back tire has a bulge in it, but should work fine for light work.
- 12) Worked with town clerk to verify phone numbers used out at the terminal. Found one line still dedicated to an alarm system that was deactivated back in 2008. \$45/month phone line charge eliminated.
- 13) Auditing User List for gate card keys. Working on sorting out old / unused entries from list to deactivate those cards.
2 airport vehicle cards were found missing from vehicles so I deactivated those cards.
- 14) Tie Down Fees: Five dollars a night is not a lot, but numerous planes stay and leave without paying any tie down fees.

We have little to no signage. A mailbox labeled "TIE DOWN FEES" without any envelopes or holder.

Sometimes money is placed into mailbox without any clue to who had paid.

I am looking into getting an envelope holder, envelopes printed, and signage.

Airport Operations Report: Aug 2018 Page 3

100LL

Fuel Pump Odometer: 16346.3

Current fuel price is \$4.59/ gal.

Aug. Fuel sales: 2236.129 gal. for \$10263.79

YTD Fuel sales: 7927.973 gal. for \$36099.55

Approximately 4364 gallons on hand.

Diesel:

Fuel Pump Odometer: 70253.3

Airport Aug. Fuel used: 54.5 gal.

Airport YTD Fuel used: 756.71 gal.

Approximately 1704 gallons on hand.

Terminal:

Airport credit card purchases: \$0 YTD: \$0

\$45.00 received in Courtesy Car Rental / Tie Downs

\$526 received in donations from Hamburger Fly-In.

\$23 received from soda/water sales.

Airport Hours:

Staff hours worked: 98.5 hrs.

Manager hours worked: 191 hrs. (extra for Hamburger Fly-In)

Total hours: 289.5