

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
March 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. Update on fence project - *Jason Draheim/Joel Lemke*
5. Update on runway reconstruction - *Jason Draheim/Joel Lemke*
6. The award of contract 22-10 Utility Roofing Project, base bid 3 to Badger Coatings & Insulation, LLC of Rosholt, WI in an amount not to exceed \$8,970.00 including the allowable contingency of 15% - *Jason Draheim/Joel Lemke*
7. Written/Verbal Report - *Jason Draheim*
8. Adjournment.

The next Airport Commission meeting will be Monday, April 11, 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
February 14, 2022 - 12:45 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, Anna Haines and Ray Schmidt

EXCUSED ABSENCE: Mae Nachman

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the January 10, 2022 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the department claims for the month of January 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason updated the Commission on the fence project stating the tree mulching is almost complete. Forestry mowing operations are taking place in the nonpopulated areas of the Airport. That should be finished in the next week or two. We will have a short adjournment to work on the field and then a second pre-con meeting. Weather permitting, construction will start in early April.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:47PM

REPORT TO THE MARCH, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of February 1, 2022
 Bank deposits recorded in February 2022

\$	341,358.10
\$	29,120.31
\$	370,478.41

CHECKS ISSUED IN FEBRUARY 2022

2487	AT&T	Phone Charges	2.90		
2488	Stevens Point Public Utilities	Certified Mailing Year End to IRS	1,255.59		
2489	Advance Auto Parts	Diesel additive	10.54		
2490	Baker Tilly Virchow Krause LLP	2021 Audit Charges	237.14		
2491	NAPA	Oil changing supplies	37.67		
2492	Titan Aviation Fuels	Fuel purchase	25,139.48		
2493	Donna's Cleaning Service	Cleaning services	175.00		
2494	NAPA	Supplies	24.18		
2495	Stevens Point Public Utilities	Work performed for Airport	2,914.38		
2496	Mastercard	Cable & rug service	431.70		
2497	City of Stevens Point	Workers Comp Premium	288.39		
2498	Heartland Business Systems, LLC	Monthly Managed Services	83.86		
2499	NAPA	Supplies	56.12		
EFT	Payroll	2/4/2022	3,891.82		
EFT	Payroll - October 1	2/18/2022	3,929.98		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	4,532.18		
	WI Dept of Revenue	Fuel Tax	140.22		
	IRS	Payroll Taxes	2,346.82		
	WI Dept of Revenue	Payroll Taxes	465.18		
TOTAL EXPENSES LISTED			\$ 46,034.53	\$	46,034.53
BALANCE ON HAND FEBRUARY 28, 2022				\$	324,443.88

Balance on Hand	\$ 324,443.88
Plus checks written after end of month	
Plus uncleared checks	\$ 662.82
Less checks previously written clearing this month	\$ (442.21)
Ending Cash Balance matching Bank Statements	\$ 324,664.49

City of Stevens Point
Department of
Public Utilities &
Transportation



Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com

March 9, 2022

TO: Airport Commission
RE: Award of project 22-10, Utility Roofing Project (for door insulation)

Commissioners,

The Airport used a recent roofing project bid to include a needed door insulation project bid. This project is covered by previously approved CIP and is favorable to quotes that we've previously received for the same work.

The attached bid tab is the same as for the Utility Roofing project, but also has the Airport Hangar Door bid on it. Our recommendation for approval is as follows

To award of project 22-10, Utility Roofing Project, base bid 3 to Nick Michels & Sons, Inc. of Nekoosa, WI in an amount not to exceed \$8,970 including the allowable contingency of 15%.

Thank you for your consideration.

Best Regards,

A handwritten signature in black ink, appearing to read "Joel Lemke". The signature is fluid and cursive, with the first and last names being the most prominent parts.

Joel Lemke
Director

cc: Jason Draheim – Airport Manager

Bidding Contractor	Base Bid #1 -DAF and Blower Building Roof:			Base Bid #2 -Well #10 Building Roof:			Base Bid #3 -Airport Hanger Door:	Required Paperwork	Addendum Acknowledgment
	A	B	Total Bid (A & B)	A	B	Total Bid (A & B)	Lump Sum Bid		
ED Chase			Did Not Bid			Did Not Bid	Did not Bid		
Muza			Did Not Bid			Did Not Bid	Did not Bid		
Pioneer Roofing	\$196,682.00	\$71,510.00	\$268,192.00	\$58,792.00	\$10,938.00	\$69,730.00	\$44,997.00	yes	yes
Northern Roofing	\$189,300.00	\$65,600.00	\$254,900.00	\$16,187.00	\$55,443.00	\$71,630.00	Did not bid	yes	yes
Nick Michels & Sons	\$68,893.00	\$144,101.00	\$212,994.00	\$13,085.00	\$31,134.00	\$44,219.00	Did not bid	yes	Yes
Badger Coatings & Insulation			Did Not Bid			Did Not Bid	\$7,800.00	yes	yes

February 2022

Airport Activity

- COVID-19 Operational adjustments implemented, following continued departmental guidance.
- MB-5(snow removal machine) brush replacement complete.
- Tree mulching for the airport perimeter fence complete.
- Fence grading and installation set to begin late March.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	150
Multi-Engine Private	8
Single Engine Business	6
Multi-Engine Business	4
Jet/Turbine	32
Helicopter	5

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	205	423
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	423	
Average	352		Average	212	
High Mo.	680		High Mo.	218	
Low Mo.	121		Low Mo.	205	

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	414.07	3559.4
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	1331.61	5282.7
Average	1611.11	3405.617	Average	665.805	2641.35
High Mo.	3525.46	6257.5	High Mo.	917.54	3559.4
Low Mo.	466.25	714	Low Mo.	414.07	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: February **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	2179	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3358	2405	7942	
<u>Purchases</u> (+)		8006		
<u>Sold</u> (-)	414.07	3559.4	3973.47	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	2938.93	9025.6	3958.53	
<u>Month End Jet-A Truck Quantity</u>	N/A	1214	N/A	
<u>Month End Qty</u> (-) (veeder-root)	2940	7841	11995	
<u>Difference</u> (=)	-1.07	-29.4	-30.47	

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>	
<u>Tax exempt Gal.</u> (includes used gals)	0	304	304

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	39.57	86.48
This month end temp:	26.7	24.9
This month end meter:	2940	7841 (tanks only)
Prev month end inches:	42.76	34.19
Prev month end temp:	22.6	23.6
Prev month end meter:	3358	2405 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	2940	7841
Inventory Value:	<u>\$ 11,936.40</u>	<u>\$ 31,991.28</u>
Total Inventory Value:	<u>\$ 43,927.68</u>	