

Our intention is to have in-person meetings going forward. We will hold 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
August 9, 2021 - 12:30 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

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. 2020 Audit Presentation by Baker Tilly, Jodi Dobson
4. Approval of Department Claims
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

The next Airport Commission meeting will be Monday, September 13, 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
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

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, Mary Klesmith, Eric Southworth, Craig Czaikowski and Jaime Zdroik

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Anna Haines to approve the May 10, 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 months of May and June 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated they had two strong months at the Airport.

We do have a flying club with great interest in starting up here at our airport. They are holding an informational meeting regarding this at the Airport on Saturday. The Commission asked what the primary purpose of a flying club is. Jason explained it is for individuals who don't have the desire to own an Airplane outright they can buy-in to a share of the Airplane and share the maintenance and insurance costs with the ability to schedule a time to use the airplane. The club will also hold educational meetings as well.

The Flying Hamburger Social is a Wisconsin originated event. Each airport in the state takes a different week, where on a Wednesday night they can fly in and have a hamburger.

5. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:27PM

REPORT TO THE AUGUST, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of July 1, 2021

\$	273,099.92
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Bank deposits recorded in July 2021

\$	44,973.19
\$	318,073.11

CHECKS ISSUED IN JULY 2021

2392	Advance Auto Parts	Airport Lawn Tractor - oil	21.09	
2393	AT&T	Phone Charges	2.90	
2394	City of Stevens Point Public Utilities	IPad Charges	10.15	
2395	Transportation Dept	Grounds keeping work	628.88	
2396	CDW Government	Troubleshoot Phone System, Cisco Flex Licensing	48.34	
2397	City of Stevens Point	Retirement, insurance & fuel	5,352.20	
2398	Donna's Cleaning Service	Cleaning Service	175.00	
2399	City of Stevens Point	Workers Comp Premiums	276.92	
2400	Titan Aviation Fuels	Fuel purchase	17,054.45	
2401	Mastercard	Cable, rug service & supplies	999.77	
2402	Springbrook Holding Company LLC	Annual Software Maint Fee	4,865.91	
2403	Stevens Point Public Utilities	Verizon-IPad Fee	10.15	
2404	Transportation Dept	Grounds Keeper Charges	359.36	
EFT	Payroll	7/8/2021	3,703.93	
EFT	Payroll	7/22/2021	3,766.38	
	Wisconsin Public Service	Utility Charges	1,736.74	
	WI Dept of Revenue	Fuel Tax	229.14	
	IRS	Payroll Taxes	2,236.53	
	WI Dept of Revenue	Payroll Taxes	482.55	
TOTAL EXPENSES LISTED			\$ 41,960.39	\$ 41,960.39
BALANCE ON HAND JULY 31 , 2021				\$ 276,112.72

Balance on Hand	\$ 276,112.72
Plus checks written after end of month	
Plus uncleared checks	\$ 5,875.83
Less checks previously written clearing this month	\$ (19,516.09)
Ending Cash Balance matching Bank Statements	\$ 262,472.46

July 2021

Airport Activity

- COVID-19 Operational adjustments lifted, following continued departmental guidance.
- EAA Airventure (7/24-8/1).
- Stevens Point area flying club informational meeting (7/17).

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	472
Multi-Engine Private	55
Single Engine Business	35
Multi-Engine Business	1
Jet/Turbine	37
Helicopter	8

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	680
August	351	August	
September	383	September	
October	377	October	
November	310	November	
December	254	December	
Total	3114	Total	1983
Average	260	Average	283
High Mo.	383	High Mo.	680
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	3525.46	5554.2
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	8706.68	19177.2
Average	1398.56	1777.333	Average	1243.81	2739.6
High Mo.	2003.42	3757.7	High Mo.	3525.46	5554.2
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: July **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	2247	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5840	9150	17237	
<u>Purchases</u> (+)	4206	0		
<u>Sold</u> (-)	3525.46	5554.2	9079.66	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	6515.54	5837.8	8147.34	
<u>Month End Jet-A Truck Quantity</u>	N/A	2766	N/A	
<u>Month End Qty</u> (-) (veeter-root)	6534	3096	12396	
<u>Difference</u> (=)	-18.46	-24.2	-42.66	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<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:	73.56	41.1
This month end temp:	67	65.7
This month end meter:	6534	3096 (tanks only)
Prev month end inches:	66.98	101.2
Prev month end temp:	70.3	70.3
Prev month end meter:	5840	9150 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	6534	3096
Inventory Value:	<u>\$ 26,528.04</u>	<u>\$ 12,631.68</u>
Total Inventory Value:	<u>\$ 39,159.72</u>	