

**City of Stevens Point
Airport Commission
April 12, 2021 - 12:30 PM
Meeting will be held via a Zoom Meeting URL to
connect: <https://us02web.zoom.us/j/82026885705>
*URL Dial in number: (301) 715-8592
Meeting ID: 820 2688 5705**

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Approval of Minutes of the March 8, 2021 meeting.
3. Approval of Department Claims
4. Written/Verbal Report - *Jason Draheim*
5. Adjournment.

The next Airport Commission meeting will be Monday, May 10, 2021 immediately following the Board of Water & Sewerage Commission Meeting.

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the Director as soon as possible to ensure a reasonable accommodation can be made. The Director can be reached by telephone at (715) 345-5260, or by mail at 300 Bliss Avenue, P.O. Box 243 Stevens Point, WI.

Copies of resolutions, reports and minutes of the Airport Commission Meetings are on file at the Administrative Office of the Water and Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
March 8, 2021 - 12:30 PM
Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705>
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MINUTES

Discussion and Possible Action on:

1. Roll Call

Present: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

Staff Present: Joel Lemke, Jason Draheim, Eric Southworth, Chris Lefebvre, Craig Czaikowski, Mary Klesmith and Jaime Zdroik

2. Approval of Minutes

Motion made by Anna Haines, seconded by Ray Schmidt to approve the minutes of the February 8, 2021 meeting of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the department claims for the month of February 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated it was a very standard month and jet traffic is picking up.

Ray Schmidt asked in regards to the fence project at the Airport, he wondered if the black color fence was approved. Jason stated black fencing has been submitted to the FAA so we will see what is approved.

5. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:33PM

REPORT TO THE APRIL, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of March 1, 2021

\$	339,896.64
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Bank deposits recorded in March 2021

\$	12,164.34
\$	352,060.98

CHECKS ISSUED IN MARCH 2021

2347	Riesterer & Schnell Inc.	Snow Pusher Attachment	246.50	
2348	Stevens Point Public Utilities	Snow removal	2,052.97	
2349	Verizon Wireless	IPad & Charges	10.14	
2350	AT&T	Phone Charges	2.90	
2351	City of Stevens Point Public Utilities	Work for Airport	1,110.06	
2352	Titan Aviation Fuels	Fuel Purchase	28,080.71	
2353	Donna's Cleaning Service	Cleaning	175.00	
2354	Mastercard	Cable, rug service, office supplies	765.91	
EFT	Payroll	3/4/2021	3,704.39	
EFT	Payroll	3/18/2021	3,802.34	
	Wisconsin Public Service	Utility Charges		
	WI Dept of Revenue	Fuel Tax	111.90	
	IRS	Payroll Taxes	2,250.38	
	WI Dept of Revenue	Payroll Taxes	485.97	
TOTAL EXPENSES LISTED			<u>\$ 42,799.17</u>	<u>\$ 42,799.17</u>
BALANCE ON HAND MARCH 31 , 2021				<u>\$ 309,261.81</u>

Balance on Hand	\$ 309,261.81
Plus checks written after end of month	
Plus uncleared checks	\$ 765.91
Less checks previously written clearing this month	\$ (515.99)
Ending Cash Balance matching Bank Statements	<u><u>\$ 309,511.73</u></u>

March 2021

Airport Activity

- COVID-19 Operational adjustments in place.
- Airport perimeter fence project engineering in progress. (No update)
- Airport Runway rehab project engineering in progress. (30% complete)

Aircraft Movements

****Activity logs are on file and available for viewing at the airport****

- ***180 Aircraft were logged during hours of operation for the month.***

Aircraft Type	#
Single Engine Private	140
Multi-Engine Private	5
Single Engine Business	14
Multi-Engine Business	0
Jet/Turbine	18
Helicopter	3

Previous Yr. / Present Yr. aircraft movements recorded during business hours.

<u>2020</u>	<u>AC</u> <u>Movement</u>	<u>2021</u>	<u>AC</u> <u>Movement</u>
January	181	January	155
February	162	February	121
March	120	March	180
April	137	April	
May	252	May	
June	273	June	
July	314	July	
August	351	August	
September	383	September	
October	377	October	
November	310	November	
December	254	December	
Total	3114	Total	456
Average	260	Average	152
High Mo.	383	High Mo.	180
Low Mo.	120	Low Mo.	121

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2021</u>	<u>100LL</u>	<u>Jet-A</u>
January	880.67	1701	January	498.45	714
February	1674.62	1118	February	466.25	1399
March	1590.84	1373	March	821.86	2836.1
April	2003.42	265	April		
May	885.5	1374.7	May		
June	1306.73	2510.5	June		
July	1925.02	1638.6	July		
August	1736.89	2491.9	August		
September	1521.47	2789.6	September		
October	1523.3	3757.7	October		
November	968.76	1357.6	November		
December	765.47	950.4	December		
Total	16782.7	21328	Total	1786.56	4949.1
Average	1398.56	1777.333	Average	595.52	1649.7
High Mo.	2003.42	3757.7	High Mo.	821.86	2836.1
Low Mo.	765.47	265	Low Mo.	466.25	714

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 22 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

Aircraft Rentals/Instruction Given

N/A

Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
- *Vehicular tank meter(VTM) licenses current.*
- *MALSR(Medium Intensity Approach Lighting) LED pilot project in progress.*
- *Seasonal maintenance on airfield lighting system in progress.*

This report was completed by Jason Draheim. Questions concerning the report or any other related issues can be answered by contacting Jason Draheim by telephone at 715.345.8993, or by e-mail, jdraheim@stevenspoint.com.

Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: March **Year:** 2021

(neg difference = fuel gained)
(pos difference = fuel missing)

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	<u>Total Gal.</u>	<u>Invoiced Gallons Received</u>
<u>Prev. Month Jet-A Truck Quantity</u>	N/A	2890	N/A	
<u>Prev. Month Qty</u> (veeder-root)	1344	4621	8855	
<u>Purchases</u> (+)	8553			8661
<u>Sold</u> (-)	821.86	2836.1	3657.96	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	9070.14	4669.9	5187.04	
<u>Month End Jet-A Truck Quantity</u>	N/A	2738	N/A	
<u>Month End Qty</u> (-) (veeter-root)	9023	1920	13681	
<u>Difference</u> (=)	47.14	11.9	59.04	
<u>Tax exempt Gal.</u> (includes used gals)	0	0	0	

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	99.63	29.08
This month end temp:	33.2	29.9
This month end meter:	9023	1920 (tanks only)
Prev month end inches:	22.61	55.59
Prev month end temp:	27.5	29.5
Prev month end meter:	1344	4621 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	9023	1920
Inventory Value:	<u>\$ 36,633.38</u>	<u>\$ 7,833.60</u>
Total Inventory Value:	<u>\$ 44,466.98</u>	