

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
October 10, 2022 - 12:30 PM**

**Airport Commission
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. Use of General Fund dollars for runway & taxiway painting - *Jason Draheim/Joel Lemke*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

***The next Airport Commission meeting will be Monday, November 14, 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 Sewerage Departments for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

**City of Stevens Point
Airport Commission
September 12, 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: (303) 715-8592

Meeting ID: 820 26885705

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

EXCUSED ABSENCE: Paul Adamski

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

2. Approval of Minutes

Motion made by Anna Haines, seconded by Mae Nachman to approve the August 8, 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 August 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason stated the fence project is wrapping up. We are just waiting on some electrical components for the fence gates. We are working with the Bureau of Aeronautics and USDA on a wildlife mitigation plan.

They are still working on the runway project. The full airport closure had to be extended because the rainy weather set it back. The Airport should reopen this Thursday.

The Commission questioned if Jason continues to get feedback about the fence project. Jason stated he continues to get questions regarding the fence and fields them as best as he can explaining how it got to this point and has put together some talking points to help field further questions about the fence project. The Commission would like to have these talking points as well.

5. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:45PM

REPORT TO THE OCTOBER 10, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of September 1, 2022

\$	191,670.67
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Bank deposits recorded in September 2022

\$	17,933.14
\$	209,603.81

CHECKS ISSUED IN SEPTEMBER 2022

2586	AT&T	Phone Charges	2.90	
2587	Brooks Tractor Inc.	Loader Maintenance	1,712.31	
2588	CDW Government	UC Upgrade, Ad Hoc Support, Palo Alto Implementation	221.15	
2589	City of Stevens Point	Retirement, insurance & fuel	5,714.16	
2590	Stevens Point Public Utilities	IPad data charges, Work completed for Airport	532.14	
2591	Donna's Cleaning Service	Cleaning Service	175.00	
2592	BlueGlobes LLC	Airfield Lighting Parts	761.29	
2593	Central Door Solutions LLC	Hangar Door Repair	838.00	
2594	Point Heating & Cooling	HVAC Service	461.22	
2595	QTpod	Fuel Terminal Maint Plan	1,795.00	
2596	Westmor Fluid Solutions, LLC	Fuel Farm Filter Change (Annual)	1,537.50	
2597	Wing Aero Products	Charts	58.16	
2598	Mastercard	Rug service, cable & parts	666.37	
2599	Stevens Point Public Utilities	Lawn mowing	43.50	
2600	WI Dept of Revenue	Business Tax Registration Renewal	10.00	
2601	City of Stevens Point	Workers Comp Premiums	432.38	
EFT	Payroll	9/1/2022	3,843.36	
EFT	Payroll	9/15/2022	3,834.49	
	Payroll	9/29/2022	4,004.60	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	1,446.72	
	WI Dept of Revenue	Fuel Tax	74.88	
	IRS	Payroll Taxes	3,862.00	
	WI Dept of Revenue	Payroll Taxes	639.59	
TOTAL EXPENSES LISTED			\$ 32,738.10	\$ 32,738.10
BALANCE ON HAND SEPTEMBER 30, 2022				\$ 176,865.71

Balance on Hand	\$ 176,865.71
Plus checks written after end of month	
Plus uncleared checks	\$ 1,108.75
Less checks previously written clearing this month	\$ (401.22)
Ending Cash Balance matching Bank Statements	\$ 177,573.24

Stevens Point Municipal
4501 Hwy 66
Stevens Point, WI 54482



Jason D. Draheim
Airport Manager
P: 715.345.8993
F: 715.345.8991

TO: Airport Commission
FROM: Jason Draheim
DATE: 10/04/22
RE: Airport Surface Marking

Background

Periodically the airport pavement markings need to be re-painted due to natural and mechanical wear. Said markings are critical for airport operational safety. The recommended timeframe for this maintenance is typically 5-7 years. The most recent pavement-marking project took place in conjunction with the re-surfacing of all airport pavements in 2015.

Analysis

The airport is due for surface marking (painting) on all operational surfaces. Due to the Runway rehabilitation project currently underway, we will have Wisconsin's premier airport pavement marking contractor onsite to re-mark the reconstructed surfaces. This work is covered under the current contract, yet will leave a large portion of the airport's pavement markings in their current condition. This will create an excellent opportunity to take advantage of the contractor being mobilized to our location and utilize a single closure of the airport to complete this work.

Recommendation

It is my recommendation that the Commission take action to allow for the use of airport general funds in the amount not to exceed \$14,000 to facilitate the marking of the remaining pavements not covered under our current project's contract.

Jason Draheim
Airport Manager
Stevens Point Municipal Airport

September 2022

Airport Activity

- Perimeter fence construction complete, work remains on electrical/gates.
- Reconstruction of Rwy 03/21 in progress, projected completion late November.
- Stevens Point PD and FD - EVOC 9/17, 9/19, 9/20, 9/22 and 9/23.

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	518	2193
August	412	2395	August	128	2321
September	514	2909	September	167	2488
October	492	3401	October		
November	401	3802	November		
December	418	4220	December		
Total	4220		Total	2488	
Average	352		Average	276	
High Mo.	680		High Mo.	518	
Low Mo.	121		Low Mo.	128	

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	4629.64	960.7

August	1662.38	3601.3	August	820.91	427.2
September	3323.71	5274.6	September	1183.19	110
October	2331.61	6257.5	October		
November	1894.51	2706.6	November		
December	1414.39	3850.2	December		
Total	19333.3	40867.4	Total	15220.1	18977.8
Average	1611.11	3405.617	Average	1691.12	2108.64
High Mo.	3525.46	6257.5	High Mo.	4629.64	4084
Low Mo.	466.25	714	Low Mo.	414.07	110

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.*

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 complete.*
- *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: September **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	1635	N/A	
<u>Prev. Month Qty</u> (veeder-root)	4856	9508	15999	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	1183.19	110	1293.19	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	3667.81	11028	14695.81	
<u>Month End Jet-A Truck Quantity</u>	N/A	1635	N/A	
<u>Month End Qty</u> (-) (veeder-root)	3608	9415	14658	
<u>Difference</u> (=)	59.81	-22	37.81	

	<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:	46.05	104.7
This month end temp:	49.6	49.5
This month end meter:	3608	9415 (tanks only)
Prev month end inches:	57.78	105.99
Prev month end temp:	68.6	69.2
Prev month end meter:	4856	9508 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	3608	9415
Inventory Value:	<u>\$ 19,771.84</u>	<u>\$ 54,607.00</u>
Total Inventory Value:	<u>\$ 74,378.84</u>	