

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
September 11, 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. Approval of sublease of Sentry Insurance leased area - *Jason Draheim*
 5. Delegation of authority to execute and modify hangar and land leases by City staff - *Jason Draheim/Joel Lemke*
 6. Written/Verbal Report - *Jason Draheim*
 7. Adjournment.

The next Airport Commission meeting will be Monday, October 9, 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
August 14, 2023 - 12:14 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>

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MINUTES

I. Discussion and Possible Action on:

1. Roll Call.

PRESENT: Paul Adamski, Carl Rasmussen and Ray Schmidt

EXCUSED ABSENCE: Anna Haines & Mae Nachman

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

2. Approval of Minutes

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the July 10, 2023 meeting minutes of the Airport Commission with one correction, adding Jodi Dobson of Baker Tilly as present at the meeting as well.

Ayes all. Nays none. Motion carried.

3. Approval of Department Claims

Motion made by Carl Rasmussen, seconded by Ray Schmidt to approve the claims for the month of July as audited and read.

Ayes all. Nays none. Motion carried.

4. Written/Verbal Report - Jason Draheim

The Commission reviewed the report included in the packet. Nothing was discussed.

5. Adjournment.

Motion made by Ray Schmidt to adjourn the meeting.

Ayes all. Nays none. Motion carried.

Meeting Adjourned: 12:17PM

REPORT TO THE SEPTEMBER 11, 2023
MEETING OF THE AIRPORT COMMISSION

FINANCES:

Bank balance as of Aug 1, 2023

\$	256,366.95
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Bank deposits recorded in August 2023

\$	65,483.47
\$	321,850.42

CHECKS ISSUED IN AUGUST 2023

2745	Springbrook Holding Company LLC	Payroll Software Annual Maintenance	210.29		
2746	Transportation Dept	Grounds keeping work	179.28		
2747	City of Stevens Point	Retirement, insurance & fuel	6,076.35		
2748	Stevens Point Public Utilities	Verizon Ipad Charges	10.11		
2749	Donna's Cleaning Service	Cleaning Service	175.00		
2750	Stevens Point Public Utilities	IT Invoices	68.51		
2751	Summit Companies	Annual Inspection -Fire Extinguishers & Exit	748.50		
2752	Transportation Dept	Grounds keeping work	194.22		
2753	Heartland Business Systems, LLC	Monthly Managed Services	81.03		
2754	Mastercard	Cable, rug service, supplies	856.63		
2755	Titan Aviation Fuels	Fuel purchase	28,677.88		
EFT	Payroll	8/3/2023	4,374.18		
EFT	Payroll	8/17/2023	3,944.34		
EFT	Payroll	9/1/2023 (processed 8/31/23)	3,960.09		
	Delta Dental	Dental Insurance Premiums	71.38		
	Wisconsin Public Service	Utility Charges	2,018.80		
	WI Dept of Revenue	Fuel Tax	521.76		
	IRS	Payroll Taxes	2,724.53		
	WI Dept of Revenue	Payroll Taxes	463.40		
TOTAL EXPENSES LISTED			\$ 55,356.28	\$	55,356.28
BALANCE ON HAND AUGUST 31, 2023				\$	266,494.14

Balance on Hand	\$ 266,494.14
Plus checks written after end of month	
Plus uncleared checks	\$ 29,534.51
Less checks previously written clearing this month	\$ (20,947.91)
Ending Cash Balance matching Bank Statements	\$ 275,080.74

Stevens Point Municipal
4501 Hwy 66
Stevens Point, WI 54482



Jason D. Draheim
Airport Manager
P: 715.345.8993
F: 715.345.8991

September 6, 2023

TO: Airport Commission
FROM: Jason Draheim, Airport Manager

RE: Sentry Insurance Aviation Sublease

Background

Sentry Insurance owns and operates a hangar on the Stevens Point Municipal Airport in which it leases land from the Airport.

Analysis

Sentry would like to sub-lease the hangar space for a few short term (week to week and month to month) periods to another corporate aircraft operator.

Section 17 of Sentry's lease with the airport prohibits sub-letting without consent from the airport. I have consulted with the City Attorney and we have determined that the nature of the lease (aviation based) conforms with the intended use of the premises and is beneficial to the operation. Therefore, the airport cannot unreasonably withhold consent.

Recommendation

It is my recommendation that the Commission take favorable action to allow the sub-leasing of Sentry's hangar space to corporate/commercial aircraft operations subject to departmental review moving forward.

Jason Draheim
Airport Manager
Stevens Point Municipal Airport

Stevens Point Municipal
4501 Hwy 66
Stevens Point, WI 54482



Jason D. Draheim
Airport Manager
P: 715.345.8993
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September 6, 2023

TO: Airport Commission
FROM: Jason Draheim, Airport Manager

RE: Airport Land Lease Policy

Background

The airport owns and leases land to individual and corporate hangar owners.

Analysis

The airport provides and executes long term lease opportunities for the construction of private and commercial hangars on airport owned, federally obligated property. The term of these leases is currently 25 years with automatic 5year extension periods. This timeframe along with the structure of the leases conform with the FAA's land use framework.

For many years we have been handling the execution and/or modification of leases at a staff and administration level when needed. This item is simply to inform the commission of this routine and get action on the delegation of this authority to the appropriate City and Airport staff.

Recommendation

It is my recommendation that the Commission take favorable action to allow the execution of all aeronautical leases of airport owned, federally operated property to be handled at the staff/departmental level. Thank you for your consideration.

Jason Draheim
Airport Manager
Stevens Point Municipal Airport

August 2023

Airport Activity

- Rwy 03/21 Final flight check completed.
- Mowing Operations in progress.
- State petroleum storage facility inspection complete.

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	614	3098
September	167	2488	September		
October	248	2736	October		
November	212	2948	November		
December	198	3146	December		
Total	3146		Total	3098	
Average	262		Average	387	
High Mo.	518		High Mo.	614	
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	3625.1	5427.7
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	13267.3	24113.6
Average	1559.74	1622.8	Average	1658.42	3014.2
High Mo.	4629.64	4084	High Mo.	3625.1	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: August **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	1489	N/A	
<u>Prev. Month Qty</u> (veeder-root)	7474	4388	13351	
<u>Purchases</u> (+)	0	7936		
<u>Sold</u> (-)	3625.1	5427.7	9052.8	
<u>Used</u> (-)	5	5	10	
<u>Total Qty</u> (=)	3843.9	8380.3	4288.2	
<u>Month End Jet-A Truck Quantity</u>	N/A	1629	N/A	
<u>Month End Qty</u> (-) (veeder-root)	3860	6759	12248	
<u>Difference</u> (=)	-16.1	-7.7	-23.8	

	<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:	48.44	75.72
This month end temp:	61.9	63.1
This month end meter:	3860	6759 (tanks only)
Prev month end inches:	82.75	53.41
Prev month end temp:	67.5	66.5
Prev month end meter:	7474	4388 (tanks only)
Price per gal:	5.08	5
Inventor gals:	3860	6759
Inventory Value:	<u>\$ 19,608.80</u>	<u>\$ 33,795.00</u>
Total Inventory Value:	<u>\$ 53,403.80</u>	