

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
November 8, 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 26885705
(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 - *Joel Lemke*
5. Adjournment.

***The next Airport Commission meeting will be Monday, December 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
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 26885705

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Carl Rasmussen, Anna Haines, Mae Nachman and Ray Schmidt

EXCUSED ABSENCE: Paul Adamski

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

2. Approval of Minutes

Motion made by Anna Haines, seconded by Mae Nachman to approve the August 9, 2021 minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the department claims for the month of August 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated the flying club discussed last month has seen significant momentum and they have all the members required for them to base an aircraft here. There is also interest in a LSA (light sport aircraft) flying club as well. So more meetings will be held pertaining to that in the future.

5. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:48PM

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

FINANCES:

Bank balance as of September 1, 2021

\$	242,053.49
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Bank deposits recorded in September 2021

\$	46,133.24
\$	288,186.73

CHECKS ISSUED IN SEPTEMBER 2021

2422	AT&T	Phone Charges	2.90	
2423	Stevens Point Public Utilities	Monthly iPad Charges	10.15	
2424	H&S Protection Systems, Inc.	Troubleshoot alarm panel	108.00	
2425	City of Stevens Point	Workers Comp Premium	274.88	
2426	Donna's Cleaning Service	Cleaning service	175.00	
2427	Mastercard	Cable & rug service	525.75	
2428	Advance Auto Parts	Antifreeze	31.63	
2429	Heartland Business Systems, LLC	Monthly Managed Services, Onboarding fee ESRM	203.62	
2430	Transportation Dept	Grounds Maintenance	190.91	
EFT	Payroll	9/2/2021	3,703.93	
EFT	Payroll	9/16/2021	3,695.40	
EFT	Payroll - October 1	9/30/2021	3,703.93	
	Delta Dental	Dental Insurance Premiums	68.64	
	Wisconsin Public Service	Utility Charges	1,376.40	
	WI Dept of Revenue	Fuel Tax	315.84	
	IRS	Payroll Taxes	2,208.82	
	WI Dept of Revenue	Payroll Taxes	475.70	
TOTAL EXPENSES LISTED			\$ 17,071.50	\$ 17,071.50
BALANCE ON HAND SEPTEMBER 30 , 2021				\$ 271,115.23

Balance on Hand	\$ 271,115.23
Plus checks written after end of month	
Plus uncleared checks	\$ 235.25
Less checks previously written clearing this month	\$ (359.36)
Ending Cash Balance matching Bank Statements	\$ 270,991.12

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

FINANCES:

Bank balance as of October 1, 2021

\$	270,991.12
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Bank deposits recorded in October 2021

\$	201,196.30
\$	472,187.42

CHECKS ISSUED IN OCTOBER 2021

2431	City of Stevens Point	Retirement, insurance and fuel	15,622.67	
2432	Titan Aviation Fuels	Fuel purchase	20,246.31	
2433	Donna's Cleaning Service	Cleaning Service	175.00	
2434	Stevens Point Public Utilities	IPad Charges	10.15	
2435	Advance Auto Parts	Anti freeze	27.41	
2436	Heartland Business Systems, LLC	Monthly Managed Services	91.71	
2437	SOLV Business Solutions-Safeguard	W-2 and 1099 Forms	20.00	
2438	Stevens Point Public Utilities	Lawn maintenance	444.74	
2439	Transportation Dept	Grounds maintenance	623.27	
2440	Mastercard	Supplies, rug service & cable	1,014.50	
2441	Titan Aviation Fuels	Fuel purchase	33,239.30	
2442	City of Stevens Point	Workers Comp Premium	413.49	
2443	Gary's Service Center	Snow Plow Parts	284.57	
2444	Heartland Business Systems, LLC	Managed IT Services	33.95	
2445	Stevens Point Public Utilities	IPad Charges	10.13	
2446	Transportation Dept	Lawn maintenance	179.68	
EFT	Payroll	10/14/2021	3,748.63	
EFT	Payroll - October 1	10/28/2021	3,859.52	
	Delta Dental	Dental Insurance Premiums	68.64	
	Wisconsin Public Service	Utility Charges	1,393.00	
	WI Dept of Revenue	Fuel Tax	515.88	
	IRS	Payroll Taxes	3,391.86	
	WI Dept of Revenue	Payroll Taxes	732.96	
	TOTAL EXPENSES LISTED		<u>\$ 86,147.37</u>	<u>\$ 86,147.37</u>
	BALANCE ON HAND OCTOBER 31 , 2021			<u>\$ 386,040.05</u>

Balance on Hand	<u>\$ 386,040.05</u>
Plus checks written after end of month	
Plus uncleared checks	\$ 1,936.32
Less checks previously written clearing this month	<u>\$ (235.25)</u>
Ending Cash Balance matching Bank Statements	<u><u>\$ 387,741.12</u></u>

September 2021

Airport Activity

- COVID-19 Operational adjustments lifted, following continued departmental guidance.
- Titan aviation fuels annual fuel QC audit (9/17).
- Stevens Point area flying club informational meeting (9/25).

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	418
Multi-Engine Private	22
Single Engine Business	21
Multi-Engine Business	12
Jet/Turbine	38
Helicopter	3

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	514	2909
October	377	2550	October		
November	310	2860	November		
December	254	3114	December		
Total	3114		Total	2909	
Average	260		Average	323	
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	3323.71	5274.6
October	1523.3	3757.7	October		
November	968.76	1357.6	November		
December	765.47	950.4	December		
Total	16782.7	21328	Total	13692.8	28053.1
Average	1398.56	1777.333	Average	1521.42	3117.01
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: September **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	2517	N/A	
<u>Prev. Month Qty</u> (veeder-root)	4871	7064	14452	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	3323.71	5274.6	8598.31	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	1542.29	4301.4	5843.69	
<u>Month End Jet-A Truck Quantity</u>	N/A	2085	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1523	2215	5823	
<u>Difference</u> (=)	19.29	1.4	20.69	

	<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:	24.69	32.22
This month end temp:	59.4	60.2
This month end meter:	1523	2215 (tanks only)
Prev month end inches:	57.92	78.68
Prev month end temp:	65.9	66.9
Prev month end meter:	4871	7064 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	1523	2215
Inventory Value:	<u>\$ 6,183.38</u>	<u>\$ 9,037.20</u>
Total Inventory Value:	<u>\$ 15,220.58</u>	

October 2021

Airport Activity

- COVID-19 Operational adjustments lifted, following continued departmental guidance.
- Snow Removal equipment seasonal prep and maintenance in progress.
- Pre-Construction Meeting for the airport perimeter fence scheduled for November 15th.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	380
Multi-Engine Private	30
Single Engine Business	18
Multi-Engine Business	14
Jet/Turbine	44
Helicopter	6

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

<u>2020</u>	<u>AC Movement</u>	<u>Cumulative Movements</u>	<u>2021</u>	<u>AC Movement</u>	<u>Cumulative 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	514	2909
October	377	2550	October	492	3401
November	310	2860	November		
December	254	3114	December		
Total	3114		Total	3401	
Average	260		Average	340	
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
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October	1523.3	3757.7	October	2331.61	6257.5
November	968.76	1357.6	November		
December	765.47	950.4	December		
Total	16782.7	21328	Total	16024.4	34310.6
Average	1398.56	1777.333	Average	1602.44	3431.06
High Mo.	2003.42	3757.7	High Mo.	3525.46	6257.5
Low Mo.	765.47	265	Low Mo.	466.25	714

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Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: October **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	2085	N/A	
<u>Prev. Month Qty</u> (veeder-root)	1523	2215	5823	
<u>Purchases</u> (+)	8500	7484		
<u>Sold</u> (-)	2331.61	6257.5	8589.11	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	7686.39	5521.5	-2776.11	
<u>Month End Jet-A Truck Quantity</u>	N/A	2751	N/A	
<u>Month End Qty</u> (-) (veeter-root)	7600	2732	13083	
<u>Difference</u> (=)	86.39	38.5	124.89	

	<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:	84.02	37.5
This month end temp:	42.2	41.2
This month end meter:	7600	2732 (tanks only)
Prev month end inches:	24.69	32.22
Prev month end temp:	59.4	60.2
Prev month end meter:	1523	2215 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	7600	2732
Inventory Value:	<u>\$ 30,856.00</u>	<u>\$ 11,146.56</u>
Total Inventory Value:	<u>\$ 42,002.56</u>	