

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
March 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

- I. 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, April 10, 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
February 13, 2023 - 12:53 PM
Stevens Point Public Utilities
300 Bliss Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

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MINUTES

Discussion and Possible Action on:

1. Roll Call.

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

EXCUSED ABSENCE: Mae Nachman

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Anna Haines to approve the January 9, 2023 meeting minutes of the Airport Commission.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the department claims for the month of January as audited and read.

Ayes all. Nays none. Motion carried.

4. 2023 Capital Operations & Maintenance Plan-Joel Lemke & Jason Draheim

Joel presented the 2023 Capital Operations and Maintenance Plan which consisted of one item for Conference Room/General area upgrade for \$25,000.00.

Anna stated she had heard the FAA is allowing solar panels to be installed on Airport property and would this be considered in the future. Joel stated there is not a lot of daytime usage and new LED lighting was just installed which would decrease the electric bill already. Jason stated it would be something to look into. There would need

to be other studies done prior to doing this. They did reference in the new regulations, for smaller airports, the use of solar generators or battery banks for nighttime lighting systems.

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the 2023 Capital Operations & Maintenance Plan in the amount of \$25,000.00.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Jason stated the lighting system shipped on the 10th and should be here today or tomorrow. The lighting system should be fully functional by the end of this week or early next week.

6. Adjournment.

Motion made by Carl Rasmussen to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 1:00PM

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

FINANCES:

Bank balance as of February 1, 2023
 Bank deposits recorded in February 2023

\$	235,569.21
\$	16,717.73
\$	252,286.94

CHECKS ISSUED IN FEBRUARY 2023

2656	Stevens Point Public Utilities	Work done for Airport	1,733.70		
2657	City of Stevens Point	Insurance premiums & fuel	9,461.27		
2658	AT&T	Phone Charges	2.90		
2659	Baker Tilly Virchow Krause LLP	Audit Charges	341.94		
2660	City of Stevens Point	Adobe License	215.88		
2661	Stevens Point Public Utilities	IPad Charges	10.12		
2662	Mastercard	Ceiling fans	182.46		
2663	City of Stevens Point	Workers Comp Premium	296.28		
2664	Donna's Cleaning Service	Cleaning Service	175.00		
2665	Heartland Business Systems, LLC	Domain Consolidation	16.92		
2666	Stevens Point Public Utilities	Work completed for Airport	1,087.84		
2667	Mastercard	Supplies, cable & rug service	841.83		
2668	Heartland Business Systems, LLC	Monthly Managed Services, Domain Consolidation, Monthly ESRM Billing, Monthly ESRM Billing	226.82		
EFT	Payroll	2/2/2023	3,942.60		
EFT	Payroll	2/16/2023	3,933.78		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	4,091.69		
	WI Dept of Revenue	Sales Tax			
	WI Dept of Revenue	Fuel Tax	64.74		
	IRS	Payroll Taxes	2,560.31		
	WI Dept of Revenue	Payroll Taxes	428.44		
TOTAL EXPENSES LISTED			\$ 29,685.90	\$	29,685.90
BALANCE ON HAND FEBRUARY 28, 2023				\$	222,601.04
			Balance on Hand	\$	222,601.04
			Plus checks written after end of month		
			Plus uncleared checks	\$	1,068.65
			Less checks previously written clearing this month	\$	(442.86)
Ending Cash Balance matching Bank Statements				\$	223,226.83

February 2023

Airport Activity

- Perimeter fence construction complete. Tenant access fobs processing
- Rwy 03/21 rehabilitation progress report: Lighting system project experiencing significant delays due to material delays. 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	272	496
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	496	
Average	262		Average	248	
High Mo.	518		High Mo.	272	
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	610.02	1549.7
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		
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	1074.61	2164.2
Average	1559.74	1622.8	Average	537.305	1082.1
High Mo.	4629.64	4084	High Mo.	610.02	1549.7
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	2295	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7406	7366	17067	
<u>Purchases</u> (+)	0	0		
<u>Sold</u> (-)	610.02	1549.7	2159.72	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	6790.98	8106.3	14897.28	
<u>Month End Jet-A Truck Quantity</u>	N/A	1376	N/A	
<u>Month End Qty</u> (-) (veeter-root)	6909	6828	15113	
<u>Difference</u> (=)	-118.02	-97.7	-215.72	

	<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:	77.17	76.38
This month end temp:	30.1	30
This month end meter:	6909	6828 (tanks only)
Prev month end inches:	82.07	81.66
Prev month end temp:	7.3	9
Prev month end meter:	7406	7366 (tanks only)
Price per gal:	5.48	5.8
Inventor gals:	6909	6828
Inventory Value:	<u>\$ 37,861.32</u>	<u>\$ 39,602.40</u>
Total Inventory Value:	<u>\$ 77,463.72</u>	