

Our intention is to have in-person meetings going forward. We will hold the 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
February 13, 2023 - 12:30 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: | 820 26885705

By Computer: <https://us02web.zoom.us/j/82026885705>

By Phone: (303) 715-8592

(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. 2023 Capital Operations & Maintenance Plan-*Joel Lemke & Jason Draheim*
5. Written/Verbal Report - *Jason Draheim*
6. 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
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

MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

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

2. Approval of Minutes

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the November 14, 2022 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the department claims for November and December 2022 as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

Jason explained that air traffic is down due to the runway project not being completed yet. The physical runway itself is completed but the electrical/lighting has not been due to supply chain issues and the weather. Jason explained our instrument approaches have been limited or shut off due to this project not being completed and therefore, we can't safely operate the runways.

The Commission questioned if Sentry having a new hangar in Mosinee affects us negatively. Sentry has been using larger planes and has outgrown our facility. They are keeping their hangar they currently have at our Airport.

5. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:45PM

REPORT TO THE FEBRUARY 13, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of January 1, 2023

\$	270,180.82
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Bank deposits recorded in January 2023

\$	5,069.86
\$	275,250.68

CHECKS ISSUED IN JANUARY 2023

2634	AT&T	Phone Charges	2.90		
2635	City of Stevens Point	Work for Airport	1,056.16		
2636	Heartland Business Systems, LLC	Domain Consolidation	170.80		
2637	City of Stevens Point	Insurance, retirement, fuel and employee benefits	9,919.70		
2638	Dakota Electric Service, Inc.	Misc electrical repair	96.91		
2639	Halron Lubricants Inc	Hydraulic Fluid	2,034.09		
2640	M&M Service, Inc.	VTM Meter Calibration(Jet-A)	1,012.80		
2641	M-B Companies, Inc.	MB5 Hydraulic Repair	484.48		
2642	Point Heating & Cooling	Annual HVAC Maint	424.64		
2643	Wing Aero Products	Charts	58.16		
2644	QTpod	100LL Fuel Terminal Repair	496.03		
2645	Worzellas Point Supply LLC	Janitorial Supplies	547.58		
2646	Stevens Point Public Utilities	Work for Airport, Ipad Charges	2,321.37		
2647	ULINE	Supplies	790.22		
2648	Walt's Petroleum Service Inc.	Fuel Farm Repair	1,095.50		
2649	Donna's Cleaning Service	Cleaning Service	175.00		
2650	Stevens Point Public Utilities	Work for Airport	1,744.11		
2651	Mastercard	Office supplies, cable & rug service	702.11		
2652	SCHIERL TIRE & SERVICE	Service call & tire fill	160.40		
2653	City of Stevens Point	Workers Comp Premium	292.71		
2654	Heartland Business Systems, LLC	Domain Consolidation, Monthly ESRM Security Mgmnt, Managed IT Services	190.62		
2655	Werner Electric Supply Company	Lights - Fluorescent bulbs	150.15		
EFT	Payroll	1/5/2023	3,838.26		
EFT	Payroll	1/19/2023	3,933.78		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	4,613.93		
	WI Dept of Revenue	Sales Tax	46.07		
	WI Dept of Revenue	Fuel Tax	27.78		
	IRS	Payroll Taxes	2,533.27		
	WI Dept of Revenue	Payroll Taxes	419.31		
TOTAL EXPENSES LISTED			\$ 39,410.22	\$	39,410.22
BALANCE ON HAND JANUARY 31, 2023				\$	235,840.46

Balance on Hand	\$	235,840.46
Plus checks written after end of month		
Plus uncleared checks	\$	442.86
Less checks previously written clearing this month	\$	(714.11)
Ending Cash Balance matching Bank Statements	\$	235,569.21

January 2023

Airport Activity

- Perimeter fence construction complete. Tenant access cards processing
- Rwy 03/21 rehabilitation progress report: Lighting system expected to be fully functional by Feb 17th. Remaining work is landscape/restoration related, to be completed after snow season.

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

<u>2022</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>	<u>2023</u>	<u>AC</u> <u>Movement</u>	<u>Cumulative</u> <u>Movements</u>
January	218	218	January	224	224
February	205	423	February		
March	224	647	March		
April	282	929	April		
May	344	1273	May		
June	402	1675	June		
July	518	2193	July		
August	128	2321	August		
September	167	2488	September		
October	248	2736	October		
November	212	2948	November		
December	198	3146	December		
Total	3146		Total	224	
Average	262		Average	224	
High Mo.	518		High Mo.	224	
Low Mo.	128		Low Mo.	224	

Previous Yr. / Present Yr. fuel sale comparison by month. All quantities are U.S. Gallons.

<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>
January	917.54	1723.3	January	464.59	614.5
February	414.07	3559.4	February		
March	1094.71	2252.6	March		
April	1403.82	3626.1	April		
May	2263.28	2234.5	May		
June	2492.9	4084	June		
July	4629.64	960.7	July		

<u>2022</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2023</u>	<u>100LL</u>	<u>Jet-A</u>
August	820.91	427.2	August		
September	1183.19	110	September		
October	2044.24	435.3	October		
November	1049.95	0	November		
December	402.68	60.5	December		
Total	18716.9	19473.6	Total	464.59	614.5
Average	1559.74	1622.8	Average	464.59	614.5
High Mo.	4629.64	4084	High Mo.	464.59	614.5
Low Mo.	402.68	0	Low Mo.	464.59	614.5

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.*
- *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: January **Year:** 2023

(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)	7967	7781	18303	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	464.59	614.5	1079.09	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	7497.41	9716.5	17213.91	
<u>Month End Jet-A Truck Quantity</u>	N/A	2295	N/A	
<u>Month End Qty</u> (-) (veeder-root)	7406	7366	17067	
<u>Difference</u> (=)	91.41	55.5	146.91	

	<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:	82.07	81.66
This month end temp:	7.3	9
This month end meter:	7406	7366 (tanks only)
Prev month end inches:	87.79	85.86
Prev month end temp:	28.5	28.8
Prev month end meter:	7967	7781 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	7406	7366
Inventory Value:	<u>\$ 40,584.88</u>	<u>\$ 42,722.80</u>
Total Inventory Value:	<u>\$ 83,307.68</u>	