

Our intention is to have in-person meetings going forward. 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
September 13, 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. Approval of Department Claims
4. Written/Verbal Report - *Jason Draheim*
5. Adjournment.

***The next Airport Commission meeting will be Monday, October 11, 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
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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Anna Haines and Ray Schmidt

EXCUSED ABSENCE: Mae Nachman

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

ALSO PRESENT: Jodi Dobson-Baker Tilly

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the July 12, 2021 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. 2020 Audit Presentation by Baker Tilly, Jodi Dobson

Jodi Dobson of Baker Tilly presented the 2020 Airport Audit.

The city and other local subsidies have been a significant portion of the revenues. Both operating revenues and expenses decreased in 2020 due to the operational impact of the Covid 19 pandemic. Unrestricted cash on hand is at 11.62, operating costs were lower, so it looks higher, but it actually has been pretty consistent.

Carl questioned the Airport running in a deficit and are there any concerns. Joel explained the change in net position being negative is due to the numbers not reflecting depreciation.

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the 2020 Airport Audit completed by Baker Tilly.

Ayes all. Nays none. Motion carried.

4. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Joel stated it was a busy month due to EAA Airventure.

The Commission was questioning if the numbers for 2021 compared to 2019 more than 2020 due to Covid. Joel is guessing 2019 was busier yet, still a rebound effect from pandemic.

6. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:42PM

REPORT TO THE SEPTEMBER, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of August 1, 2021

\$	262,472.46
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Bank deposits recorded in August 2021

\$	23,865.02
\$	286,337.48

CHECKS ISSUED IN AUGUST 2021

2405	AT&T	Phone Charges	2.90	
2406	CDW Government	Cisco Flex Licensing	244.56	
2407	Donna's Cleaning Service	Cleaning service	175.00	
2408	Heartland Business Systems, LLC	Veeam Renewal, Server Upgrade, Monthly Managed Services	329.58	
2409	CDW Government	CISCO Smartnet	1,381.71	
2410	Central Door Solutions LLC	Hangar door repair	215.00	
2411	Halron Lubricants Inc	Aircraft Oil	299.07	
2412	Heartland Business Systems, LLC	Managed Services	90.93	
2413	Midstate Lock, LLC	Lock Maintenance	91.00	
2414	Point Heating & Cooling	HVAC Maintenance	208.89	
2415	Rasmussen Plumbing & Heating	Terminal Plumbing Repair	125.75	
2416	Transportation Dept	Lawn maintenance	179.68	
2417	Mastercard	Rug service, cable & supplies	1,323.21	
2418	Worzellas Point Supply LLC	Janitorial	431.11	
2419	City of Stevens Point	Retirement, insurance, fuel & repair parts, workers comp	6,873.38	
2420	Titan Aviation Fuels	Fuel purchase	13,616.06	
2421	Transportation Dept	Grounds keeping work	359.36	
EFT	Payroll	8/5/2021	4,112.94	
EFT	Payroll	8/19/2021	3,695.40	
	Delta Dental	Dental Insurance Premiums	68.64	
	Wisconsin Public Service	Utility Charges	1,450.22	
	WI Dept of Revenue	Fuel Tax	544.80	
	IRS	Payroll Taxes	2,428.96	
	WI Dept of Revenue	Payroll Taxes	519.37	
TOTAL EXPENSES LISTED			\$ 38,767.52	\$ 38,767.52
BALANCE ON HAND AUGUST 31 , 2021				\$ 247,569.96

Balance on Hand	\$ 247,569.96
Plus checks written after end of month	
Plus uncleared checks	\$ 359.36
Less checks previously written clearing this month	\$ (5,875.83)
Ending Cash Balance matching Bank Statements	\$ 242,053.49

August 2021

Airport Activity

- COVID-19 Operational adjustments lifted, following continued departmental guidance.
- Stevens Point area flying club informational meeting (8/16).
- Stevens Point Hamburger Fly-in (8/18).

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	325
Multi-Engine Private	14
Single Engine Business	23
Multi-Engine business	3
Jet/Turbine	32
Helicopter	15

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

<u>2020</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2021</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	181	181	January	155	155
February	162	343	February	121	276
March	120	463	March	180	456
April	137	600	April	212	668
May	252	852	May	301	969
June	273	1125	June	334	1303
July	314	1439	July	680	1983
August	351	1790	August	412	2395
September	383	2173	September		
October	377	2550	October		
November	310	2860	November		
December	254	3114	December		
Total	3114		Total	2395	
Average	260		Average	299	
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	1662.38	3601.3
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	10369.1	22778.5
Average	1398.56	1777.333	Average	1296.13	2847.31
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: August **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	2766	N/A	
<u>Prev. Month Qty</u> (veeder-root)	6534	3096	12396	
<u>Purchases</u> (+)	0	7432		
<u>Sold</u> (-)	1662.38	3601.3	5263.68	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	4866.62	9687.7	7122.32	
<u>Month End Jet-A Truck Quantity</u>	N/A	2517	N/A	
<u>Month End Qty</u> (-) (veeter-root)	4871	7064	14452	
<u>Difference</u> (=)	-4.38	106.7	102.32	

	<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:	57.92	78.68
This month end temp:	65.9	66.9
This month end meter:	4871	7064 (tanks only)
Prev month end inches:	73.56	41.1
Prev month end temp:	67	65.7
Prev month end meter:	6534	3096 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	4871	7064
Inventory Value:	<u>\$ 19,776.26</u>	<u>\$ 28,821.12</u>
Total Inventory Value:	<u>\$ 48,597.38</u>	