

Our intention is to have in-person meetings going forward. For the time being, we will hold the meetings at 300 Bliss Avenue. This in-person location will meet the legal requirement for our open meetings. We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

**City of Stevens Point
Airport Commission
July 12, 2021 - 12:30 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

By Zoom Teleconferencing

Meeting URL to connect: <https://us02web.zoom.us/j/82026885705>

Dial in number: (301) 715-8592

Meeting ID: 820 268805705

(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. Written/Verbal Report - *Jason Draheim*
5. Adjournment.

The next Airport Commission meeting will be Monday, August 9, 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
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**

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

Motion made by Mae Nachman, seconded by Anna Haines to approve the April 12, 2021 meeting minutes 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 April 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. A proposal for maintenance activities at the current maintenance hangar - Joel Lemke/Jason Draheim

Joel stated this is a continuation of the project we started in 2020. The hangar is still in need of insulation replacement/steel rehab on the interior to function as designed. There is interest in the potential lease of this building for an aircraft maintenance facility. There is capital improvement funds in place for this project.

Motion made by Anna Haines, seconded by Carl Rasmussen to approve an amount not to exceed \$47,319.00 for maintenance at the Airport maintenance hangar.

Ayes all. Nays none. Motion carried.

5. Update on Airport Fence Project -Joel Lemke/Jason Draheim

Joel and Jason participated in the 95% design review meeting. They are making final changes to the plan. The project will go to bid June/July.

6. Written/Verbal Report - Jason Draheim

Jason stated we had the 65% plan completion review for the runway rehab project. We also had EVOC training for SPPD and Portage County Sheriff's Dept. in April and everything went well.

7. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:43PM

REPORT TO THE JUNE, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of May 1, 2021

\$	287,030.47
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Bank deposits recorded in May 2021

\$	11,467.91
\$	298,498.38

CHECKS ISSUED IN MAY 2021

2369	AT&T	Phone Charges	2.90	
2370	Donna's Cleaning Service	Cleaning Service	175.00	
2371	City of Stevens Point	Insurance and retirement	5,228.99	
2372	Stevens Point Public Utilities	Work performed for Airport	114.64	
2373	Mastercard	Internet, rug service & supplies	636.97	
2374	Heartland Business Systems, LLC	Threat Hunt IT Services; Monthly Managed IT Services March, April, May	552.29	
2375	Stevens Point Public Utilities	Work completed for Airport	169.59	
2376	Transportation Dept	Work completed for Airport	151.61	
EFT	Payroll	5/13/2021	3,704.39	
EFT	Payroll	5/27/2021	3,695.86	
	Wisconsin Public Service	Utility Charges	2,338.91	
	WI Dept of Revenue	Fuel Tax	255.72	
	IRS	Payroll Taxes	2,208.82	
	WI Dept of Revenue	Payroll Taxes	475.70	
TOTAL EXPENSES LISTED			\$ 19,711.39	\$ 19,711.39
BALANCE ON HAND MAY 31 , 2021				\$ 278,786.99

Balance on Hand	\$ 278,786.99
Plus checks written after end of month	
Plus uncleared checks	\$ 1,358.85
Less checks previously written clearing this month	\$ (18,849.16)
Ending Cash Balance matching Bank Statements	\$ 261,296.68

**REPORT TO THE JULY, 2021
MEETING OF THE AIRPORT COMMISSION**

FINANCES:

Bank balance as of June 1, 2021

\$ 261,296.68

Bank deposits recorded in June 2021

\$ 33,449.98

\$ 294,746.66

CHECKS ISSUED IN JUNE 2021

2377	AT&T	Phone Charges	2.90		
2378	City of Stevens Point	Workers Comp Premium	274.88		
2379	City of Stevens Point Public Utilities	IPad charges for two months	20.29		
2380	City of Stevens Point	Insurance, retirement & fuel	6,297.83		
2381	City of Stevens Point Public Utilities	Vac fuel tank	93.63		
2382	Transportation Dept	Grounds maintenance	56.15		
2383	BlueGlobes LLC	Airfield Lighting	725.62		
2384	CDW Government	PRI, diagram updates & wildcard work	24.39		
2385	Donna's Cleaning Service	Cleaning Service	175.00		
2386	Mastercard	Stamps, cable & rug service	470.47		
2387	ULINE	OPS Equipment, Terminal Supplies	900.87		
2388	Wing Aero Products	Charts	119.90		
2389	City of Stevens Point	Workers Comp Premium	137.63		
2390	Summit Companies	Annual Fire Extinguisher Inspection	261.55		
2391	Titan Aviation Fuels	Fuel purchase	17,920.82		
EFT	Payroll	6/10/2021	3,703.93		
EFT	Payroll	6/24/2021	3,748.63		
	Wisconsin Public Service	Utility Charges	1,919.77		
	WI Dept of Revenue	Fuel Tax	239.28		
	IRS	Payroll Taxes	2,229.60		
	WI Dept of Revenue	Payroll Taxes	480.84		
TOTAL EXPENSES LISTED			\$ 39,803.98	\$	39,803.98
BALANCE ON HAND JUNE 30 , 2021				\$	254,942.68

Balance on Hand	\$ 254,942.68
Plus checks written after end of month	
Plus uncleared checks	\$ 19,516.09
Less checks previously written clearing this month	\$ (1,358.85)
Ending Cash Balance matching Bank Statements	\$ 273,099.92

June 2021

Airport Activity

- COVID-19 Operational adjustments lifted, following continued departmental guidance.
- Flying Hamburger Social June 16th (~ 32 aircraft in attendance).

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	265
Multi-Engine Private	12
Single Engine Business	26
Multi-Engine Business	1
Jet/Turbine	26
Helicopter	4

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	301
June	273	June	334
July	314	July	
August	351	August	
September	383	September	
October	377	October	
November	310	November	
December	254	December	
Total	3114	Total	1303
Average	260	Average	217
High Mo.	383	High Mo.	334
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	1040.59	2947.1
June	1306.73	2510.5	June	1494.35	2324.7
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	5181.22	13623
Average	1398.56	1777.333	Average	863.537	2270.5
High Mo.	2003.42	3757.7	High Mo.	1494.35	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: June **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	1177	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7259	4687	13123	
<u>Purchases</u> (+)		7820		
<u>Sold</u> (-)	1494.35	2324.7	3819.05	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	5759.65	11354.3	9293.95	
<u>Month End Jet-A Truck Quantity</u>	N/A	2247	N/A	
<u>Month End Qty</u> (-) (veeder-root)	5840	9150	17237	
<u>Difference</u> (=)	-80.35	-42.7	-123.05	
<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:	66.98	101.2
This month end temp:	70.3	70.3
This month end meter:	5840	9150 (tanks only)
Prev month end inches:	80.6	56.21
Prev month end temp:	55.7	54.9
Prev month end meter:	7259	4687 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	5840	9150
Inventory Value:	<u>\$ 23,710.40</u>	<u>\$ 37,332.00</u>
Total Inventory Value:	<u>\$ 61,042.40</u>	