

**City of Stevens Point
Airport Commission**

July 13, 2020 - 12:30 PM

**Meeting will be held via a Zoom Meeting URL to connect:
<https://us02web.zoom.us/j/82026885705> Dial in number: (301) 715-8592 - Meeting
ID: 820 2688 5705**

(or immediately following previously scheduled meeting)

AGENDA

Discussion and Possible Action on:

1. Approval of June 8, 2020 minutes
2. Approval of Department Claims
3. Written Report - *Jason Draheim*
4. Verbal Report - *Jason Draheim*
5. Adjournment

***The next Airport Commission meeting will be Monday, August 10, 2020
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**

June 8, 2020 - 12:30 PM

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URL to connect: <https://us02web.zoom.us/j/82026885705>
Dial in number: (301) 715-8592 - Meeting ID: 820 2688 5705**

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MINUTES

Discussion and Possible Action on:

1. Approval of May 11, 2020 minutes

Motion made by Mae Nachman, seconded by Anna Haines to approve the minutes of the May 11, 2020 Airport Commission Meeting.

Ayes all. Nays none. Motion carried.

2. Approval of Department Claims

Paul Adamski presented the statement of claims for May. The balance as of May 1, 2020 was \$288,758.45. The bank deposits recorded in May 2020 were \$16,703.85. Checks issued in May 2020 numbered 2225 through 2233 were in the amount of \$20,004.22. The net balance on hand May 31, 2020 was \$285,458.08.

Motion made by Anna Haines, seconded by Carl Rasmussen to approve the department claims for the month of May 2020 was audited and read.

Ayes all. Nays none. Motion carried.

3. Written Report - Jason Draheim

The Commission reviewed the manager's report for May 2020.

Carl questioned how often Jason makes contacts with the individuals whom have shown interest in basing aircraft at Stevens Point Municipal Airport should space become available. Jason explains that he touches base with them on a quarterly basis.

Jason stated they received their Jet-A refueler tank truck May 28th and are very happy with it. The hangar paving project should be done within the next two weeks.

4. Verbal Report - Jason Draheim

Nothing discussed under this item.

5. Adjournment

Motion made by Anna Haines to adjourn the meeting.

Ayes all. Nays none. Motion carried.

MEETING ADJOURNED
12:16PM

The next Airport Commission meeting will be on Monday, July 13, 2020 immediately following the Board of Water & Sewerage Commission meeting.

REPORT TO THE JULY, 2020
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of June 1, 2020

\$ 278,771.54

Bank deposits recorded in June 2020

\$ 17,533.73

\$ 296,305.27

CHECKS ISSUED IN JUNE 2020:

2234	AIRNAV, LLC	Renewal of Gold Listing	1,716.00		
2235	AT&T	Phone Charges	2.90		
2236	Baker Tilly Virchow Krause LLP	2019 Audit Charges	94.24		
2237	City of Stevens Point	Workers Comp Premium	401.15		
2238	Storm Water Dept	Work done for Airport	56.46		
2239	Transportation Dept	Lawn cutting	274.80		
2240	Verizon Wireless	IPad & cell phone charges	10.25		
2241	WI Public Service	Monthly Utilities - Electric & Gas	1,835.15		
2242	City of Stevens Point	Insurance, retirement & AT&T charges, workers comp premium	3,782.80		
2243	Donna's Cleaning Service	Monthly Cleaning Service	175.00		
2244	RMM Solutions Inc.	IT Managed Services	270.96		
2245	Mastercard	Cable bill, Rug service, Flowers - funeral	435.67		
2246	Summit Companies	Annual Extinguisher Inspection	261.25		
2247	Transportation Dept	Lawn mowing	320.60		
EFT	Payroll	6/11/2020	3,593.93		
EFT	Payroll	6/25/2020	3,585.40		
	WI Dept of Revenue	Fuel Tax	135.60		
	IRS	Payroll Taxes	2,403.36		
	WI Dept of Revenue	Payroll Taxes	515.14		
TOTAL EXPENSES LISTED			\$ 19,870.66	\$	19,870.66
BALANCE ON HAND JUNE 30, 2020				\$	276,434.61

Balance on Hand	\$ 276,434.61
Plus checks written after end of month	
Plus uncleared checks	\$ 5,246.28
Less checks previously written clearing this month	\$ (1,230.28)
Ending Cash Balance matching Bank Statements	\$ 280,450.61

June 2020

Airport Activity

- COVID-19 Operational adjustments in place.
- Placed new Jet-A refueler(tank truck) into service.
- Maintenance of Operations Hangar building on hold (COVID-19).
- Hangar-area pavement reconstruction project complete.
- Completion of pavement geotech samples and survey for 2023 Rwy 03/21 rehab project.

Aircraft Movements

****Activity logs are on file and available for viewing at the airport****

- 273 Aircraft were logged during hours of operation for the month.

Aircraft Type	#
Single Engine Private	256
Multi-Engine Private	4
Single Engine Business	0
Multi-Engine Business	2
Jet/Turbine	8
Helicopter	3

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

<u>2019</u>	<u>AC</u> <u>Movement</u>	<u>2020</u>	<u>AC</u> <u>Movement</u>
January	197	January	181
February	178	February	162
March	248	March	120
April	272	April	137
May	325	May	252
June	418	June	273
July	801	July	
August	443	August	
September	407	September	
October	389	October	
November	370	November	
December	392	December	
Total	4440	Total	1125
Average	370	Average	188
High Mo.	801	High Mo.	273
Low Mo.	178	Low Mo.	120

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

<u>2019</u>	<u>100LL</u>	<u>Jet-A</u>	<u>2020</u>	<u>100LL</u>	<u>Jet-A</u>
January	785	2082	January	880.67	1701
February	455.88	1848	February	1674.62	1118
March	2164.08	3475.3	March	1590.84	1373
April	2526.79	4255.8	April	2003.42	265
May	2389.94	5304.1	May	885.5	1374.7
June	3282.52	6983.7	June	1306.73	2510.5
July	5665.18	9066.6	July		
August	3181.52	6448.6	August		
September	2199.47	4908	September		
October	2519.22	6458.9	October		
November	1183.46	3075.2	November		
December	1452.05	2042.3	December		
Total	27805.1	55948.5	Total	8341.78	8342.2
Average	2317.09	4662.375	Average	1390.3	1390.37
High Mo.	5665.18	9066.6	High Mo.	2003.42	2510.5
Low Mo.	455.88	1848	Low Mo.	880.67	265

Hangar Rentals/Availability

- *Airport Hangars are currently occupied at full capacity. There are currently 22 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 complete.*
- *Vehicular tank meter(VTM) licenses current.*
- *MALSR(Medium Intensity Approach Lighting) LED pilot project in progress.*
- *Seasonal maintenance on airfield lighting system continues.*

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: June **Year:** 2020

(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	1408	N/A	
<u>Prev. Month Qty</u> (veeder-root)	3773	6874	12055	
<u>Purchases</u> (+)	0	0	0	0
<u>Sold</u> (-)	1306.73	2510.5	3817.23	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	2461.27	5766.5	8227.77	
<u>Month End Jet-A Truck Quantity</u>	N/A	2147	N/A	
<u>Month End Qty</u> (-) (veeder-root)	2492	4690	9329	
<u>Difference</u> (=)	-30.73	-1070.5	-1101.23	

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

Veeter-Root & Pump Readings

	<u>100LL Gal.</u>	<u>Jet-A Gal.</u>
This month end inches:	35.07	56.24
This month end temp:	74.8	75.1
This month end meter:	2492	4690 (tanks only)
Prev month end inches:	47.62	83.05
Prev month end temp:	57.7	48.4
Prev month end meter:	3773	7505 (tanks only)
Price per gal:	4.06	4.08
Inventor gals:	2492	4690
Inventory Value:	<u>\$ 10,117.52</u>	<u>\$ 19,135.20</u>
Total Inventory Value:	<u>\$ 29,252.72</u>	