

**City of Stevens Point
Airport Commission**

June 8, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting
URL to connect: <https://us02web.zoom.us/j/82026885705>
Dial in number: (301) 715-8592 - Meeting ID: 820 2688 5705**

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Approval of May 11, 2020 minutes
2. Approval of Department Claims
3. Written Report - *Jason Draheim*
4. Verbal Report - *Jason Draheim*
5. Adjournment

The next Airport Commission meeting will be Monday, July 13, 2020 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
Monday, May 11, 2020
12:30 P.M.**

MINUTES

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

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

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- 1. Approval of April 13, 2020 minutes.**
- 2. Approval of Department Claims.**
- 3. Contract renewal with Eastern Aviation Fuels.**
- 4. Written Report.**
- 5. Verbal Report.**
- 6. Adjournment.**

1. **Approval of April 13, 2020 minutes.**

Motion made by Mae Nachman, seconded by Ray Schmidt to approve the minutes of the April 13, 2020 Airport Commission meeting.

Ayes all. Nays none. Motion carried.

2. **Discussion and possible action on approval of department claims.**

AIRPORT

Paul Adamski presented the statement of claims for the April. The balance as of April 1, 2020 was \$296,296.56. The bank deposits recorded in April 2020 were \$14,085.39. Checks issued in April 2020 numbered 2207 through 2224 were in the amount of \$28,812.32. The net balance on hand April 30, 2020 was \$281,569.63.

Motion made by Anna Haines, seconded by Mae Nachman to approve the department claims for the month of April 2020 as audited and read.

Ayes all. Nays none. Motion carried.

3. **Contract renewal with Eastern Aviation Fuels.**

Jason said we've enjoyed exceptional service with Eastern Aviation's current contract and it would be his recommendation to approve the contract renewal with Eastern Aviation Fuels.

Ray asked if the contract is identical to the last contract. Jason stated yes except for some special pricing on a replacement Jet A re-fueler truck.

Anne asked if the City Attorney reviews all contracts. Joel explained the original contract was but the renewal was not.

Carl asked if there would be any concerns with competitors not getting a chance to submit a proposal. Jason stated RFP's are typically not done if the Airport has been branded in the past. He has received proposals from other competitors and he reviews them as they come in and keeps them on file and has found none to be as competitive.

Paul asked if it is standard to have five-year contract. Jason said it is standard.

Motion made by Mae Nachman, seconded by Anna Haines to approve the contract renewal with Eastern Aviation Fuels.

Ayes all. Nays none. Motion carried.

4. **Written report provided.**

Anna commented on the low numbers are due to the pandemic. Jason explained the cancellation of EAA and the Stevens Point air show will affect the bottom line.

The Commission questioned if we should review the budget. Jason explained he will talk with Mary about trial balances to see where we are at and how it will affect us.

Jason applied for the CARES Act Funding that we are going to be granted by Federal Aviation Association and the Bureau of Aeronautics that's meant to reimburse revenue loss. We need to wait for those funds to be appropriated to know for sure. They have allocated \$69,000.

Once the funds are approved, Paul stated we can revise budget at that time.

The Commission reviewed the manager's report for April.

5. **Verbal report.**

Jason explained that due to Repavement Project our hangar area is torn up now. They are keeping the hangars and aircraft accessible for airplane owners so they can operate.

6. **Adjournment.**

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED

12:31 pm

The next Airport Commission meeting will be on Monday, July 13, 2020 immediately following the Board of Water & Sewerage Commission meeting.

AIRPORT COMMISSION

A handwritten signature in cursive script, appearing to read 'Carl Rasmussen', is written in black ink.

CARL RASMUSSEN, SECRETARY

REPORT TO THE JUNE, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of May 1, 2020

\$ 288,758.45

Bank deposits recorded in May 2020

\$ 16,703.85

\$ 305,462.30

CHECKS ISSUED IN MAY 2020:

2225	AT&T	Local phone charges	2.90	
2226	Baker Tilly Virchow Krause LLP	Audit Charges	576.88	
2227	Donna's Cleaning Service	Monthly Cleaning Services	175.00	
2228	Storm Water Dept	Work performed for Airport	112.92	
2229	WI Public Service	Monthly Utility Charges	2,389.18	
2230	City of Stevens Point	Retirement & insurance	3,451.80	
2231	RMM Solutions Inc.	Managed Services	270.96	
2232	Schierl Tire & Service	Tire repair	95.75	
2233	Mastercard	Rug, cable service, cabinet & paper shredder	1,134.53	
EFT	Payroll	5/14/2020	3,585.78	
EFT	Payroll	5/28/2020	3,662.95	
	WI Dept of Revenue	Fuel Tax	136.08	
	IRS	Payroll Taxes	3,630.84	
	WI Dept of Revenue	Payroll Taxes	778.65	
	TOTAL EXPENSES LISTED		\$ 20,004.22	\$ 20,004.22
	BALANCE ON HAND MAY 31, 2020			\$ 285,458.08

Balance on Hand	\$ 285,458.08
Plus checks written after end of month	
Plus uncleared checks	\$ 1,230.28
Less checks previously written clearing this month	\$ (7,916.82)
Ending Cash Balance matching Bank Statements	\$ 278,771.54

May 2020

Airport Activity

- COVID-19 Operational Adjustments in place.
- Took possession of new Jet-A refueler(tank truck)May 28th.
- Maintenance of Operations Hangar building on hold (COVID-19).
- Hangar-area pavement reconstruction project in progress. Project scheduled for completion by June 15th.

Aircraft Movements

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

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

Aircraft Type	#
Single Engine Private	235
Multi-Engine Private	2
Single Engine Business	0
Multi-Engine Business	1
Jet/Turbine	12
Helicopter	2

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

<u>2019</u>	<u>AC</u> <u>Movement</u>	<u>2020</u>	<u>AC</u> <u>Movement</u>
January	197	January	181
February	178	February	162
March	248	March	120
April	272	April	137
May	325	May	252
June	418	June	
July	801	July	
August	443	August	
September	407	September	
October	389	October	
November	370	November	
December	392	December	
Total	4440	Total	852
Average	370	Average	170
High Mo.	801	High Mo.	252
Low Mo.	178	Low Mo.	120

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

	<u>2019</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>
January	785		2082	January	880.67	1701
February	455.88		1848	February	1674.62	1118
March	2164.08		3475.3	March	1590.84	1373
April	2526.79		4255.8	April	2003.42	265
May	2389.94		5304.1	May	885.5	1374.7
June	3282.52		6983.7	June		
July	5665.18		9066.6	July		
August	3181.52		6448.6	August		
September	2199.47		4908	September		
October	2519.22		6458.9	October		
November	1183.46		3075.2	November		
December	1452.05		2042.3	December		
Total	27805.1	55948.5		Total	7035.05	5831.7
Average	2317.09	4662.375		Average	1407.01	1166.34
High Mo.	5665.18	9066.6		High Mo.	2003.42	1701
Low Mo.	455.88	1848		Low Mo.	880.67	265

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 complete.*
- *Vehicular tank meter(VTM) licenses current.*
- *MALSR(Medium Intensity Approach Lighting) LED pilot project in progress.*
- *Seasonal maintenance on airfield lighting system continues.*

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: May		Year: 2020		(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	2097	N/A			
<u>Prev. Month Qty</u> (veeder-root)	4640	7505	14242			
<u>Purchases</u> (+)	0	0	0	0		
<u>Sold</u> (-)	885.5	1374.7	2260.2			
<u>Used</u> (-)	5	5	10			
<u>Total Qty</u> (=)	3749.5	8222.3	11971.8			
<u>Month End Jet-A Truck Quantity</u>	N/A	1408	N/A			
<u>Month End Qty</u> (-) (veeter-root)	3773	6874	12055			
<u>Difference</u> (=)	-23.5	-59.7	-83.2			
<u>Tax exempt Gal.</u> (includes used gals)	<u>100LL Gal.</u> 0	<u>Jet-A Gal.</u> 0	0			

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	47.62	83.05
This month end temp:	57.7	48.4
This month end meter:	3773	7505 (tanks only)
Prev month end inches:	55.77	76.83
Prev month end temp:	48.4	58.9
Prev month end meter:	4640	6874 (tanks only)
Price per gal:	3.96	4.08
Inventor gals:	3773	6874
Inventory Value:	<u>\$ 14,941.08</u>	<u>\$ 28,045.92</u>
Total Inventory Value:	<u>\$ 42,987.00</u>	