

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
July 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: (303) 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, August 8, 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
May 9, 2022 - 12:12 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 Mae Nachman

EXCUSED ABSENCE: Ray Schmidt

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

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Anna Haines to approve the April 11, 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 Anna Haines to approve the department claims for the month of April 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Joel provided the Commission with an update on the fence project. There are three different crews working on the fence itself. The materials for the new Izaak Walton League driveway and for the Green Circle Trail has been placed. Sometime next week it is planned to transition both the Izaak Walton League and the Green Circle Trail over to their new driveway and trail.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:15PM

REPORT TO THE JUNE, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of May 1, 2022

\$	291,533.30
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Bank deposits recorded in May 2022

\$	25,876.84
\$	317,410.14

CHECKS ISSUED IN MAY 2022

2535	AT&T	Phone charges	2.90	
2536	Stevens Point Public Utilities	IPad Charges	10.11	
2537	Titan Aviation Fuels	Fuel purchase	73,785.97	
2538	Baker Tilly Virchow Krause LLP	Annual Audit Charges	542.83	
2539	Commercial Roofing Inc	Hangar Roof Repair	421.00	
2540	QTpod	100LL Fuel P.O.S. Upgrade/Repair	1,512.66	
2541	Stevens Point Public Utilities	Work done for Airport	405.18	
2542	ULINE	Supplies	1,006.46	
2543	Donna's Cleaning Service	Cleaning Service	175.00	
2544	Heartland Business Systems, LLC	Monthly Managed Services	85.42	
2545	Mastercard	Supplies, cables, rug service and batteries for electric tug	5,455.79	
2546	City of Stevens Point	Workers Comp Premium	288.39	
EFT	Payroll	5/12/2022	3,843.34	
EFT	Payroll	5/26/2022	3,834.62	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	2,956.54	
	WI Dept of Revenue	Fuel Tax	301.80	
	IRS	Payroll Taxes	2,537.54	
	WI Dept of Revenue	Payroll Taxes	418.30	
	TOTAL EXPENSES LISTED		\$ 97,655.23	\$ 97,655.23
	BALANCE ON HAND MAY 31, 2022			\$ 219,754.91

Balance on Hand	\$ 219,754.91
Plus checks written after end of month	
Plus uncleared checks	\$ 175.00
Less checks previously written clearing this month	\$ (1,027.15)
Ending Cash Balance matching Bank Statements	\$ 218,902.76

REPORT TO THE JULY, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of June 1, 2022

\$	218,902.76
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Bank deposits recorded in June 2022

\$	58,391.07
\$	277,293.83

CHECKS ISSUED IN JUNE 2022

2547	AT&T	Phone Charges	2.90		
2548	Baker Tilly Virchow Krause LLP	2021 Audit Charges	151.80		
2549	Stevens Point Public Utilities	Work completed for Airport	10.11		
2550	City of Stevens Point	Workers Comp Premiums	288.39		
2551	Donna's Cleaning Service	Cleaning Service	175.00		
2552	Heartland Business Systems, LLC	Monthly Managed Services	84.09		
2553	Mastercard	Rug Service, Supplies, & Parts	472.29		
2554	Heartland Business Systems, LLC	ESRM Monthly Managed Services, Microsoft 365 Subscription	65.95		
2555	Summit Companies	Exit Signs & Annual Fire Extinguisher Inspection	1,527.75		
2556	AT&T	Phone Charges	2.90		
2557	City of Stevens Point	Insurance, retirement & fuel	6,251.46		
2558	Heartland Business Systems, LLC	Monthly MS365 Subscription, Monthly Managed Services	65.95		
EFT	Payroll	6/9/2022	3,843.36		
EFT	Payroll	6/23/2022	3,834.49		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	2,003.91		
	WI Dept of Revenue	Fuel Tax	275.88		
	IRS	Payroll Taxes	2,537.54		
	WI Dept of Revenue	Payroll Taxes	418.30		
TOTAL EXPENSES LISTED			\$ 22,083.45	\$	22,083.45
BALANCE ON HAND JUNE 30, 2022				\$	255,210.38
			Balance on Hand	\$	255,210.38
			Plus checks written after end of month		
			Plus uncleared checks	\$	8,561.30
			Less checks previously written clearing this month	\$	(175.00)
Ending Cash Balance matching Bank Statements				\$	263,596.68

May 2022

Airport Activity

- Perimeter fence construction in progress.

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	224	647
April	212	668	April	282	929
May	301	969	May	344	1273
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	1273	
Average	352		Average	255	
High Mo.	680		High Mo.	344	
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	1403.82	3626.1
May	1040.59	2947.1	May	2263.28	2234.5
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	6093.42	13395.9
Average	1611.11	3405.617	Average	1218.68	2679.18
High Mo.	3525.46	6257.5	High Mo.	2263.28	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: May **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	2074	N/A	
<u>Prev. Month Qty</u> (veeder-root)	8465	8825	19364	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	2263.28	2334.5	4597.78	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	6196.72	8559.5	14756.22	
<u>Month End Jet-A Truck Quantity</u>	N/A	1779	N/A	
<u>Month End Qty</u> (-) (veeder-root)	6345	6896	15020	
<u>Difference</u> (=)	-148.28	-115.5	-263.78	

	<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:	71.75	77.05
This month end temp:	70.5	70.9
This month end meter:	6345	6896 (tanks only)
Prev month end inches:	93.15	97.24
Prev month end temp:	45.5	45.8
Prev month end meter:	8465	8824 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	6345	6896
Inventory Value:	<u>\$ 34,770.60</u>	<u>\$ 39,996.80</u>
Total Inventory Value:	<u>\$ 74,767.40</u>	

June 2022

Airport Activity

- Perimeter fence construction in progress.
- Federal grant awarded for the reconstruction of Rwy 03/21, construction set to commence on July 5th.

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	224	647
April	212	668	April	282	929
May	301	969	May	344	1273
June	334	1303	June	402	1675
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	1675	
Average	352		Average	279	
High Mo.	680		High Mo.	402	
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	1403.82	3626.1
May	1040.59	2947.1	May	2263.28	2234.5
June	1494.35	2324.7	June	2492.9	4084
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	8586.32	17479.9
Average	1611.11	3405.617	Average	1431.05	2913.32
High Mo.	3525.46	6257.5	High Mo.	2492.9	4084
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 21 Individuals interested in basing aircraft at Stevens Point Municipal should space become available.*

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Airport Maintenance/Projects (Proposed/Completed)

- *Fuel System filter changes and meter calibration current.*
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Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: June **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	1779	N/A	
<u>Prev. Month Qty</u> (veeder-root)	6345	6896	15020	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	2492.9	4084	6576.9	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	3847.1	4586	8433.1	
<u>Month End Jet-A Truck Quantity</u>	N/A	2071	N/A	
<u>Month End Qty</u> (-) (veeter-root)	3846	2515	8432	
<u>Difference</u> (=)	1.1	0	1.1	

	<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:	48.31	35.31
This month end temp:	69.1	68.7
This month end meter:	3846	2515 (tanks only)
Prev month end inches:	71.75	77.05
Prev month end temp:	70.5	70.9
Prev month end meter:	6345	6896 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	3846	2515
Inventory Value:	<u>\$ 21,076.08</u>	<u>\$ 14,587.00</u>
Total Inventory Value:	<u>\$ 35,663.08</u>	