

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
November 14, 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, December 12, 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
October 10, 2022 - 12:27 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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

EXCUSED ABSENCE: Ray Schmidt

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the September 12, 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 September 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Use of General Fund dollars for runway & taxiway painting - *Jason Draheim/Joel Lemke*

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the use of general fund dollars for runway & taxiway painting for an amount not to exceed \$14,000.00.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - *Jason Draheim*

Nothing discussed.

6. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:31PM

REPORT TO THE NOVEMBER 14, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of October 1, 2022

\$	177,573.24
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Bank deposits recorded in October 2022

\$	20,760.49
\$	198,333.73

CHECKS ISSUED IN OCTOBER 2022

2602	AT&T	Phone Charges	2.90		
2603	CDW Government	IT Charges	365.24		
2604	Heartland Business Systems, LLC	Monthly Managed Services	151.85		
2605	City of Stevens Point	Insurance, Retirement, Fuel	5,753.96		
2606	Stevens Point Public Utilities	IPad Charges, Work performed for Airport	305.43		
2607	Donna's Cleaning Service	Cleaning Service	175.00		
2608	Mastercard	Cable & rug service	660.86		
2609	City of Stevens Point	Workers Comp Insurance Premiums	289.11		
2610	Heartland Business Systems, LLC	Microsoft 365 Monthly Subscription	32.00		
2611	SOLV Business Solutions-Safeguard	W-2 & 1099 Paper	3.46		
EFT	Payroll	10/13/2022	3,843.36		
EFT	Payroll	10/27/2022	3,863.78		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	1,450.11		
	WI Dept of Revenue	Fuel Tax	77.58		
	IRS	Payroll Taxes	2,547.71		
	WI Dept of Revenue	Payroll Taxes	420.59		
TOTAL EXPENSES LISTED			\$ 20,014.32	\$	20,014.32
BALANCE ON HAND OCTOBER 31, 2022				\$	178,319.41

Balance on Hand	\$	178,319.41
Plus checks written after end of month		
Plus uncleared checks	\$	953.43
Less checks previously written clearing this month	\$	(1,108.75)
Ending Cash Balance matching Bank Statements	\$	178,164.09

October 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 - EVOC 10/4.

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	248	2736
November	401	3802	November		
December	418	4220	December		
Total	4220		Total	2736	
Average	352		Average	274	
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

	<u>2021</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>
September	3323.71		5274.6	September	1183.19	110
October	2331.61		6257.5	October	2044.24	435.3
November	1894.51		2706.6	November		
December	1414.39		3850.2	December		
Total		19333.3	40867.4	Total	17264.3	19413.1
Average		1611.11	3405.617	Average	1726.43	1941.31
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: October **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	1525	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3608	9415	14548	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	2044.24	435.3	2479.54	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	1558.76	10499.7	12058.46	
<u>Month End Jet-A Truck Quantity</u>	N/A	2555	N/A	
<u>Month End Qty</u> (-) (veeter-root)	1521	7903	11979	
<u>Difference</u> (=)	37.76	41.7	79.46	

	<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:	24.66	87.13
This month end temp:	43.4	45
This month end meter:	1521	7903 (tanks only)
Prev month end inches:	46.05	104.7
Prev month end temp:	49.6	49.5
Prev month end meter:	3608	9415 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	1521	7903
Inventory Value:	<u>\$ 8,335.08</u>	<u>\$ 45,837.40</u>
Total Inventory Value:	<u>\$ 54,172.48</u>	