

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
May 9, 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, June 13, 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
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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, and Mae Nachman

EXCUSED ABSENCE: Anna Haines and Ray Schmidt

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the March 14, 2022 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the department claims for the month of March 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated it was a standard month of March. The weather has been a little challenging but Craig's crew has done a great job with snow removal, etc. Fence construction should start this month. There was a pre-construction meeting last week.

5. Adjournment.

Motion made by Mae Nachman to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:32PM

REPORT TO THE MAY, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of April 1, 2022

\$	293,615.30
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Bank deposits recorded in April 2022

\$	19,635.24
\$	313,250.54

CHECKS ISSUED IN APRIL 2022

2521	Heartland Business Systems, LLC	MS 365 Monthly License	32.00	
2522	AT&T	Phone Charges	2.90	
2523	Baker Tilly Virchow Krause LLP	Audit Charges	1,187.95	
2524	Halron Lubricants Inc	Turbine oil	1,387.36	
2525	Point Heating & Cooling	Hangar & Terminal Heating Maintenance	1,696.61	
2526	Stevens Point Public Utilities	Work performed for Airport, Ipad internet fee	114.99	
2527	Werner Electric Supply Company	Clamp meter/airfield lighting	492.10	
2528	Wing Aero Products	Charts	72.62	
2529	Worzellas Point Supply LLC	Janitorial Supplies	248.42	
2530	Donna's Cleaning Service	Cleaning Service	175.00	
2531	Heartland Business Systems, LLC	ESRM Managed Services-February & March, Monthly Managed Services-April	153.33	
2532	Mastercard	Supplies, cable & rug service	528.82	
2533	City of Stevens Point	Workers Comp Premiums	432.38	
2534	Heartland Business Systems, LLC	Microsoft 365 Monthly Subscription, ESRM Managed Services	65.95	
EFT	Payroll	4/14/2022	3,934.62	
EFT	Payroll	4/28/2022	4,104.60	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	3,636.31	
	WI Dept of Revenue	Fuel Tax	200.82	
	IRS	Payroll Taxes	3,566.64	
	WI Dept of Revenue	Payroll Taxes	639.59	
TOTAL EXPENSES LISTED			\$ 22,744.39	\$ 22,744.39
BALANCE ON HAND APRIL 30, 2022				\$ 290,506.15
			Balance on Hand	\$ 290,506.15
			Plus checks written after end of month	
			Plus uncleared checks	\$ 1,027.15
			Less checks previously written clearing this month	
Ending Cash Balance matching Bank Statements				\$ 291,533.30

April 2022

Airport Activity

- Perimeter fence construction in progress.
- Maintenance Hangar rehab project complete

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

<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>
155	155	January	218	218
121	276	February	205	423
180	456	March	224	647
212	668	April	282	929
301	969	May		
334	1303	June		
680	1983	July		
412	2395	August		
514	2909	September		
492	3401	October		
401	3802	November		
418	4220	December		
4220		Total	929	
352		Average	232	
680		High Mo.	282	
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	1403.82	3626.1
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	3830.14	11161.4
Average	1611.11	3405.617	Average	957.535	2790.35
High Mo.	3525.46	6257.5	High Mo.	1403.82	3626.1
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: April **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	1681	N/A	
<u>Prev. Month Qty</u> (veeder-root)	1854	5179	8714	
<u>Purchases</u> (+)	8089	7602		
<u>Sold</u> (-)	1403.82	3626.1	5029.92	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	8534.18	10830.9	3674.08	
<u>Month End Jet-A Truck Quantity</u>	N/A	2074	N/A	
<u>Month End Qty</u> (-) (veeter-root)	8465	8825	19364	
<u>Difference</u> (=)	69.18	-68.1	1.08	

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

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	93.15	97.24
This month end temp:	45.5	45.8
This month end meter:	8465	8824 (tanks only)
Prev month end inches:	28.37	60.78
Prev month end temp:	31	30.1
Prev month end meter:	1854	5179 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	8465	8824
Inventory Value:	<u>\$ 46,388.20</u>	<u>\$ 51,179.20</u>
Total Inventory Value:	<u>\$ 97,567.40</u>	