

# CITY OF RICHLAND CENTER - AGENDA ITEM DATA SHEET

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**Agenda Item:** Airport Fuel Purchase

**Requested & Presented by:** Jasen Glasbrenner - DPW

**Meeting Date:** Public Works Committee on 07-16-2026  
Emergency Purchase Authorization

**Committee Review:**

**Background:** Purchase of fuel for Airport Fuel Farm. The last purchase was in March of 2026.

This item is being presented to Public Works and is also being advanced through the emergency purchase clause. This is a budgeted item that involves a single source provider – Arrow Fuel Services.

The process from initial order to fuel delivery can take anywhere from a few days to several weeks due to the City's need to partner with other airports to share a truckload of fuel and shipping costs. In this case, the fuel purchase fits within the airport budget and is being presented to the Public Works Committee on 7/15, but due to rapid delivery availability on 7/17, the purchase will not be able to be fully approved by the Budget Committee and Common Council before then. We expect that it is unlikely that this situation will arise again, as this type of issue will be covered by the pending new financial and purchasing policy that is in development.

Currently, the pre-delivery order stands at 1,500 gallons at \$5.0683 per gallon, for a total of \$7,602.45, with an additional approximately \$500 going toward AvGas taxes.

This places the authorization at approximately \$8,100, though it is possible that the final amount could fluctuate up or down based on the nature of the shared load ordering system.

**Department Recommendation:** Please authorize / validate the purchase.

**Financial Impact:** Expenditure of approximately \$8,100

**Funding Source:** Budgeted Expenditure; 10-54900-505 Airport / Aviation Fuel

**Potential Motion:**

**PUBLIC WORKS:** Motion to approve the purchase of aviation fuel in the approximate amount of \$8,100

**COUNCIL:** Emergency Purchase Notice

**Attachment(s):**