

**City of Stevens Point
Airport Commission
May 10, 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
3. Approval of Department Claims
4. A proposal for maintenance activities at the current maintenance hangar -*Joel Lemke/Jason Draheim*
5. Update on Airport Fence Project -*Joel Lemke/Jason Draheim*
6. Written/Verbal Report - *Jason Draheim*
7. Adjournment.

The next Airport Commission meeting will be Monday, June 14, 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 Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**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**

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, Mary Klesmith, Chris Lefebvre, Eric Southworth, Jason Draheim, Craig Czaikowski and Jaime Zdroik

2. Approval of Minutes of the March 8, 2021 meeting.

Motion made by Mae Nachman, seconded by Anna haines to approve the March 8, 2021 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the department claims for the month of March 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated the two federal projects are underway. Joel stated there has been a meeting with the Izaak Walton League presenting them the fence project.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:33PM

REPORT TO THE MAY, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of April 1, 2021

\$ 309,511.73

Bank deposits recorded in April 2021

\$ 23,238.61

\$ 332,750.34

CHECKS ISSUED IN APRIL 2021

2355	AT&T	Phone charges	2.90	
2356	City of Stevens Point	Insurance, fuel & employee benefits, retirement, fuel	17,470.92	
2357	Donna's Cleaning Service	Cleaning Service	175.00	
2358	Heartland Business Systems, LLC	Managed Services - January & February, KnowBe4	182.99	
2359	Point Heating & Cooling	Boiler HVAC Maint, Geothermal Maint, Hangar Boiler Maint, HVAC Maint	2,942.95	
2360	City of Stevens Point Public Utilities	Work performed for Airport	340.88	
2361	ULINE	PPE	745.57	
2362	Wing Aero Products	Charts	60.50	
2363	Baker Tilly Virchow Krause LLP	Audit Charges	993.05	
2364	AIRNAV, LLC	Annual Listing	1,716.00	
2365	City of Stevens Point	Workers Comp Insurance Premiums	412.12	
2366	Titan Aviation Fuels	Jet Fuel	16,442.87	
2367	Mastercard	Rug & cable service, supplies	680.14	
2368	Verizon Wireless	IPad Charges	10.15	
EFT	Payroll	4/1/2021	3,704.39	
EFT	Payroll	4/15/2021	3,695.86	
EFT	Payroll	4/29/2021	3,859.52	
	Wisconsin Public Service	Utility Charges	6,048.93	
	WI Dept of Revenue	Fuel Tax	219.48	
	IRS	Payroll Taxes	3,371.08	
	WI Dept of Revenue	Payroll Taxes	727.82	
TOTAL EXPENSES LISTED			\$ 63,803.12	\$ 63,803.12
BALANCE ON HAND APRIL 30 , 2021				\$ 268,947.22

Balance on Hand	\$ 268,947.22
Plus checks written after end of month	
Plus uncleared checks	\$ 18,849.16
Less checks previously written clearing this month	\$ (765.91)
Ending Cash Balance matching Bank Statements	\$ 287,030.47

Stevens Point Municipal
4501 Hwy 66
Stevens Point, WI 54482



Jason D. Draheim
Airport Manager
P: 715.345.8993
F: 715.345.8991

May 7, 2021

TO: Airport Commission
FROM: Jason Draheim, Airport Manager

RE: Maintenance Hangar

Background

In an effort to maintain our critical infrastructure, we have completed a door replacement on our maintenance hangar (2020 season). This door replacement was the first part of the maintenance objectives for this structure.

Analysis

The maintenance hangar is still in need of insulation replacement/steel rehab on the interior to function as designed. There is also current interest in the potential lease of this building for an aircraft maintenance facility that would have a significant impact on airport operations/revenue.

We have had difficulty gaining response from multiple contractors to provide estimates for this work. We have received an estimate in the amount of \$37,767.00 with options not to exceed \$47,319.00.

We currently have capital improvement funds in place for this project.

Recommendation

It is my recommendation that we proceed with an approved dollar amount not to exceed \$47,319.00 for the maintenance of this hangar to complete our objectives for current and potential use. The approved dollar amount will apply to this or any other quote we receive for the same scope of work.

Jason Draheim
Airport Manager
Stevens Point Municipal Airport

Modern Image Builders, LLC

9532 Clinton Rd
Amherst, WI 54406

Estimate

Date	Estimate #
5/3/2021	91

Name / Address
Stevens Point Airport

			Project
Description	Qty	Rate	Total
Maintenance Hangar Higher Power Door 4.5 inches of insulation in Higher Power Door Liner steel applied to higher power door Nylon double seal weather strips with rubber gasket applied Foam inserted between girts (4in. of high density foam with 1/2 in. thermal break over the girts beneath the liner steel) Perimeter of building Rolled metal building insulation applied between bottom 2 rows of metal girts Liner steel applied around perimeter of building to cover insulation. Options To spray foam wall perimeter and door add \$9552 to estimate		37,767.00	37,767.00
		Total	

Modern Image Builders, LLC

9532 Clinton Rd
Amherst, WI 54406

Estimate

Date	Estimate #
5/3/2021	91

Name / Address
Stevens Point Airport

			Project
Description	Qty	Rate	Total
Total material and labor We purpose hereby to furnish material and labor-completed in accordance with above specifications, for the sum of..... Payments to be made as followed: This project requires 50% down on or before the start date. Terms: 1.5% monthly interest (18% annual interest) charged on all invoices past 30 days past date of invoice. Any alterations to the above specifications involving extra cots will be executed only upon written orders, and will become extra charges over and above the original estimate. ACCEPTANCE OF PROPOSAL – The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. DATE OF ACCEPTANCE: _____ SIGNATURE (OWNER/BUYER): _____ SIGNATURE (CONTRACTOR): _____ Due to periodic material price change, our estimates are only valid for 30 days		0.00	0.00
		Total	\$37,767.00

April 2021

Airport Activity

- COVID-19 Operational adjustments in place.
- Airport perimeter fence project engineering in progress. (95% complete)
- Airport Runway rehab project engineering in progress. (65% complete)
- SPPD and Portage County Sheriff's EVO training April 7, 9, 21, 22, 28, and 29.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	177
Multi-Engine Private	6
Single Engine Business	16
Multi-Engine Business	1
Jet/Turbine	11
Helicopter	1

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	212
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	668
Average	260	Average	167
High Mo.	383	High Mo.	212
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	859.72	3402.1
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	2646.28	8351.2
Average	1398.56	1777.333		Average	661.57	2087.8
High Mo.	2003.42	3757.7		High Mo.	859.72	3402.1
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:	April	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	2738	N/A	
<u>Prev. Month Qty</u> (veeder-root)				9023	1920	13681	
<u>Purchases</u> (+)					7511		7571
<u>Sold</u> (-)				859.72	3402.1	4261.82	
<u>Used</u> (-)				5	5	10	
<u>Total Qty</u> (=)				8158.28	8761.9	9409.18	
<u>Month End Jet-A Truck Quantity</u>				N/A	1618	N/A	
<u>Month End Qty</u> (-) (veeter-root)				8264	7160	17042	
<u>Difference</u> (=)				-105.72	-16.1	-121.82	
<u>Tax exempt Gal.</u> (includes used gals)				<u>100LL Gal.</u> 0	<u>Jet-A Gal.</u> 0	0	

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	90.94	79.65
This month end temp:	50.2	49.6
This month end meter:	8264	7160 (tanks only)
Prev month end inches:	99.63	29.08
Prev month end temp:	33.2	29.9
Prev month end meter:	9023	1920 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	8264	7160
Inventory Value:	<u>\$ 33,551.84</u>	<u>\$ 29,212.80</u>
Total Inventory Value:	<u>\$ 62,764.64</u>	