

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  
April 10, 2023 - 12:30 PM**

**Stevens Point Public Utilities  
300 Bliss Avenue, Stevens Point, WI**

**OR**

**Zoom Teleconferencing**

**Meeting ID: | 820 2688575:**

**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. Report on market rate study effort - *Joel Lemke*
5. Written/Verbal Report - *Jason Draheim*
6. Adjournment.

***The next Airport Commission meeting will be Monday, May 8, 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  
March 13, 2023 - 12:20 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**

**MINUTES**

**I. Discussion and Possible Action on:**

**1. Roll Call.**

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

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

**2. Approval of Minutes**

**Motion** made by Ray Schmidt, seconded by Anna Haines to approve the February 13, 2023 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 February as audited and read.

***Ayes all. Nays none. Motion carried.***

**4. Written/Verbal Report - Jason Draheim**

Jason stated on the operations side it was a fairly standard month with snow approval a key aspect. Jason also stated there have been delays with the runway project. Some of the components will be arriving. Jason and Joel have spoken with the Bureau of Aeronautics discussing ways to recoup the revenue loss experienced due to the delays.

The Commissioners questioned hangar space. Jason stated hangar space is limited. Maybe in the future an RFP will be going out regarding the development of additional hangar space. There is more room for expansion.

**5. Adjournment.**

**Motion** made by Carl Rasmussen to adjourn the meeting.

***Ayes all. Nays none. Motion carried.***

**Meeting Adjourned: 12:29PM**

**REPORT TO THE APRIL 10, 2023**  
**MEETING OF THE AIRPORT COMMISSION**

**FINANCES:**

Bank balance as of March 1, 2023

|    |            |
|----|------------|
| \$ | 223,226.83 |
|----|------------|

Bank deposits recorded in March 2023

|    |            |
|----|------------|
| \$ | 17,202.77  |
| \$ | 240,429.60 |

**CHECKS ISSUED IN MARCH 2023**

|                                       |                                 |                                                                                                       |              |    |            |
|---------------------------------------|---------------------------------|-------------------------------------------------------------------------------------------------------|--------------|----|------------|
| 2669                                  | AT&T                            | Phone charges                                                                                         | 2.90         |    |            |
| 2670                                  | City of Stevens Point           | Insurance premiums, retirement & fuel, salt usage                                                     | 8,886.85     |    |            |
| 2671                                  | Heartland Business Systems, LLC | Domain Consolidation                                                                                  | 36.99        |    |            |
| 2673                                  | Stevens Point Public Utilities  | IPad Charges, Work performed for Airport                                                              | 1,534.11     |    |            |
| 2674                                  | Len Dudas                       | Envoy Repairs                                                                                         | 519.21       |    |            |
| 2675                                  | City of Stevens Point           | Percent of City IT Wages, Wiscnet & Wellness Charges                                                  | 3,938.98     |    |            |
| 2676                                  | NAPA                            | Hose fittings & reel                                                                                  | 56.54        |    |            |
| 2677                                  | Central Door Solutions LLC      | Hangar Door Repair                                                                                    | 396.00       |    |            |
| 2678                                  | Wing Aero Products              | Charts                                                                                                | 62.00        |    |            |
| 2679                                  | Donna's Cleaning Service        | Monthly Cleaning Service                                                                              | 175.00       |    |            |
| 2680                                  | Green Earth Company             | FAA Ice Melt                                                                                          | 1,846.42     |    |            |
| 2681                                  | M-B Companies, Inc.             | MB5 Brush Replacement                                                                                 | 4,698.66     |    |            |
| 2682                                  | Walt's Petroleum Service Inc.   | Fuel Farm Repair                                                                                      | 620.50       |    |            |
| 2683                                  | Schierl Tire & Service          | Replacement tires                                                                                     | 691.90       |    |            |
| 2684                                  | Heartland Business Systems, LLC | Managed Services                                                                                      | 84.25        |    |            |
| 2685                                  | Mastercard                      | Cable & Rug Service                                                                                   | 449.37       |    |            |
| 2686                                  | Heartland Business Systems, LLC | Microsoft Monthly Subscription, Domain Consolidation, Microsoft 365 Subscription, Troubleshoot Backup | 1,110.34     |    |            |
| 2687                                  | Stevens Point Public Utilities  | Snow Removal                                                                                          | 2,128.12     |    |            |
| EFT                                   | Payroll                         | 3/2/2023                                                                                              | 3,942.60     |    |            |
| EFT                                   | Payroll                         | 3/16/2023                                                                                             | 4,130.46     |    |            |
| EFT                                   | Payroll                         | 3/30/2023                                                                                             | 4,116.94     |    |            |
|                                       | Delta Dental                    | Dental Insurance Premiums                                                                             | 71.38        |    |            |
|                                       | Wisconsin Public Service        | Utility Charges                                                                                       | 4,220.53     |    |            |
|                                       | WI Dept of Revenue              | Sales Tax                                                                                             |              |    |            |
|                                       | WI Dept of Revenue              | Fuel Tax                                                                                              | 129.60       |    |            |
|                                       | IRS                             | Payroll Taxes                                                                                         | 3,975.17     |    |            |
|                                       | WI Dept of Revenue              | Payroll Taxes                                                                                         | 669.89       |    |            |
| <b>TOTAL EXPENSES LISTED</b>          |                                 |                                                                                                       | \$ 48,494.71 | \$ | 48,494.71  |
| <b>BALANCE ON HAND MARCH 31, 2023</b> |                                 |                                                                                                       |              | \$ | 191,934.89 |

|                                                     |                      |
|-----------------------------------------------------|----------------------|
| Balance on Hand                                     | \$ 191,934.89        |
| Plus checks written after end of month              |                      |
| Plus uncleared checks                               | \$ 1,110.34          |
| Less checks previously written clearing this month  | \$ (1,068.65)        |
| <b>Ending Cash Balance matching Bank Statements</b> | <b>\$ 191,976.58</b> |



April 6, 2023

TO: Water and Sewerage Commission, Airport Commission, Personnel Committee  
RE: Department wage study

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Commissioners and Alders,

The Department of Public Utilities and Transportation has recently identified several reasons to engage in the evaluation of wages for many of the positions in the Department. Rather than doing individual reclassifications or position evaluation, we have engaged with our pay plan consultant to evaluate the wages of the utility staff in addition to the Airport Manager and City Engineer (whom we share expenses with DPW).

That study is underway, and results will be delivered at the regular meetings in May. We are using the relevant pre-established municipal comparable data (from former City efforts) as well as the American Water Works Association (AWWA) data that is routinely published for our utility staff.

A concurrent change that is happening is that the City is transferring the responsibilities of the Emergency Manager role from the Airport Manager to a position that the Fire Chief will seek approval for at the April round of meetings. This move is very logical and has my support from a department head perspective. That role is currently compensated for by a pre-determined stipend. That stipend will be transferred to the new position created in the Fire Department if/when it is approved and hired.

I look forward to presenting more information on this effort at next month's meetings.

Thank you for your consideration.

Sincerely,

Joel Lemke  
Director of Public Utilities

## March 2023

### Airport Activity

- Rwy 03/21 rehabilitation progress report: Lighting system project complete. Remaining work is landscape/restoration related, to be completed starting April 17th.

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

| <u>2022</u> | <u>AC</u><br><u>Movement</u> | <u>Cumulative</u><br><u>Movements</u> |  | <u>2023</u> | <u>AC</u><br><u>Movement</u> | <u>Cumulative</u><br><u>Movements</u> |
|-------------|------------------------------|---------------------------------------|--|-------------|------------------------------|---------------------------------------|
| January     | 218                          | 218                                   |  | January     | 224                          | 224                                   |
| February    | 205                          | 423                                   |  | February    | 272                          | 496                                   |
| March       | 224                          | 647                                   |  | March       | 255                          | 751                                   |
| 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       | 751                          |                                       |
| Average     | 262                          |                                       |  | Average     | 250                          |                                       |
| 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           | 1106.42        | 1378.7         |
| 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        |                |                |
| <b>Total</b>    | <b>18716.9</b> | <b>19473.6</b> | <b>Total</b>    | <b>2181.03</b> | <b>3542.9</b>  |
| <b>Average</b>  | <b>1559.74</b> | <b>1622.8</b>  | <b>Average</b>  | <b>727.01</b>  | <b>1180.97</b> |
| <b>High Mo.</b> | <b>4629.64</b> | <b>4084</b>    | <b>High Mo.</b> | <b>1106.42</b> | <b>1549.7</b>  |
| <b>Low Mo.</b>  | <b>402.68</b>  | <b>0</b>       | <b>Low Mo.</b>  | <b>464.59</b>  | <b>614.5</b>   |

**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](mailto:jdraheim@stevenspoint.com).

# Stevens Point Municipal Airport

## Month-End Fuel Report

**To:** Airport Commission

**From:** Jason Draheim, Airport Manager

**Month:** February **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               | 1376              | N/A               |                                  |
| <u>Prev. Month Qty</u><br>(veeder-root)     | 6909              | 6828              | 15113             |                                  |
| <u>Purchases</u> ( + )                      | 0                 | 0                 |                   |                                  |
| <u>Sold</u> ( - )                           | 1106.42           | 1378.7            | 2485.12           |                                  |
| <u>Used</u> ( - )                           | 5                 | 5                 | 10                |                                  |
| <u>Total Qty</u> ( = )                      | 5797.58           | 6820.3            | 12617.88          |                                  |
| <u>Month End Jet-A Truck Quantity</u>       | N/A               | 2454              | N/A               |                                  |
| <u>Month End Qty</u> ( - )<br>(veeder-root) | 5823              | 4407              | 12684             |                                  |
| <u>Difference</u> ( = )                     | -25.42            | -40.7             | -66.12            |                                  |

|                                                | <u>100LL Gal.</u> | <u>Jet-A Gal.</u> |   |
|------------------------------------------------|-------------------|-------------------|---|
| <u>Tax exempt Gal.</u><br>(includes used gals) | 0                 |                   | 0 |

## Veeter-Root & Pump Readings

|                        | <u>100LL Gal.</u>   | <u>Jet-A Gal.</u>   |
|------------------------|---------------------|---------------------|
| This month end inches: | 66.83               | 53.59               |
| This month end temp:   | 33.1                | 32.8                |
| This month end meter:  | 5823                | 4407 (tanks only)   |
| Prev month end inches: | 77.17               | 76.38               |
| Prev month end temp:   | 30.1                | 30                  |
| Prev month end meter:  | 6909                | 6828 (tanks only)   |
| Price per gal:         | 5.48                | 5.8                 |
| Inventor gals:         | 5823                | 4407                |
| Inventory Value:       | <u>\$ 31,910.04</u> | <u>\$ 25,560.60</u> |
| Total Inventory Value: | <u>\$ 57,470.64</u> |                     |