

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
January 9, 2023 - 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, February 13, 2023
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
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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen, Mae Nachman and Ray Schmidt

EXCUSED ABSENCE: Anna Haines

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the October 10, 2022 meeting minutes of the Board of Water & Sewerage Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

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

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Reports were reviewed. No discussion was held.

5. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:17PM

REPORT TO THE DECEMBER 12, 2022
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of November 1, 2022

\$	178,164.09
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Bank deposits recorded in November 2022

\$	12,681.55
\$	190,845.64

CHECKS ISSUED IN NOVEMBER 2022

2612	AT&T	Phone Charges	2.90		
2613	Heartland Business Systems, LLC	Monthly Managed Services Charge	83.82		
2614	CDW Government	Ad Hoc Support, Palo Alto Implementation, UC Upgrade	173.27		
2615	City of Stevens Point	Insurance, Retirement, Fuel	6,602.85		
2616	Heartland Business Systems, LLC	ESRM Monthly Managed Service, Domain Consolidation	405.89		
2617	Stevens Point Public Utilities	IPad Charges	10.12		
2618	Donna's Cleaning Service	Cleaning service	175.00		
2619	Mastercard	Cable, rug service & supplies	1,049.56		
2620	City of Stevens Point	Workers Comp Premiums	288.39		
2621	Heartland Business Systems, LLC	Managed Services	84.48		
2622	Titan Aviation Fuels	Fuel purchase	36,030.96		
EFT	Payroll	11/10/2022	3,843.36		
EFT	Payroll	11/23/2022	3,834.49		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	1,412.09		
	WI Dept of Revenue	Fuel Tax	148.80		
	IRS	Payroll Taxes	2,537.54		
	WI Dept of Revenue	Payroll Taxes	418.30		
TOTAL EXPENSES LISTED			\$ 57,173.20	\$ 57,173.20	
BALANCE ON HAND NOVEMBER 30, 2022				\$ 133,672.44	

Balance on Hand	\$ 133,672.44
Plus checks written after end of month	
Plus uncleared checks	\$ 1,134.04
Less checks previously written clearing this month	\$ (953.43)
Ending Cash Balance matching Bank Statements	\$ 133,853.05

REPORT TO THE JANUARY 9, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of December 1, 2022

\$	133,853.05
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Bank deposits recorded in December 2022

\$	170,231.40
\$	304,084.45

CHECKS ISSUED IN DECEMBER 2022

2623	Stevens Point Public Utilities	Work for Airport, Ipad Charges	596.85		
2624	AT&T	Phone Charges	2.90		
2625	Frank's Hardware	Supplies	54.57		
2626	H&S Protection Systems, Inc.	Annual Alarm Monitoring	509.23		
2627	Transportation Dept	Refunding Transit for payment to City (used wrong check stock)	6,279.56		
2628	Donna's Cleaning Service	Cleaning Service	175.00		
2629	Heartland Business Systems, LLC	ESRM Managed Services, Domain Consolidation Fees, MS Teams Software	338.53		
2630	Spectrum Insurance Group	Liability Insurance Renewal 21-22 & 22-23	8,125.00		
2631	Mastercard	Cable & rug service	390.78		
2632	City of Stevens Point	Workers Comp Premiums	288.39		
2633	Heartland Business Systems, LLC	Domain Consolidation IT Charges	34.94		
EFT	Payroll	12/8/2022	3,843.36		
EFT	Payroll	12/22/2022	5,834.49		
	Deluxe	Check Printing	104.03		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	3,815.85		
	WI Dept of Revenue	Fuel Tax	63.00		
	IRS	Payroll Taxes	2,537.54		
	WI Dept of Revenue	Payroll Taxes	418.30		
	TOTAL EXPENSES LISTED		\$ 33,483.70	\$	33,483.70
	BALANCE ON HAND DECEMBER 31, 2022			\$	270,600.75

Balance on Hand	\$ 270,600.75
Plus checks written after end of month	
Plus uncleared checks	\$ 714.11
Less checks previously written clearing this month	\$ (1,134.04)
Ending Cash Balance matching Bank Statements	\$ 270,180.82

November 2022

Airport Activity

- Perimeter fence construction complete, staff working to provide tenants access cards.
- Reconstruction of Rwy 03/21 in progress, projected completion mid December.
- EVOC (PD) 11/2.

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	212	2948
December	418	4220	December		
Total	4220		Total	2948	
Average	352		Average	268	
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	2044.24	435.3
November	1894.51	2706.6	November	1049.95	0
December	1414.39	3850.2	December		
Total	19333.3	40867.4	Total	18314.3	19413.1
Average	1611.11	3405.617	Average	1664.93	1764.83
High Mo.	3525.46	6257.5	High Mo.	4629.64	4084
Low Mo.	466.25	714	Low Mo.	414.07	0

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: November **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	2555	N/A	
<u>Prev. Month Qty</u> (veeder-root)	1521	7903	11979	
<u>Purchases</u> (+)	8002	0		
<u>Sold</u> (-)	1049.95	0	1049.95	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	8468.05	10453	10919.05	
<u>Month End Jet-A Truck Quantity</u>	N/A	2555	N/A	
<u>Month End Qty</u> (-) (veeter-root)	8360	7833	18748	
<u>Difference</u> (=)	108.05	65	173.05	

	<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:	91.98	86.4
This month end temp:	23.7	25.9
This month end meter:	8360	7833 (tanks only)
Prev month end inches:	24.66	87.13
Prev month end temp:	43.4	45
Prev month end meter:	1521	7903 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	8360	7833
Inventory Value:	<u>\$ 45,812.80</u>	<u>\$ 45,431.40</u>
Total Inventory Value:	<u>\$ 91,244.20</u>	

December 2022

Airport Activity

- Perimeter fence construction complete, staff working to provide tenants access cards.
- Reconstruction of Rwy 03/21 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	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	212	2948
December	418	4220	December	198	3146
Total	4220		Total	3146	
Average	352		Average	262	
High Mo.	680		High Mo.	518	
Low Mo.	121		Low Mo.	128	

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<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
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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	1049.95	0
December	1414.39	3850.2	December	402.68	60.5
Total	19333.3	40867.4	Total	18716.9	19473.6
Average	1611.11	3405.617	Average	1559.74	1622.8
High Mo.	3525.46	6257.5	High Mo.	4629.64	4084
Low Mo.	466.25	714	Low Mo.	402.68	0

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 20 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.*
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- *MALSR(Medium Intensity Approach Lighting) LED pilot project complete.*
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Stevens Point Municipal Airport

Month-End Fuel Report

To: Airport Commission

From: Jason Draheim, Airport Manager

Month: December **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	2555	N/A	
<u>Prev. Month Qty</u> (veeder-root)	8360	7833	18748	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	402.68	60.5	463.18	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	7952.32	10322.5	18274.82	
<u>Month End Jet-A Truck Quantity</u>	N/A	2555	N/A	
<u>Month End Qty</u> (-) (veeter-root)	7967	7781	18303	
<u>Difference</u> (=)	-14.68	-13.5	-28.18	

	<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:	87.79	85.86
This month end temp:	28.5	28.8
This month end meter:	7967	7781 (tanks only)
Prev month end inches:	91.98	86.4
Prev month end temp:	23.7	25.9
Prev month end meter:	8360	7833 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	7967	7781
Inventory Value:	<u>\$ 43,659.16</u>	<u>\$ 45,129.80</u>
Total Inventory Value:	<u>\$ 88,788.96</u>	