

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
April 11, 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, May 9, 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
March 14, 2022 - 12:37 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, Chris Lefebvre, Craig Czaikowski, Eric Southworth, Mary Klesmith, Jason Draheim and Jaime Zdroik

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Anna Haines to approve the February 14, 2022 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the department claims for the month of February 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Update on fence project - Jason Draheim/Joel Lemke

Jason stated they completed the grubbing and clearing around the Airport for the fence. They are starting to position equipment onsite to get started on construction.

5. Update on runway reconstruction - Jason Draheim/Joel Lemke

Joel stated the Finance Committee approved a sponsor only memo to make sure the runway project happens this year. This letter states that the City is responsible for project costs that are incurred prior to the State being funded for the project. Due to some state and federal timelines, the state couldn't award the runway project without

the sponsor memo because they hadn't received the grant dollars yet. A memorandum of understanding was developed with the general contractor stating that the project will not incur costs until the State is fully funded.

- 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**

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve awarding 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%.

Ayes all. Nays none. Motion carried.

- 7. Written/Verbal Report - Jason Draheim**

Jason stated it was a standard month operationally in February for the Airport.

- 8. Adjournment.**

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:46pm

REPORT TO THE APRIL, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of March 1, 2022

\$	324,664.49
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Bank deposits recorded in March 2022

\$	18,491.70
\$	343,156.19

CHECKS ISSUED IN MARCH 2022

2500	Chris' Towing LLC	Towing Charges	65.00		
2501	Metal Crafters Inc.	Repairs	280.21		
2502	Registration Fee Trust	Title & Plates for Courtesy - vehicle donated by City	169.50		
2503	AT&T	Phone Charges	2.90		
2504	Cooper Oil Company Inc	Lubricant	870.62		
2505	Heartland Business Systems, LLC	Security Awareness Training	32.40		
2506	Stevens Point Public Utilities	Work for Airport, Ipad charges	1,428.61		
2507	CDW Government	Cisco Flex Licensing	373.46		
2508	City of Stevens Point	Insurance, retirement & fuel, AT&T charges	13,062.72		
2509	Halron Lubricants Inc	MB5 fluids	174.82		
2510	Heartland Business Systems, LLC	MS 365 Monthly License	32.00		
2511	M-B Companies, Inc.	MB5 - Broom Replacement (annual), Caster Wheel Assembly, Replacement Parts	5,679.57		
2512	Point Heating & Cooling	Boiler maintenance	500.66		
2513	ULINE	Janitorial	484.84		
2514	Westmor Fluid Solutions, LLC	Annual fuel meter calibration	3,933.97		
2515	Wing Aero Products	Charts	60.97		
2516	City of Stevens Point	Workers Comp Premium	291.27		
2517	Donna's Cleaning Service	Cleaning Service	175.00		
2518	Mastercard	Supplies, cable, rug service	1,151.73		
2519	Deluxe	Checks	398.64		
2520	Heartland Business Systems, LLC	Monthly Managed Services	84.64		
EFT	Payroll	3/3/2022	4,049.68		
EFT	Payroll	3/17/2022	3,929.98		
EFT	Payroll-April 1st Payroll	3/31/2022	3,938.70		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	4,575.26		
	WI Dept of Revenue	Fuel Tax	238.38		
	IRS	Payroll Taxes	2,393.69		
	WI Dept of Revenue	Payroll Taxes	427.47		
TOTAL EXPENSES LISTED			<u>\$ 48,878.07</u>	\$	48,878.07
BALANCE ON HAND MARCH 31, 2022				\$	294,278.12

Balance on Hand	\$	294,278.12
Plus checks written after end of month		
Plus uncleared checks		
Less checks previously written clearing this month	\$	(662.82)
Ending Cash Balance matching Bank Statements	<u>\$</u>	<u>293,615.30</u>

March 2022

Airport Activity

- Perimeter fence pre-con meeting scheduled for April 6th.
- Fence grading and installation set to begin April 11th..

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	1094.71	2252.6
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	2426.32	7535.3
Average	1611.11	3405.617	Average	808.773	2511.77
High Mo.	3525.46	6257.5	High Mo.	1094.71	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: March **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	1214	N/A	
<u>Prev. Month Qty</u> (veeder-root)	2940	7841	11995	
<u>Purchases</u> (+)				
<u>Sold</u> (-)	1094.71	2252.6	3347.31	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	1840.29	6797.4	8637.69	
<u>Month End Jet-A Truck Quantity</u>	N/A	1681	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1854	5179	8714	
<u>Difference</u> (=)	-13.71	-62.6	-76.31	

	<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:	28.37	60.78
This month end temp:	31	30.1
This month end meter:	1854	5179 (tanks only)
Prev month end inches:	39.57	86.48
Prev month end temp:	26.7	24.9
Prev month end meter:	2940	7841 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	1854	5179
Inventory Value:	<u>\$ 7,527.24</u>	<u>\$ 21,130.32</u>
Total Inventory Value:	<u>\$ 28,657.56</u>	