

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
December 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

(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. Progress at Airport Fence Project - *Joel Lemke*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

***The next Airport Commission meeting will be Monday, January 10, 2022
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
November 8, 2021 - 12:55 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, Chris Lefebvre, Eric Southworth, Craig Czaikowski, and Jaime Zdroik

2. Approval of Minutes

Motion made by Anna Haines, seconded by Ray Schmidt to approve the September 13, 2021 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Anna Haines to approve the department claims for the months of September and October 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Joel Lemke

Joel stated on November 15, 2021 we will have our preconstruction meeting for the fence project. We will let them know at that time they will need to do the staking of the fence line and then allow us a couple of weeks to meet with surrounding landowners and other interested parties to resolve a few minor issues and then clearing will probably continue after that.

5. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 1:02PM

REPORT TO THE DECEMBER, 2021
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of November 1, 2021

\$ 387,741.12

Bank deposits recorded in November 2021

\$ 23,752.63

\$ 411,493.75

CHECKS ISSUED IN NOVEMBER 2021

2447	Central Door Solutions LLC	T-Hangar Door Service	153.50		
2448	ULINE	PPE	235.04		
2449	Wing Aero Products	Charts	119.47		
2450	AT&T	Phone charges	5.84		
2451	Stevens Point Public Utilities	Work completed for Airport	214.00		
2452	Donna's Cleaning Service	Cleaning Service	175.00		
2453	Heartland Business Systems, LLC	Monthly Managed Services	91.71		
2454	Mastercard	Rug, cable service & supplies	641.77		
2455	CDW Government	Anywhere Cloud Service E911	266.02		
2456	City of Stevens Point	Workers Comp Insurance Premium	276.93		
2457	Heartland Business Systems, LLC	Managed Services	33.95		
2458	Titan Aviation Fuels	Fuel purchase	20,467.86		
EFT	Payroll	11/10/2021	3,703.93		
EFT	Payroll - October 1	11/24/2021	5,775.26		
	Delta Dental	Dental Insurance Premiums	68.64		
	Wisconsin Public Service	Utility Charges	1,762.46		
	WI Dept of Revenue	Fuel Tax	515.34		
	IRS	Payroll Taxes	2,239.99		
	WI Dept of Revenue	Payroll Taxes	483.41		
TOTAL EXPENSES LISTED			\$ 37,230.12	\$	37,230.12
BALANCE ON HAND NOVEMBER 30TH, 2021				\$	374,263.63

Balance on Hand	\$ 374,263.63
Plus checks written after end of month	
Plus uncleared checks	\$ 1,218.67
Less checks previously written clearing this month	\$ (1,936.32)
Ending Cash Balance matching Bank Statements	\$ 373,545.98

November 2021

Airport Activity

- COVID-19 Operational adjustments lifted, following continued departmental guidance.
- Snow Removal equipment seasonal prep and maintenance in progress.
- Tree clearing for the airport perimeter fence in progress.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	362
Multi-Engine Private	15
Single Engine Business	5
Multi-Engine Business	1
Jet/Turbine	15
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	492	3401
November	310	2860	November	401	3802
December	254	3114	December		
Total	3114		Total	3802	
Average	260		Average	346	
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	2331.61	6257.5
November	968.76	1357.6	November	1894.51	2706.6
December	765.47	950.4	December		
Total	16782.7	21328	Total	17918.9	37017.2
Average	1398.56	1777.333	Average	1628.99	3365.2
High Mo.	2003.42	3757.7	High Mo.	3525.46	6257.5
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: November **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	2751	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7600	2732	13083	
<u>Purchases</u> (+)		7394		
<u>Sold</u> (-)	1894.51	2706.6	4601.11	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	5700.49	10165.4	8471.89	
<u>Month End Jet-A Truck Quantity</u>	N/A	2068	N/A	
<u>Month End Qty</u> (-) (veeter-root)	5666	8063	15797	
<u>Difference</u> (=)	34.49	34.4	68.89	
<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:	63.35	88.8
This month end temp:	29.9	29.3
This month end meter:	5666	8063 (tanks only)
Prev month end inches:	84.02	37.5
Prev month end temp:	42.2	41.2
Prev month end meter:	7600	2732 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	5666	8063
Inventory Value:	<u>\$ 23,003.96</u>	<u>\$ 32,897.04</u>
Total Inventory Value:	<u>\$ 55,901.00</u>	