

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
February 14, 2022 - 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 - *Jason Draheim*
5. Adjournment.

***The next Airport Commission meeting will be Monday, March 14, 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 Sewage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
January 10, 2022 - 12:34 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: Paul Adamski, Carl Rasmussen, Mae Nachman, Anna Haines and Ray Schmidt

STAFF PRESENT: Joel Lemke, Jason Draheim, Chris Lefebvre, Craig Czaikowski, Mary Klesmith

2. Approval of Minutes

Carl stated on the attendance listed on last month's meeting it should be listed as Town of Hull Residents and Stevens Point Residents.

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the December 13, 2021 meeting minutes of the Airport Commission with the above changes.

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 month of December 2021 as audited and read.

Ayes all. Nays none. Motion carried.

4. Approval of Capital Operations and Maintenance Plan - Joel Lemke

Joel summarized the items on the Capital Operations & Maintenance Plan. Tractor and Mower Replacement-\$45,000 funded by the City; and Runway Reconstruction-\$45,000 also funded by the City.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the 2022

Capital Operations and Maintenance Plan.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Joel stated they are done cutting on E. Maria and they are still working on chipping. There is still quite bit of vegetation out there.

6. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:39PM

REPORT TO THE FEBRUARY, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of January 1, 2022

\$	367,690.67
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Bank deposits recorded in January 2022

\$	10,625.22
\$	378,315.89

CHECKS ISSUED IN JANUARY 2022

2478	City of Stevens Point	WRS Funds from Prev. Month, Wellness Benefit	13,041.74	
2479	AT&T	Phone Charges	2.94	
2480	Donna's Cleaning Service	Cleaning Service	175.00	
2481	City of Stevens Point	Workers Comp Premium	283.28	
2482	Heartland Business Systems, LLC	Monthly Managed Services	1,372.07	
2483	City of Stevens Point Public Utilities	Snow removal	4,750.78	
2484	Titan Aviation Fuels	Ground reel	430.01	
2485	Mastercard	Supplies	600.72	
2486	NAPA	Supplies	26.98	
EFT	Payroll	1/6/2022	3,786.94	
EFT	Payroll - October 1	1/20/2022	3,883.24	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	4,109.70	
	WI Dept of Revenue	Annual State Sales Tax	48.88	
	WI Dept of Revenue	Fuel Tax	315.90	
	IRS	Payroll Taxes	2,315.09	
	WI Dept of Revenue	Payroll Taxes	503.48	
TOTAL EXPENSES LISTED			<u>\$ 35,718.13</u>	<u>\$ 35,718.13</u>
BALANCE ON HAND JANUARY 31, 2022				<u>\$ 342,597.76</u>

Balance on Hand	<u>\$ 342,597.76</u>
Plus checks written after end of month	
Plus uncleared checks	\$ 26.98
Less checks previously written clearing this month	\$ (1,266.64)
Ending Cash Balance matching Bank Statements	<u><u>\$ 341,358.10</u></u>

January 2022

Airport Activity

- COVID-19 Operational adjustments implemented, following continued departmental guidance.
- Snow Removal equipment seasonal maintenance complete.
- Tree mulching for the airport perimeter fence in progress.
- National Guard "Challenge Academy" flights (UH-60s) Jan 13th.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	186
Multi-Engine Private	5
Single Engine Business	2
Multi-Engine Business	1
Jet/Turbine	21
Helicopter	3

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

<u>2021</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	155	155	January	218	218
February	121	276	February		
March	180	456	March		
April	212	668	April		
May	301	969	May		
June	334	1303	June		
July	680	1983	July		
August	412	2395	August		
September	514	2909	September		
October	492	3401	October		
November	401	3802	November		
December	418	4220	December		
Total	4220		Total	218	
Average	352		Average	218	
High Mo.	680		High Mo.	218	
Low Mo.	121		Low Mo.	218	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

	<u>2021</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>
January	498.45		714	January	917.54	1723.3
February	466.25		1399	February		
March	821.86		2836.1	March		
April	859.72		3402.1	April		
May	1040.59		2947.1	May		
June	1494.35		2324.7	June		
July	3525.46		5554.2	July		
August	1662.38		3601.3	August		
September	3323.71		5274.6	September		
October	2331.61		6257.5	October		
November	1894.51		2706.6	November		
December	1414.39		3850.2	December		
Total	19333.3	40867.4		Total	917.54	1723.3
Average	1611.11	3405.617		Average	917.54	1723.3
High Mo.	3525.46	6257.5		High Mo.	917.54	1723.3
Low Mo.	466.25	714		Low Mo.	917.54	1723.3

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: January **Year:** 2022

(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	1677	N/A	
<u>Prev. Month Qty</u> (veeder-root)	4218	4632	10527	
<u>Purchases</u> (+)				
<u>Sold</u> (-)	917.54	1723.3	2640.84	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	3295.46	4580.7	7876.16	
<u>Month End Jet-A Truck Quantity</u>	N/A	2179	N/A	
<u>Month End Qty</u> (-) (veeter-root)	3358	2405	7942	
<u>Difference</u> (=)	-62.54	-3.3	-65.84	

	<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:	42.76	34.19
This month end temp:	22.6	23.6
This month end meter:	3358	2405 (tanks only)
Prev month end inches:	51.82	55.69
Prev month end temp:	20.5	20.5
Prev month end meter:	4218	4632 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	4218	2405
Inventory Value:	<u>\$ 17,125.08</u>	<u>\$ 9,812.40</u>
Total Inventory Value:	<u>\$ 26,937.48</u>	