

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**

August 14, 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, September 11, 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
July 10, 2023 - 12:47 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, Shane Kohnen, Chris Lefebvre, Jason Draheim, Alderman Sam Lang and Jaime Zdroik

2. Approval of Minutes

Motion made by Mae Nachman, seconded by Carl Rasmussen to approve the May 8, 2023 meeting minutes of the Airport Commission as audited and read.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Mae Nachman to approve the claims for months of May and June as audited and read.

Ayes all. Nays none. Motion carried.

4. 2022 Audit Presentation by Baker Tilly

Jodi Dobson of Baker Tilly presented the 2022 Audit to the Commission.

Jodi stated the revenues are very consistent over the last two years. The O&M expenses have been consistent as well. Depreciation increased due to the result of some new assets that replaced items fully depreciated. Cash reserves are very strong with six months cash on hand.

Motion made by Ray Schmidt, seconded by Carl Rasmussen to approve the 2022 Audit completed by Baker Tilly.

Ayes all. Nays none. Motion carried.

5. Written/Verbal Report - Jason Draheim

Jason stated the taxiway marking was completed in May. Runway 03/21 rehabilitation progress report - lighting project is complete. Remaining work is landscape/restoration related.

6. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:52PM

REPORT TO THE AUGUST 14, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of July 1, 2023

\$	106,839.88
----	------------

Bank deposits recorded in July 2023

\$	208,562.18
\$	315,402.06

CHECKS ISSUED IN JULY 2023

2729	City of Stevens Point	Insurance, fuel and retirement	5,964.60	
2730	Stevens Point Public Utilities	IPad Charges	10.11	
2731	Summit Companies	Annual Inspection Fire Extinguishers	748.50	
2732	Titan Aviation Fuels	Fuel purchase	4,315.38	
2733	Heartland Business Systems, LLC	Managed Services	81.16	
2734	City of Stevens Point	Workers Comp Insurance Premiums	312.96	
2735	Donna's Cleaning Service	Cleaning Service	175.00	
2736	Rasmussen Plumbing & Heating	Water Heater Repairs	213.75	
2737	Springbrook Holding Company LLC	Employee Self Service Implementation	22.24	
2738	Titan Aviation Fuels	Fuel purchase	13,421.24	
2739	Mastercard	Cable, rug service & supplies	523.43	
2740	Baker Tilly Virchow Krause LLP	2022 Audit Expense	47.04	
2741	Heartland Business Systems, LLC	Veem Annual Maintenance	94.73	
2742	Springbrook Holding Company LLC	Annual Software Maintenance Charges	5,433.90	
2743	Stevens Point Public Utilities	Airport's portion of IT invoices billed to the utilities	341.44	
2744	Titan Aviation Fuels	Fuel purchase	20,947.91	
EFT	Payroll	7/6/2023	4,227.83	
EFT	Payroll	7/20/2023	4,299.89	
	Delta Dental	Dental Insurance Premiums	71.38	
	Wisconsin Public Service	Utility Charges	1,751.27	
	WI Dept of Revenue	Fuel Tax	470.46	
	IRS	Payroll Taxes	2,799.09	
	WI Dept of Revenue	Payroll Taxes	479.86	
TOTAL EXPENSES LISTED			\$ 66,753.17	\$ 66,753.17
BALANCE ON HAND JULY 31, 2023				\$ 248,648.89

Balance on Hand	\$ 248,648.89
Plus checks written after end of month	
Plus uncleared checks	\$ 21,696.41
Less checks previously written clearing this month	\$ (13,978.35)
Ending Cash Balance matching Bank Statements	\$ 256,366.95

July 2023

Airport Activity

- Rwy 03/21 Final flight check scheduled for mid August.
- Prepared for and supported EAA Airventure (Oshkosh) event traffic.
- Mowing Operations in progress.

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	255	751
April	282	929	April	271	1022
May	344	1273	May	370	1392
June	402	1675	June	494	1886
July	518	2193	July	598	2484
August	128	2321	August		
September	167	2488	September		
October	248	2736	October		
November	212	2948	November		
December	198	3146	December		
Total	3146		Total	2484	
Average	262		Average	355	
High Mo.	518		High Mo.	598	
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	1109.07	1175
May	2263.28	2234.5	May	1502.95	2270.1
June	2492.9	4084	June	1982.39	5858.5
July	4629.64	960.7	July	2866.78	5839.4
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	9642.22	18685.9
Average	1559.74	1622.8	Average	1377.46	2669.41
High Mo.	4629.64	4084	High Mo.	2866.78	5858.5
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..*
- *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: July **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	1529	N/A	
<u>Prev. Month Qty</u> (veeder-root)	5894	5692	13115	
<u>Purchases</u> (+)	4485	4469		
<u>Sold</u> (-)	2866.78	5839.4	8706.18	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	7507.22	5845.6	4398.82	
<u>Month End Jet-A Truck Quantity</u>	N/A	1489	N/A	
<u>Month End Qty</u> (-) (veeter-root)	7474	4388	13351	
<u>Difference</u> (=)	33.22	-31.4	1.82	

	<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:	82.75	53.41
This month end temp:	67.5	66.5
This month end meter:	7474	4388 (tanks only)
Prev month end inches:	67.49	65.59
Prev month end temp:	73.5	73
Prev month end meter:	5894	5692 (tanks only)
Price per gal:	5.08	5
Inventor gals:	7474	4388
Inventory Value:	<u>\$ 37,967.92</u>	<u>\$ 21,940.00</u>
Total Inventory Value:	<u>\$ 59,907.92</u>	